



**Australian Government**

**Department of Immigration and Citizenship**

**EDUCATIONAL VISA (SUBCLASS 418)**

**SPONSORSHIP DOCUMENT CHECKLIST**

This sponsorship document checklist details the information and supporting documents required to assist you with lodging a fully document sponsorship application with the department. You may also need to provide additional documentation on request from the department.

**Important:** Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.

Complete applications are likely to be processed more quickly. Incomplete applications may be delayed or, in some cases, refused.

This checklist is for the sponsor to ensure they have included all necessary documents with the visa application.

**After completing this checklist, please attach it to the front of your application.**

<b>FORMS REQUIRED TO SUBMIT A VALID APPLICATION</b>	<b>Check Box</b>
<a href="#">Form 55</a> <i>Sponsorship for temporary residence in Australia (non-business)</i>  A completed sponsorship Form 55 from your sponsor.	
Sponsorship fee - the sponsor must include the sponsorship fee. <b>See:</b> <a href="#">Employer Sponsored Temporary Visa Charges</a>	
<b>EVIDENCE OF ABILITY TO MEET OBLIGATIONS AND UNDERTAKINGS</b>	<b>Check Box</b>
Evidence, such as financial or annual reports, bank statements, audit reports, a statement on official letterhead, or other material to show: <ul style="list-style-type: none"><li>• financial status</li><li>• the size of the organisation including the number of employees and the location of offices</li><li>• how long the organisation has been operating.</li></ul>	
<b>PROFESSIONAL STANDING</b>	<b>Check Box</b>
Evidence of professional standing in the relevant industry in Australia.	

<b>DETAILS OF POSITION</b>	<b>Check Box</b>
Letter of appointment which states: <ul style="list-style-type: none"> <li>• start and end dates for the contract</li> <li>• position will be full-time</li> <li>• hours to be worked</li> <li>• job title</li> <li>• duties of position</li> <li>• salary</li> <li>• other conditions of employment.</li> </ul>	
Academic level of research.	
Labour Agreement (if relevant).	
Evidence of labour market testing unless one of the following applies: <ul style="list-style-type: none"> <li>• position is for senior academic or research staff</li> <li>• position forms part of a Labour Agreement.</li> </ul>	
<b>DETAILS OF APPLICANT AND THEIR FAMILY MEMBERS</b>	<b>Check Box</b>
Details of employee.	
Details of accompanying family members.	