



**Australian Government**  
**Department of Immigration and Citizenship**

**Visiting Academic Visa**  
**(Subclass 419)**

**Application Document Checklist**

This application document checklist contains information about the forms, fees and supporting documents required to lodge a complete visa application with the department. You may also need to provide additional documentation if requested.

**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.

It is important that you lodge your application with all the documents necessary to assess your application. Lodging a complete application assists case officers in making a fair and complete assessment of your claims and results in faster processing times. Applications that are not complete may be refused.

This checklist is for the applicant to ensure they have included all necessary documents with their 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 147</a> <i>Application for a temporary residence visa (non-business)</i> All relevant sections of the application form must be completed.	
Full payment of the Visa Application Charge. <b>See:</b> <a href="#">Specialist Entry Visa Charges</a>	
<b>DOCUMENTS AND INFORMATION THE APPLICANT NEEDS TO PROVIDE</b>	<b>Check Box</b>
Certified copy of the applicant's passport page that shows the applicant's photo and personal details.	
Certified copies of family members' passport page that shows the person's photo and personal details.	
Certified copy of marriage certificate or other evidence of a de facto relationship.	
Certified copies of birth certificates (for dependent children only).	
Certified copy of evidence of the name change for the applicant or family member who has changed their name (for example by marriage or deed poll).	
For any child under 18, unless both parents are included in the application – certified copies of documents that verify custody and access arrangements.	

<b>DETAILS OF POSITION</b>	<b>Check Box</b>
<p>Letter of invitation from the office of the Registrar (or equivalent administrative office) of the relevant institution or research organisation for the purpose of observing or participating in research at the institution. The letter should indicate the following:</p> <ul style="list-style-type: none"> <li>• period for which the invitation is extended</li> <li>• applicant's proposed activities in Australia</li> <li>• proposed remuneration, if any, from the inviting institution.</li> </ul>	
Statement from the applicant's home institution acknowledging the invitation and confirming leave arrangements from the applicant's usual academic appointment.	
Curriculum vitae and a certified copy of formal qualifications.	
Evidence of access to funds when in Australia as any allowance from the inviting institution is not intended to meet all your personal expenses while in Australia, but rather contribute to these expenses.	
<b>COUNTRY TO COUNTRY ARRANGEMENT</b>	<b>Check Box</b>
Letter of support from the Australian government agency.	
<b>HEALTH DOCUMENTS</b>	<b>Check Box</b>
<p>All applicants must meet health requirements.  <b>See:</b> <a href="#">Health Requirements</a></p>	
<b>CHARACTER DOCUMENTS</b>	<b>Check Box</b>
<p>If the applicant's stay in Australia, including any time already spent here, is more than 12 months, they must obtain police clearances for each applicant who is 16 years of age or older.  <b>See:</b> <a href="#">Character and Penal Clearance Requirements</a></p>	