



Australian Government
Department of Immigration and Citizenship

Specialist Entry and Sponsored Training Visas

Sponsorship Document Checklist

This checklist is designed to assist you in submitting a complete sponsorship application for the following visa subclasses:

Subclass	Description
411	Exchange Visa
419	Visiting Academic Visa
420	Entertainment Visa
421	Sport Visa
423	Media and Film Staff Visa
427	Domestic Worker (Executive)
428	Religious Worker Visa
442	Occupational Trainee Visa

Please ensure the documents you submit cover your particular circumstances.

You should ensure that you lodge a complete sponsorship application. While the department may ask you to provide more information in order to determine whether you meet the sponsorship criteria, a decision on the sponsorship application may be made solely on the information provided at the time of application.

Note: The sponsorship application fee will not be refunded if a decision is made to refuse to sponsor application because the applicant did not satisfy the sponsorship criteria.

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

Forms, fees and charges	✓
A completed form 1377. See: Form 1377 <i>Application for approval as a temporary residence sponsor</i>	
Full payment of the sponsorship application fee. See: Specialist Entry Visa Charges Sponsored Training Visa Charges	

Lawfully and actively operating in Australia	✓
Certificate of registration for tax purposes (Australian Business Number).	
Business names extract (if operating under a trading name).	
If you are a company, you must also provide: <ul style="list-style-type: none"> • Australian Securities and Investments Commission (ASIC) historical company extract (registration with ASIC). 	
If you are an operation under a trust structure, you must also provide: <ul style="list-style-type: none"> • relevant pages of the trust deed (pages listing parties to the trust and the signature page) • an ASIC historical company extract (where the trustee is a company). 	
If you are an operation under a franchise, you must also provide: <ul style="list-style-type: none"> • relevant pages of the franchise agreement (pages listing parties in the franchise agreement and the signature page). 	
If you are a not-for-profit organisation, provide: <ul style="list-style-type: none"> • a tax exemption certificate. 	
Start-up business (These documents are only required if your business has been operating less than 12 months)	✓
Evidence of active operation and ability to comply with sponsorship undertakings. This may include: <ul style="list-style-type: none"> • detailed business plan • contract of sale relating to the purchase of the business • lease agreement relating to the business premises • lease agreement relating to business premises • contracts to provide services • evidence of employment of staff • Business Activity Statements for each complete quarter from commencement of operations to date of lodgement • business banking statements covering the period of operation. 	
Individual	✓
If applying as an individual provide evidence that you are an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen usually resident in Australia	
Compliance with Australian laws	✓
Information relating to your employment/arrangement over the last 12 months of any person who is not an Australian citizen or permanent resident.	

Ability to comply with obligations	✓
<p>Provide supporting documentation to demonstrate that you satisfy sponsorship requirements. This may include:</p> <ul style="list-style-type: none"> • bank statements (provide at least 6 months' worth of your most recent bank statements) • tax returns for the most recently concluded year • profit and loss statements and balance sheets for the most recently concluded financial year • a letter of support from a chartered accountant, CPA, PNA, FPNA or reputable financial institution that clearly summarises the organisation's ability to meet its financial responsibilities. 	
No adverse information is known about the organisation and its principles	✓
<p>Provide any information relating to action that has been taken against the organisation or eligible individual by any Australian state or territory government agency in the preceding 12 month period, even if it did not result in a criminal or civil penalty being imposed. This should include any breach notices or infringement notices issued to the business.</p>	
Eligible individuals	✓
<p>If you are applying as an individual, evidence that you are an Australian citizen, Australian permanent resident or eligible New Zealand citizen who normally resides in Australia. This may include:</p> <ul style="list-style-type: none"> • birth certificate • passport • citizenship certificate. 	
Visa specific requirements	✓
<p>If you are sponsoring a Subclass 427 – Domestic Worker (Executive) visa, please provide a copy of the organisation's structure chart.</p>	
<p>If you are sponsoring a Subclass 428 – Religious Worker visa, please provide:</p> <ul style="list-style-type: none"> • a copy of the Income Tax Exemption Charity (ITEC) endorsement from the Australian Taxation Office • a statement providing: <ul style="list-style-type: none"> ○ the numbers of members of the congregation ○ details of the activities undertaken by the organisation such as the types of religious services, study and/or prayer, counselling and pastoral services and/or involvement in social services • a copy of a memoranda and articles of association, constitutions, rules or charters. 	