



**DOCUMENTS REQUIRED FOR IMMIGRATION IN ORDER TO MAKE A DECISION ON VISA**

*In order to satisfy Immigration’s requirements, the candidate will need to provide the following documentation:*

|  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| <b>Copy of signed contract of employment</b><br><i>(For permanent visas, contract duration needs to be 3 years +, please see eligibility requirements on the weblink to DIAC below)</i>                        |            |           |
| <b>Certified copies of qualifications</b>  |            |           |
| <b>Copy of up-to-date c.v.</b>   |            |           |
| <b>Certified copy of current passport and visa</b>   |            |           |
| <b>Certified copy of marriage certificate or other evidence of defacto relationship (if applicable)</b>  |            |           |
| <b>Certified copy of current visa of dependents</b>  |            |           |
| <b>Certified copy of birth certificate (for dependent children only)</b>   |            |           |
| <b>Copy of duty statement/job description</b><br><i>This needs to cover the following:<br/>Job description, responsibilities, main duties, qualifications, essential skills, employment experience</i>         |            |           |
| <b>Job advertisement if applicable</b>   |            |           |
| <b>Skills assessment</b><br><i>(This depends on job role – this needs to be completed prior to submitting the application. Please be aware of timeframes involved with the relevant assessing authorities)</i> |            |           |

**For further information, please refer to the following checklists:**

**Permanent Residency:** <http://www.immi.gov.au/skilled/skilled-workers/ens/employee-checklist.htm>

**Temporary Residency:** <http://www.immi.gov.au/skilled/skilled-workers/sbs/checklist-application.htm>

**For all other related visa queries, please visit:** [www.immi.gov.au](http://www.immi.gov.au)