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A teal-colored silhouette of the map of Australia, including Tasmania, is centered on the page. The text 'General Skilled Migration' is overlaid on the map in white, bold, sans-serif font.

General Skilled Migration



Department of
Immigration and Multicultural
and Indigenous Affairs

1119 (Design date 11/02)

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About this booklet

This booklet is designed so that you can understand the steps for applying for **General Skilled Migration** to Australia, and complete the application form with minimal, if any, help.

This booklet is intended as a guide only. You should visit the website www.immi.gov.au to obtain up-to-date information. New versions of this booklet are published each year in March, July and November.

This booklet is one of a series of booklets about migration to Australia. The other booklets are:

- 1 Partner Migration
- 2 Child Migration
- 3 Parent Migration
- 4 Other Family Migration
- 5 Employer Sponsored Migration
- 7 Business Skills Migration
- 8 Special Migration

For general information about migration to Australia, read information form 1126i *Migrating to Australia*, or visit the website <http://www.immi.gov.au>

Use of a migration agent

You are not required to use a migration agent to assist with your application/sponsorship. However, in the event you wish to use a migration agent, a list of registered migration agents is available from the Migration Agents Registration Authority (MARA) or the offices of DIMIA. You can contact the MARA at:

PO Box Q1551
QVB NSW 1230
AUSTRALIA

Fax: +61 2 9299 8448

Website: www.themara.com.au

Registered migration agents are bound by the Migration Agent's Code of Conduct and generally charge for their services. The MARA investigates complaints against registered migration agents and may take disciplinary action against them. If you have a concern about a registered migration agent, you can contact the MARA.

Under Australian law, anyone who uses knowledge of migration procedures to offer advice or assistance to a person wishing to obtain a visa to enter or remain in Australia must be registered. If you intend to use a migration agent you are advised to use a registered migration agent.

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Department of Immigration and Multicultural and Indigenous Affairs

www.immi.gov.au

Introduction

This booklet is designed so that you can understand the steps for applying for General Skilled Migration to Australia, assess your eligibility to apply, and to complete the application form with minimal, if any, help.

Please ensure you read all parts of the booklet as they will help you understand the requirements for General Skilled Migration to Australia.

Part 1 outlines the basic requirements that you must be able to satisfy in order to apply for General Skilled Migration. If you are unable to satisfy the basic requirements, you should not continue with a General Skilled Migration application.

If you satisfy the basic requirements you will need to select a General Skilled Migration category to apply under. The categories and the visas under each category are described in Part 2. You must select the visa which best suits your circumstances and gives you the best chance of success.

Some General Skilled Migration visas require an Assurance of Support. If you select a category which requires an Assurance of Support you must read about Assurances of Support in Part 2 for further details.

Once you have selected the visa that you wish to apply for, Part 3 will help you assess your eligibility for the visa.

If you have read this book and require further information on General Skilled Migration, please refer to our website **www.immi.gov.au** or email **adelaide.skilled.centre@immi.gov.au**

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Terms you need to know

To understand the requirements for General Skilled Migration to Australia, you need to know these terms.

Applicant	The applicant is the person (or persons) applying to migrate to Australia.
Assurer	<p>If you have a sponsor, you must also have an assurer. This is a person living in Australia who is an Australian citizen or permanent resident and who agrees to provide financial support (an Assurance of Support) so that you will not have to rely on Government forms of support. The sponsor and assurer may be the same person.</p> <p>More details about Assurance of Support are given in Part 2 (page 26).</p>
Australian mission	An Australian Embassy, High Commission or Consulate or Consulate-Mission General or Australian Trade Commission.
Certified copy	Copy of a document authorised, or stamped as being a true copy of the original, by a person or agency recognised by the law of the person's home country. In Australia, this means a copy which is authorised as a true copy by a person before whom a Statutory Declaration may be made. Such authorised persons include a Magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits, a solicitor, registered medical practitioner, bank manager, Australian Postal Corporation Officer with 5 years of service.
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs.
Eligible New Zealand citizen	For sponsorship purposes, an eligible New Zealand citizen is one who held a Special Category Visa (SCV) on 26 February 2001; or held a SCV for at least one year in the 2 years preceding that date; or has a certificate, issued under the <i>Social Security Act 1991</i> , that states that the citizen was, for the purposes of that Act, residing in Australia on a particular date. The SCV holder would also have needed to meet certain health and character requirements on last entry to Australia.
Eligible overseas student	Refers to overseas students in Australia who are eligible to apply for the onshore students in Australia visa categories. Please refer to student page 18 for more details.
Employment	Having worked in paid employment for at least 20 hours a week.
IELTS	<p>This refers to International English Language Testing System, the test required to assess your English language ability for migration purposes.</p> <p>For more details about IELTS, please read form 1220i included in the Skilled Migration pack or visit the DIMIA website www.immi.gov.au</p>
OET	This refers to the Occupational English Test . In some professions, applicants are required to sit this test as part of the qualifications assessment.

Terms you need to know (continued)

Pass mark	This is the total number of points you must score to pass the points test. You must reach the pass mark in force at the time your application is assessed. If you pass, your application will be processed further.
Points test	For some categories, you must pass a points test. The pass mark changes from time to time. Before choosing a category to apply under, you should do a self-assessment. More details about the points test and self-assessment are given when you get to Part 3.
Pool mark	If you do not achieve the pass mark, the pool mark is the total number of points you must score if your application is to be held in reserve for up to 2 years after it is assessed, in case a newer, lower pass mark is set.
Skilled Occupations List (SOL)	<p>If you are intending to apply under one of the General Skilled Migration Occupation categories, you must have a nominated occupation which is on the SOL at the time you apply. In order to make a valid application you must obtain a skills assessment from the relevant assessing authority for your nominated occupation.</p> <p>For more details about the SOL, please read form 1121i included in the Skilled Migration pack or visit the DIMIA website www.immi.gov.au</p>
Sponsor	For some categories you must be sponsored. A sponsor is a relative who is living in Australia, is an Australian citizen or permanent resident or an eligible New Zealand citizen and is prepared to sponsor your application.
Statutory Declaration	This declaration must be made before a person authorised by the <i>Statutory Declarations Act 1959</i> and Regulations, which include the following: magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits, solicitor, registered medical practitioner, bank manager, postal manager, an Australian Public Officer with 5 years service.

PART 1
Basic
requirements

Basic requirements

For General Skilled Migration to Australia, you or your spouse must be able to satisfy the following basic requirements.

Age

You must be **under 45** when you apply.

English language

You must have sufficient ability in the English language for working in Australia. This is known as '**vocational English**' (see page 36).

A higher level of English is required for certain occupations where English ability forms part of the skills assessment.

In the Skilled–Designated Area Sponsored categories and the Skill Matching visa category you may be eligible with a lower level of English (see page 25).

You are encouraged to have your English language ability tested before you apply.

Qualifications

You must have **post-secondary** (such as university or trade) **qualifications** (in a small number of occupations **substantial relevant work experience** may be acceptable) and your skills must have been assessed by the relevant assessing authority as **suitable** for your nominated occupation.

Nominated occupation

When you apply, you must nominate a skilled occupation which fits your skills and qualifications. Your nominated occupation must be **on the Skilled Occupations List** (for more details about the SOL please read form 1121i included in the Skilled Migration pack or visit the DIMIA website www.immi.gov.au). **If your nominated occupation is not on the list you cannot apply.**

Recent work experience

This requirement is separate to the need to have your skills assessed as suitable for your nominated occupation before you apply.

If your nominated occupation is worth **60** points (see the points score for your nominated occupation on form 1121i), you must provide evidence (see Employment References, page 37) that you have been in paid employment in a skilled occupation (any occupation listed on form 1121i) for **at least 12 of the 18 months immediately** before applying.

If your nominated occupation is worth **40** or **50** points, you must provide evidence (see Employment References, page 37) that you have been in paid employment in a skilled occupation (any occupation listed on form 1121i) **for at least 2 of the 3 years immediately** before you apply.

For certain occupations a longer period of specific work experience is required to obtain a suitable skills assessment (eg. Manager).

In the Skill Matching or Skilled–Designated Area Sponsored categories you may be eligible with less work experience (see page 25).

Australian qualification exemption—You do not need to meet the work experience requirement if you have completed an Australian qualification (see page 40) less than 6 months before lodging your visa application. Completion is defined as the first date on which results were publicly notified or made available to the applicant, for example by letter, on the internet, by publication in the newspaper or by bulletin board at the tertiary institution. This exemption **cannot** however, be used to waive any specific work experience requirement imposed by an assessing body as part of a skills assessment. If you intend taking advantage of this concession you should note that the 6 month period begins from the **date of completion** of the qualification, and **not** from the date the qualification was conferred.

If you are using work experience obtained in Australia to meet this requirement, that work must have been undertaken while you were the holder of a substantive visa authorising you to work.

Skills assessment

Before you apply, you must have had your skills assessed by the relevant Australian assessing authority (as outlined on form 1121i) for your nominated occupation. (To be granted a visa, your skills must have been assessed as suitable for your occupation.)

Please note that these assessing authorities are responsible for undertaking skills assessment for migration purposes, and are NOT employment agencies. The assessing authorities will not reply to requests for job placement. Nor can they give advice on the allocation of points.

Extra requirements apply to New Zealand citizens and Overseas Students in Australia. Please refer to Part 2 of the booklet for details.

If you are not able to satisfy these basic requirements, you should NOT continue with a General Skilled Migration application.

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PART 2

**Categories you
can apply under**

When you apply for General Skilled Migration, you must select a visa to apply for. The visas are organised into 3 categories. Once you have read Part 2 you should be able to select the category and the visa within that category which best suits your circumstances and gives you the best chance of success.

You may apply under one of these 3 categories:

General Skilled For Overseas applicants not currently in Australia	page 14
Overseas Student For Overseas Students currently studying in Australia	page 18
Onshore New Zealand citizen For New Zealand citizens currently in Australia	page 21

Within these 3 categories, you may apply under the following types of visa classes:

Independent

For those who do not have a family sponsor, who choose not to be sponsored by family, or who have been nominated by a State or Territory Government.

Skill matching

For those wanting to be involved in the skill matching process (and who are seeking to be nominated by a State or Territory Government or an employer).

If you are applying for the Onshore New Zealand citizen or Overseas Student in Australia visa categories you cannot apply under this category.

Designated area sponsored

For those who have a sponsor and an assurer. Your sponsor must live in a designated area (see page 25) at the time of application and continue to reside there at the time of decision. You must be related to your sponsor as:

- a non-dependent child (a natural, adoptive or step-child);
- a parent;
- a brother or sister (including adoptive or step-siblings);
- a niece or nephew (including adoptive or step-niece or nephew);
- a first cousin; or
- a grandchild.

(To ensure the processing of your application is not delayed, please include **a diagram of your family tree** with your application. Use this diagram to ensure you include all relevant proof of relationship documents with your application.)

Please note: Even if you meet all the requirements for this category, you may still consider applying under the Independent category (which does not need a sponsor or assurer).

If your sponsor is your **spouse's blood relative**, your spouse must complete form 47SK *Application for general skilled migration to Australia* **as the main applicant**, even if you are the person satisfying the basic requirements.

Australian sponsored

This category is designed for potential skilled migrants whose sponsor lives **outside** the designated areas listed on page 25. You must have a sponsor and an assurer. You must be related to your sponsor as:

- a non-dependent child (a natural, adoptive or step-child);
- a parent;
- a brother or sister (including an adoptive or step-sibling); or
- a niece or nephew (including adoptive or step-niece or nephew).

(To ensure the processing of your application is not delayed, please include **a diagram of your family tree** with your application. Use this diagram to ensure you include all relevant proof of relationship documents with your application.)

Please note: Even if you meet all the requirements for this category, you may still consider applying under the Independent category (which does not need a sponsor or assurer).

If your sponsor is your **spouse's blood relative**, your spouse must complete form 47SK *Application for general skilled migration to Australia* **as the main applicant**, even if you are the person satisfying the basic requirements.

General Skilled categories

Skilled—Independent (Class BN, subclass 136)

You must be highly skilled and have education, skills and employability which will contribute to the Australian economy.

You must:

- **satisfy the basic requirements** at page 8; and
- **pass the points test** (see Part 3).

Skilled—State Territory Nominated Independent (Class BN, subclass 137)

You must:

- **satisfy the basic requirements** at page 8;
- **meet the pool mark for the points test** (See Part 3); and
- **be nominated by a participating State or Territory** (currently, at time of publication, South Australia, Victoria and the ACT — please check on DIMIA's website www.immi.gov.au or with an Australian mission for the latest list).

Participating States and Territories will select nominees on the basis of occupations being in shortage in the particular State or Territory. Applicants are normally identified through the Skill Matching Database (below). Interested migrants can also approach States/Territories directly. States and Territories have their own websites which are linked with DIMIA's website.

States and Territories aim to select skilled migrants who have a sound chance of gaining employment in that State or Territory within a short time of their arrival. The State or Territory is not the employer and there is no employer nomination. As the occupation is in shortage, it is anticipated a job should be found quickly, but this is not guaranteed.

In accepting a nomination by a State or Territory, you will have a number of obligations you will be required to meet. This include amongst others:

- that you will remain in the State or Territory for a period of at least two years; and
- that you will keep the State or Territory informed of changes in address details before and after arrival, and be prepared to complete surveys and provide information as required.

Skill Matching Database

If you are a Skilled-Independent applicant your details can be placed on the Skill Matching Database if you complete Part I of form 47SK. The database is sent regularly to certain Regional Certifying Bodies and State and Territory governments who may then nominate applicants to fill vacancies that cannot be filled through the local labour market. An abridged version of this database is also available in the Department's website www.immi.gov.au/skills/skills.html. If nominated by a regional employer or a State/Territory Government, your application will be given priority processing.

Skill Matching Outright (Class BR, subclass 134)

You must:

- **satisfy the basic requirements** for skill and age outlined at page 8, but **with functional English and a lesser recent work experience requirement**.

This category **is not points tested**. You should consider this category if you are not certain or it is unlikely you will pass the points test.

Recent work experience requirement

You must have been employed in a skilled occupation for at least 6 months in the 12 months before applying for migration.

You do not need to meet this work experience requirement if you meet the Australian qualification exemption outlined at page 9.

Exceptions to basic requirements for applicants in the Skill Matching visa category

English language requirement

If you only have functional English (ie. you have achieved an overall band score of 4.5 on the 4 components of IELTS test) you can apply for this visa. However, if you are nominated off the Skill Matching Database by a State/Territory Government you must have made acceptable arrangements to upgrade your English skills to the 'vocational English' level. Such arrangements require a fee to be paid for this tuition to a designated English language provider before your visa can be granted.

Skill matching has been designed to help overcome regional skill shortages by helping some migrants to settle in parts of Australia where their skills and abilities are in demand. This is done by placing their details in a **Skill Matching Database**. The database is made available to State and Territory governments and employers who may then nominate an applicant for migration. An abridged version of the database is also available on the DIMIA website, www.immi.gov.au/skills/skills.html

If you choose this category, your details will be placed in the database and stay there for **up to 2 years**. If you are not nominated within the 2 years, your details will be removed from the database and your application will be refused.

Payment for this category is different to the others. There is no initial fee to have your application assessed for inclusion in the Skill Matching Database. You pay the full visa application fee if, and only if, you are selected by a State or Territory Government or employer. You pay the fee which is current at the time you are selected (see form 990i *Charges* which is available in the Forms section of DIMIA's website www.immi.gov.au).

An applicant nominated by a State or Territory Government may be eligible for a Skill Matching visa.

You must meet the pool mark for the points test, satisfying the basic requirements on page 8 and be nominated by a participating State or Territory (currently at time of publication, South Australia, Victoria and the Australian Capital Territory (ACT) (please check with the DIMIA website www.immi.gov.au or with an Australian mission for the latest list). Participating States and Territories will select nominees on the basis of occupations being in shortage in the particular State or Territory. Applicants are normally identified through the Skill Matching Database (see page 14). Interested migrants can also approach States/Territories directly. States and Territories have their own websites which are linked with the DIMIA website. States and Territories aim to select skilled migrants who have a sound chance of gaining employment in the State or Territory within a short time of their arrival. The State or Territory is not the employer and there is no employer nomination. As the occupation is in shortage, it is anticipated a job should be found quickly, but this is not guaranteed.

In accepting a nomination by a State or Territory, you will be required to:

- remain in the State or Territory for a period of at least two years;
- keep the State or Territory informed of changes in address details before and after arrival, and be prepared to complete surveys and provide information as required; and
- meet any other requirements of the State or Territory.

An applicant nominated by an employer may be eligible for a visa under the Regional Sponsored Migration Scheme (RSMS).

To choose this category, you must also complete Part I 'Skill matching' in the application form 47SK. Your spouse should also complete Part I if he/she satisfies the basic requirements and wishes to be skill matched.

If you are assessed as satisfying the basic requirements, the Skill Matching section of the form will be sent to Australia for inclusion in the Skill Matching Database. If a State or Territory Government or employer wishes to nominate you, they will lodge a nomination form with a DIMIA regional office in Australia. That office will contact the relevant overseas processing post with advice of the nomination, so that visa processing can be finalised.

For information about individual States and Territories, refer to the following website address www.immi.gov.au/settle

Skilled–Designated Area Sponsored (Class BQ, subclass 139)

Under this category, the Australian Government is seeking skilled migrants to settle in certain regions of Australia.

You must:

- **meet the basic requirements** on page 8 with certain exceptions (see page 25);
- have a **sponsor who lives in one of the designated areas** listed on page 25. You or your spouse must be **related to the sponsor** as stated on page 13; and
- have an assurer.

There is **no points test** under this category.

Skilled–Australian Sponsored (Class BQ, subclass 138)

You must:

- **meet the basic requirements** on page 8;
- have a **sponsor**. You or your spouse must be **related to the sponsor** as stated on page 13;
- have an **assurer** (see page 26); and
- pass the points test (See Part 3).

Options if you don't meet the Skilled Independent pass mark

If you meet the pool mark:

- you can still lodge an application and register for the Skill Matching Database. Once on the database you may be nominated by a State or Territory Government under the State and Territory Nominated Independent category or sponsored by an employer under the Regional Sponsored Migration Scheme (see entry on Skill Matching on page 14). Note that you must pay the visa application charge on application;

If you are under 45, have vocational English and have a diploma, trade or degree level skill you can apply for:

- the Skill Matching visa for no initial fee. Applicants are registered on the Skill Matching Database and may be nominated by a State or Territory Government under the State and Territory Nominated Independent category or sponsored by an employer under the Regional Sponsored Migration Scheme (see entry on Skill Matching on page 14). This category is not points tested.

If you are under 45, have vocational English, a diploma, trade or degree level skill and have a relative in Australia as distant as a first cousin:

- you may wish to consider the Skilled–Designated Area Sponsored category (above). Your relative must be willing to sponsor you and provide financial support. This category is not points tested.

Submitting a valid General Skilled application

If the following documents are not included with your application, it will be returned as invalid.

To make a valid **General Skilled** application, you must provide at the time of lodgement:

- Correct form;
- Correct fee in Australian dollars payable to DIMIA. **Note: If you are required to pay any other charges, you will be requested in writing by the processing office;**
- Skills Assessment from a relevant assessing authority (including all documents provided to the assessing body with your application for assessment) OR if you are applying for a Graduate Skilled Temporary visa, formal Skills Assessment receipt/certified copy of application form, fee and envelope sent to the assessing body. **Note:** you may send a certified skills assessment, however, DIMIA may request the original skills assessment at a later date;
- Full birth certificate or other proof of age **for all persons included in the application;**
- Complete the checklists on page 23 (Additional documents) and page 24 (Other documents) and attach them to your application;
- If you are applying under one of the visa classes listed on page 20, you must also include the documents and information requested for each visa class; and
- Application sent to GPO Box 1638, Adelaide SA, 5001 or sent by courier to 155 Currie Street, Adelaide SA, 5001.

To apply under the **Skilled–Designated Area sponsored** or **Skilled–Australian Sponsored** categories, you should also provide at the time of lodgement:

Assurance of Support

- Correctly completed form 28 *Required Assurance of Support*;
- Proof that your assurer is an Australian citizen or permanent resident (if you are applying for an 881 Skilled Australian Sponsored Overseas Student or 882 Skilled Designated Area Sponsored Overseas Student);
- Assurer's Tax Assessment Notices from the Australian Taxation Office for the 2 years immediately prior to the date of lodgement of the application;
- Evidence of your assurer's continuing employment, ie. latest payslip or letter from accountant stating net income per week (if self employed); and
- Full birth certificate or other proof of age for your assurer.

Sponsorship

- Correctly completed form 40 *Sponsorship for migration to Australia*;
- Proof that your sponsor is an Australian citizen or permanent resident;
- Proof of sponsor's relationship to the principal applicant;
- Full birth certificate or other proof of age for your sponsor; and
- Proof of your sponsor's residence in a designated area of Australia for at least the past 12 months (only if you are applying under a Designated Area Sponsored category).

Please include this checklist with your application.



Overseas Student categories

Specific requirements for eligible overseas students in Australia

To apply for an Overseas Student visa, in addition to the basic requirements at page 8:

- all applicants must be holders of a substantive Student visa (other than ELICOS, AusAID, government sponsored and Defence Sector students or any student visa holder with an 8535 condition attached to the visa), or persons who held such a visa 6 months before applying and have not subsequently become unlawful;
- all applicants must be the holder of a substantive visa or a bridging visa A or B associated with an application for a **Graduate Skilled Temporary** visa;
- the principal applicant must provide evidence that they hold a degree, diploma or trade qualification for an award by an Australian educational institution as a result of at least one year of full-time study at one institution whilst physically in Australia and completed (see page 9) within 6 months of application;
- all applicants must be in Australia at the time of lodgement of the application and visa grant;
- all applicants must provide evidence of a recent **permanent residence** medical examination from the appropriate health body (currently Health Services Australia), UNLESS you are applying for a Graduate Skilled Temporary visa, when a receipt from the appropriate health body is sufficient ;
- all applicants aged 16 years and over must submit Australian Federal Police checks (please obtain form 1101 available from the DIMIA website www.immi.gov.au or any Australian mission or DIMIA office for further information) UNLESS you are applying for a Graduate Skilled Temporary visa, then this is not yet required. A State police clearance is not acceptable. **Note:** you may send a certified police clearance, however, DIMIA may request the original police clearance at a later date; and
- you must lodge your application by mail to GPO Box 1638, Adelaide SA, 5001 or by courier to 155 Currie Street, Adelaide SA, 5001.

Please note that you will be requested to provide an overseas police clearance for every country you have lived in for 12 months or more during the last 10 years.

Skilled—Independent Overseas Student (Class DD, subclass 880)

You must:

- **satisfy the basic requirements** at page 8;
- **pass the points test** (see Part 3);
- hold a positive skills assessment undertaken in a **60 point** skill level occupation **unless** you have completed an Australian doctorate degree. Successful Australian doctorate degree students may apply if they hold a satisfactory skills assessment in a 50 point occupation and have completed their doctoral degree. Submission of thesis alone is not acceptable. The thesis must be marked and you must have successfully fulfilled **all** course components.

Skilled—Designated Area Sponsored Overseas Student (Class DE, subclass 882)

Under this category, the Australian Government is seeking skilled migrants to settle in certain regions of Australia.

You must:

- **satisfy the basic requirements** on page 8 with certain exceptions (see page 25);
- **Nominate a skilled occupation**;
- have a **sponsor who lives in one of the designated areas** listed on page 25. You or your spouse must be **related to the sponsor** as stated on page 13; and
- Have an **assurer** (see page 26).

Skilled—Australian Sponsored Overseas Student (Class DE, subclass 881)

You must:

- **satisfy the basic requirements** on page 8);
- **pass the points test** (see Part 3);
- have a **sponsor**. You or your spouse must be **related to the sponsor** as stated on page 6;
- have an **assurer** (see page 26); and
- nominate a **50 or 60 point skilled occupation** from the SOL.

Graduate Skilled Temporary (Class UQ, subclass 497)

The purpose of the Graduate Skilled Temporary visa is to give student applicants more time to compile their application for permanent residence. It is not a compulsory part of student permanent residence applications.

If granted, it will give the applicant (and any dependants included in the application) a period of stay of up to 6 months by which they **must by law, lodge their application** for a Skilled—Independent Overseas Student OR Skilled—Australian Sponsored Overseas Student OR and Skilled—Designated Area Sponsored Overseas Student visa.

You and any dependants included in your application must maintain adequate arrangements for **health insurance** while in Australia. If you do not go ahead with an application for permanent residence, any dependants included in your application **must not leave Australia later** than you.

For further information refer to form 1187i *Graduate skilled temporary stay* available from the DIMIA website www.immi.gov.au or any Australian mission or DIMIA office.

Submitting a valid Overseas Student application

If the following documents are not included with your application, it will be returned as invalid.

To make a valid **Student** application, you must provide at the time of lodgement:

- Correct form;
- Correct fee in Australian dollars payable to DIMIA; **Note: If you are required to pay any other charges, you will be requested in writing by the processing office;**
- Positive Skills Assessment from a relevant assessing authority (including all documents provided to the assessing body with your application for assessment) OR if you are applying for a Graduate Skilled Temporary visa, formal skills assessment receipt/certified copy of application form, fee and envelope sent to the assessing body. NOTE, you may send a certified skills assessment, however, DIMIA may request the original skills assessment at a later date;
- Full birth certificate or other proof of age **for all persons included in the application;**
- Complete the checklists on page 23 (Additional documents) and page 24 (Other documents) and attach them to your application;
- If you are applying under one of the visa classes listed on the next page, you must also include the documents and information requested for each visa class; and
- Application sent to GPO Box 1638, Adelaide SA, 5001 or sent by courier to 155 Currie Street, Adelaide SA, 5001.

Please include this checklist with your application.



To apply for a **497 Graduate Skilled Temporary visa** and have a valid application, you must also provide at the time of lodgement:

- The principal applicant must provide their Academic Transcript;
- The principal applicant must provide a letter from the educational institution stating that the applicant has met all the requirements for award of qualification, **course completion date**, language course was conducted in, how long the applicant studied as full or part-time student; and
- All applicants must provide health insurance receipt or certified copy of health care card for all persons included in the application.

To apply for an **880 Skilled–Independent Overseas Student, 881 Skilled–Designated Area Sponsored Overseas Student or 882 Australian Sponsored Overseas Student** and have a valid application, you must also provide at the time of lodgement:

- All applicants must provide completed **Permanent Residence Medicals** or receipt from Health Services Australia stating an appointment has been made for all persons included in the application;
- All applicants aged 16 years and over must provide an Australian Federal Police Clearance. State police clearances are not acceptable. NOTE: you may send a certified police clearance, however, DIMIA may request the original police clearance at a later date;
- The principal applicant must provide an academic transcript; and
- The principal applicant must provide a letter from the educational institution stating that the applicant has met all the requirements for award of qualification, course completion date, language course was conducted in, how long the applicant studied as a full or part-time student.

To apply under the **Skilled–Designated Area Sponsored Overseas Student** or **Skilled–Australian Sponsored Overseas Student** categories and have a valid application, you must also provide at the time of lodgement:

Assurance of Support

- Correctly completed form 28 *Required Assurance of Support*;
- Proof that your assurer is an Australian citizen or permanent resident;
- Assurer's Tax Assessment Notices from the Australian Taxation Office for the 2 years immediately prior to the date of lodgement of the application;
- Evidence of your assurer's continuing employment, ie. latest payslip or letter from accountant stating net income per week (if self employed); and
- Full birth certificate or other proof of age for your assurer.

Sponsorship

- Correctly completed form 40 *Sponsorship for migration to Australia*;
- Proof that your sponsor is an Australian citizen or permanent resident;
- Proof of sponsor's relationship to the principal applicant;
- Full birth certificate or other proof of age for your sponsor; and

Proof of your sponsor's residence in a designated area of Australia for at least the past 12 months (only if you are applying under a Designated Area Sponsored category).

Please include this checklist with your application.



Onshore New Zealand Citizen categories

Specific requirements for eligible New Zealand citizens in Australia

In addition to the basic requirements listed on page 8, to apply under the Onshore New Zealand Citizen categories you must meet the following requirements:

- The applicant seeking to satisfy the primary criteria must be the holder of a subclass 444 (Special Category) visa;
- The primary applicant must be in Australia at time of lodgement. Dependants may be in Australia or overseas; and
- For grant of visa, all applicants included in the application must be in Australia.

Skilled—Onshore Independent New Zealand Citizen (Class DB, subclass 861)

You must be highly skilled and have education, skills and employability which will contribute to the Australian economy.

You must:

- **satisfy the basic requirements** at page 8; and
- **pass the points test** (see Part 3).

Skilled—Onshore Designated Area Sponsored New Zealand Citizen (Class DB, subclass 863)

Under this category, the Australian Government is seeking skilled migrants to settle in certain regions of Australia.

You must:

- **meet the basic requirements** on page 8 with certain exceptions (see page 25);
- have a **sponsor who lives in one of the designated areas** listed on page 25. You or your spouse must be **related to the sponsor** as stated on page 5; and
- have an **assurer** (see page 26).

There is **no points test** under this category.

Skilled—Onshore Australian Sponsored New Zealand Citizen (Class DB, subclass 862)

This category is designed for potential skilled migrants whose sponsor lives outside the designated areas listed on page 25.

You must:

- **satisfy the basic requirements** on page 8);
- **pass the points test** (see Part 3);
- have a **sponsor**. You or your spouse must be **related to the sponsor** as stated on page 13;
- have an **assurer** (see page 26); and
- nominate a **50 or 60 point skilled occupation** from the SOL.

Submitting a valid Onshore New Zealand Citizen application

If the following documents are not included with your application, it will be returned as invalid.

To make a valid **Onshore New Zealand Citizen** application, you must provide at the time of lodgement:

- Correct form;
- Correct fee in Australian dollars payable to DIMIA. **Note: If you are required to pay any other charges, you will be requested in writing by the processing office;**
- Skills Assessment from a relevant assessing authority (including all documents provided to the assessing body with your application for assessment). NOTE, you may send a certified skills assessment, however, DIMIA may request the original skills assessment at a later date;
- Full birth certificate or other proof of age **for all persons included in the application;**
- Complete the checklists on page 23 (Additional Documents) and page 24 (Other Documents) and attach them to your application;
- If you are applying under one of the visa classes listed on page 19, you must also include the documents and information requested for each visa class; and
- Application sent to GPO Box 1638, Adelaide SA, 5001 or sent by courier to 155 Currie Street, Adelaide SA, 5001.

To apply under the **Skilled–Designated Area sponsored** or **Skilled–Australian sponsored** categories, you should also provide at the time of lodgement:

Assurance of Support

- Correctly completed form 28 *Required Assurance of Support*;
- Proof that your assurer is an Australian citizen or permanent resident (if you are applying for an 881 Skilled Australian Sponsored Overseas Student or 882 Skilled Designated Area Sponsored Overseas Student);
- Assurer's Tax Assessment Notices from the Australian Taxation Office for the 2 years immediately prior to the date the application is lodged;
- Evidence of your assurer's continuing employment, ie. latest payslip or letter from accountant stating net income per week (if self employed);
- Full birth certificate or other proof of age for your assurer.

Sponsorship

- Correctly completed form 40 *Sponsorship for migration to Australia*;
- Proof that your sponsor is an Australian citizen or permanent resident;
- Proof of sponsor's relationship to the principal applicant;
- Full birth certificate or other proof of age for your sponsor; and
- Proof of your sponsor's residence in a designated area of Australia for at least the past 12 months (only if you are applying under a Designated Area Sponsored category).

Please include this checklist with your application.



Additional documents

The following documents will be requested during the processing of your application. You are encouraged to include these documents at the time of lodgement to ensure that the processing of your application is not delayed.

- All family members (whether migrating or not) must include 4 recent passport photos each (45mm x 35mm). The name of the person and their date of birth must be printed on the back of each photograph;
- All applicants must include certified copies of pages in their passport that are not blank;
- The principal applicant must provide evidence of recent work experience OR proof of Australian qualification involving at least one year full-time study completed in the last 6 months;
- All applicants must include proof of their English language ability. If IELTS tests are submitted, only **original** copies are acceptable;
- All applicants seeking to meet the points test must include a copy of their curriculum vitae (a statement of your work and educational history); and
- All applicants seeking to meet the points test must include a copy of any employment licence or association membership they hold.

If you are claiming points for these factors you must include:

- Proof of specific work experience;
- Proof of job offer;
- Proof of Australian qualifications. You must include a certified copy of your degree and a certified copy of your academic record;
- Proof that your spouse satisfies the basic requirements; and
- Proof required for bonus points. (If you are relying on being awarded bonus points for capital investment in Australia, you must make this clear in your application.)

Please include this checklist with your application.



Other documents

Each dependant of you or your spouse aged 18 years and over (whether migrating or not) must include a completed form 47A.

- For each dependent aged 18 or over in your application, evidence of dependency on you;
- If your spouse does not intend to migrate with you, a note explaining why and whether your spouse intends to join you later;
- If anyone in your application is separated, you must include a Statutory Declaration that gives the name of their spouse, date of marriage and date of separation, and (if the separation is permanent) states that they are getting, or intend getting, a divorce;
- If anyone in your application is married or has been married, you must include a certified copy of the marriage certificate;
- If anyone in your application is in a de facto relationship, you must include evidence that their relationship is genuine and continuing, and they have a commitment to a shared life together;
- If anyone in your application has been divorced, you must include a certified copy of the divorce decree absolute;
- If anyone in your application has been widowed, you must include a certified copy of the death certificate of the deceased spouse;
- If anyone in your application has changed their name (for example, by marriage or deed poll), you must include a certified copy of evidence of the name change;
- If you or your spouse have any children who are not included in this application, you must include certified copies of documents to verify custody and access arrangements for children under 18 years of age;
- If any child under 18 years of age included in your application is adopted, you must include a certified copy of the adoption papers; and
- If your application includes dependent children from a previous marriage/relationship or current relationship of you/your spouse, you must include a copy of the court order showing that you/your spouse has sole custody.

Please include this checklist with your application.



Designated areas

Your sponsor must have lived for at least one year and still live in one of the following designated areas. For the most up-to-date information check the Department's website at www.immi.gov.au

State or Territory	Designated area
Victoria	Anywhere
South Australia	Anywhere
Northern Territory	Anywhere
Tasmania	Anywhere
Australian Capital Territory	Anywhere
Queensland	Postcode areas 4019–4028, 4037–4050, 4079–4100, 4114, 4118, 4124–4150, 4158–4168, 4180–4899 (anywhere except Brisbane metropolitan area)
Western Australia	Postcode areas 6042–6044, 6051, 6126, 6200–6799 (anywhere except Perth metropolitan area)
New South Wales	Postcode areas 2311–2312, 2328–2333, 2336–2490, 2535–2551, 2575–2739, 2787–2898 (anywhere except Sydney, Newcastle and Wollongong)

Exceptions to basic requirements for applicants in the Designated Area Sponsored categories

English language requirement

If you do not have 'vocational English' as defined at page 36, you may qualify under this category if you have achieved an overall band score of 4.5 on the 4 components of IELTS test (functional English). To take up this option you must have made acceptable arrangements with a **participating State or Territory Government** (at the time of publication the participating states are South Australia, Victoria, Northern Territory and Tasmania—please check on DIMIA's website www.immi.gov.au or with an Australian mission for the latest list) to upgrade your English skills to the 'vocational English' level. To access this option your sponsor must live in a participating State/Territory.

Such arrangements require a fee to be paid for this tuition to an agency in the participating State/Territory before your visa can be granted.

Recent work experience requirement

If your nominated occupation is worth 60 points for skill you must have been in employment in any occupation on the list of skilled occupations (see form 1121i) for at least 6 out of the 12 months before applying for migration.

If your nominated occupation is worth 40 or 50 points for skill you must have been in employment in any occupation on the list of skilled occupations (see form 1121i) for at least 12 out of the 18 months before applying for migration.

You do not need to meet this work experience requirement if you meet the Australian qualification exemption outlined at page 9.

Assurance of Support

What is an Assurance of Support?

An Assurance of Support is an undertaking to provide financial support to the person applying to migrate so that the migrant will not have to rely on any government forms of support.

It is also a legal commitment by a person or persons to repay to the Commonwealth of Australia any recoverable social security payments made by Centrelink to those covered by the assurance. The assurance is in force for 2 years. If you are applying under the General Skilled categories, your assurance will be in force from the date you arrive in Australia after your permanent residence visa is granted. If you are applying under the Students or New Zealand Citizen categories, your assurance will be in force from the date you are granted permanent residence.

Assurances cover the principal applicant and the family included in the application.

Who needs an Assurance of Support?

Applicants applying for migration under the Skilled–Australian Sponsored categories or Skilled–Designated Area Sponsored categories must provide an Assurance of Support. Applicants applying for migration under the Skilled Independent categories who are assessed by DIMIA as being at risk of becoming a charge on the Australian social welfare budget may be requested to provide a discretionary Assurance of Support.

Who can give an Assurance of Support?

You do not have to be the sponsor to give an assurance.

Generally the person giving an Assurance of Support should be:

- an adult (over 18) Australian citizen, Australian permanent resident or eligible New Zealand citizen;
- usually resident in Australia; and
- financially able to support the sponsored person/s and repay certain social security payments should they be made to the people covered by the assurance.

It is unlikely that an assurer could provide an acceptable Assurance of Support if they have received the full rate of any pensions, benefits or allowances (other than family payments) from Centrelink during the past year.

An assurer must be able to show that their taxable income is sustained at a level which would allow them to provide financial support to the applicants whom they assure and also that they would be able to repay any debt incurred by payment of social security payments during the first 2 years.

This is to ensure that people proposing to give an Assurance of Support have the financial capacity to do so.

Income test on assurer–Required assurances

An assurer is required to have a minimum annual income of \$30,806* evidenced by Tax Returns for the last 2 years. This amount is increased by:

- \$2,000 for each dependent adult and \$624 for each child in the assurer's family (except the first child who is covered by the minimum amount); and
- \$2,000 for each adult and \$624 for each child included in the migration application.

For example:

An assurer with a dependent spouse and one child who is lodging an Assurance of Support for a migrating family comprising 2 adults and 2 children would be required to have a minimum annual income of:

\$ 30,806*	(minimum amount which also covers the first child of the assurer)
\$ 2,000	(for the assurer's dependent spouse)
\$ 4,000	(for 2 adults in the migrating family)
\$ 1,248	(for 2 children in the migrating family)
\$ 38,054	

*This income level is correct at the time of printing, however, it is subject to adjustment.

Consult Centrelink or their website www.centrelink.gov.au for the most up to date income levels.

Income test on assurer–Discretionary assurances

Acceptance of a **discretionary** assurance generally requires that the assurer:

- has not been in recent receipt of social security benefits; and
- has an income above the eligibility rate for a Health Care Card (HCC) as determined by the Department of Family and Community Services (FaCS). Since HCC rates are indexed by FaCS in March and September, applicants should contact Centrelink for the current rates.

Unlike required Assurance of Support assessments, in discretionary Assurance of Support cases, the assets and liabilities of the assurer can be taken into account, as can the income of the assurer's spouse. A bond is not required in discretionary Assurance of Support cases.

Giving an Assurance of Support

An assurer cannot assure more than 2 adults at any one time. If there are more than 2 adults included in the application, another assurer will need to give a separate assurance.

It is possible to lodge a joint assurance. For more details, applicants should contact their nearest DIMIA office or visit the [website www.immi.gov.au](http://www.immi.gov.au)

To give a **required** assurance, form 28 *Required Assurance of Support* must be completed. The completed form should be sent by the assurer to the applicant together with certified photocopies of the documents listed on the form. **The completed form 28 must be posted with the migration application.** DIMIA will advise the applicant when the required **Assurance of Support** bond should be paid. Applicants requested to provide a **discretionary** assurance must complete form 28A *Discretionary Assurance of Support*. DIMIA will inform the applicant when this becomes necessary.

What bonds and charges apply?

In required Assurance of Support cases only, a bond of \$3,500 for the principal applicant and \$1,500 for each other person (if aged 18 years or over) applies.

The assurer must lodge a refundable bond with any branch of the Commonwealth Bank in Australia. Centrelink will authorise the release of the bond at the end of the assurance period, less any claim made by Centrelink for repayment of any benefits and allowances.

Costs and charges

All costs and charges are in Australian (A\$). Payment must be made in Australian dollars.

Where it is a charge by DIMIA (eg. application charge), you can check the amount of the charge with your nearest DIMIA office or Australian overseas mission. Such charges are also listed in form 990i *Charges* which is available in the Forms section of DIMIA's website

www.immi.gov.au

Skills assessment

Before you apply for migration there will be a charge imposed by the relevant assessing body for your nominated occupation (for more details about the SOL please read form 1121i included in the Skilled Migration pack or visit the DIMIA website

www.immi.gov.au). These charges are set by the relevant assessing bodies.

Application fee or first instalment

Payment must accompany your application and is generally not refunded if the application is unsuccessful. Please pay by any major credit card, debit card or by bank cheque or money order made payable to the Department of Immigration and Multicultural and Indigenous Affairs. **Please do not pay by cash or personal cheque.**

If members of your family unit are included in your application, only one application charge is payable for the entire family unit. If a separate application is made by them at a later date, a separate charge is payable.

If you are applying for the Skill Matching category there is no initial fee (see page 14).

Second instalment

If any members of your family unit who are included in your application and who are over the age of 18, have been assessed as not have functional English language skills, they will be required to pay a second instalment (see Form 990i *Charges*) which entitles them to English language tuition in Australia to achieve functional English. The full amount must be paid before a visa can be granted to them. Persons able to demonstrate functional English ability (eg. obtain an overall band score of 4.5 on the international English Language Testing System (IELTS) do not have to pay this charge.

Assurance of Support Bond

If you are applying for the following visas, a refundable 'Assurance of Support' bond must be paid before a visa can be granted:

- Skilled-Australian Sponsored;
- Skilled-Onshore Australian Sponsored New Zealand citizen;
- Skilled-Australian Sponsored Overseas Student;
- Skilled-Designated Area Sponsored;
- Skilled-Onshore Designated Area Sponsored New Zealand citizen; or
- Skilled-Designated Area Sponsored Overseas Student.

The bond amounts are listed in Form 990i *Charges*. See page 26 of this booklet for more information on Assurance of Support.

English proficiency testing

You may need to sit an IELTS test to demonstrate your English ability. For test centres see form 1120i. Some professions require an occupational English test, (OET) as part of the qualification assessment. The cost for these tests is a matter between you and the provider.

For more information on the OET you should contact Language Australia, GPO Box 372F, Melbourne VIC, 3001 (website www.oet.com.au)

Medical costs

You and members of your family may be required to undergo a medical and x-ray examination. The cost of the examination is a matter between you and the doctor undertaking the examination.

Other costs

You should also be prepared to pay other costs associated with your application, such as those required to obtain a character clearance from authorities in your country, and the cost of certified translations of some documents.

Skill Matching category only

If you are applying under the Skill Matching category there is no initial fee.

If you are subsequently nominated by either a State/Territory government or an employer, you will be required to pay the visa application charge. In addition to this charge you will also be required to pay an English language charge for every dependant over the age of 18 who is assessed as not having a functional level of English. You must also pay any other charges incurred in meeting the requirements for this visa. However, if you are not nominated within a 2-year period, your application will be refused and you will not be required to pay any additional charges. For further details, see form 990i *Charges*, contact any Australian Mission overseas or DIMIA office or check on DIMIA's website www.immi.gov.au

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PART 3
Points test
and self-assessment

About the points test

If you apply under the **Skilled–Australian Sponsored** categories or any of the **Skilled–Independent** categories, including as a **New Zealand citizen** or an **Overseas Student in Australia**, you will be assessed against a points test.

You are awarded points for:

- skill;
- age;
- English language ability;
- specific work experience;
- occupation in demand (and job offer);
- Australian qualifications;
- spouse skills;
- relationship (for Skilled–Australian sponsored only).

You are awarded bonus points for either capital investment in Australia, Australian skilled work experience, or fluency in one of Australia's major community languages (other than English) as listed on page 43.

Pass mark and pool mark

You must gain sufficient points to reach the pass mark in effect at the time your application is lodged.

Applications which achieve a score below the pass mark (but above another mark, known as the 'pool mark') will be held in reserve for up to 2 years after assessment.

If the pass mark is lowered at any time in that 2 year period, and your score is equal to, or higher than, the new pass mark, your case will be processed further.

Options if you do not meet the pass mark are outlined on page 16.

Below are the pass marks and pool marks at time of preparation of this booklet. You should check the current marks on DIMIA's website www.immi.gov.au or with an Australian mission before you apply.

	Pass mark	Pool mark
Skilled–Australian Sponsored category	110	105
Skilled–Independent category	115	70
Skilled–Onshore Australian Sponsored New Zealand citizen	110	110
Skilled–Onshore independent New Zealand citizen	115	115
Skilled–Australian Sponsored Overseas Student	110	110
Skilled–Independent Overseas Student	115	115

Self-assessment

On the next page is a **self-assessment form**. Complete this form as you go through the rest of this section. This will give you an indication of how successful your application might be.

If you have a **spouse**, it may be worthwhile to also obtain a skills and English language assessment for your spouse to see whose application may have the best chance of success. In making your assessment remember that either you or your spouse must meet the pass mark individually.

If your spouse's skills are to be used for the skills component of the points test (see below), a skills assessment for your spouse **must** be lodged when you apply, otherwise they cannot be taken into account.

Self-assessment form

Complete this form as you go through the rest of this section

It will give you an indication of how successful your application might be.

Remember however that a self-assessment should not be seen as a guarantee of success. Your actual application will be rigorously assessed on the information and evidence you provide, using the pass mark which applies at the time of assessment.

	Points	
	Self	Spouse
Skill		
Age		
English language ability		
Specific work experience		
Occupation in demand/job offer		
Australian qualifications		
Spouse skills		
Bonus points		

Total points for the Skilled—
Independent categories

Relationship—add 15 points
to the **higher** score above

15

Total points for the Skilled—
Australian Sponsored categories



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points for Skill

The occupation you nominate must be on the Skilled Occupations List current at the time you apply (see form 1121i), and should be one which fits your skills and qualifications.

You receive the points allocated for your nominated occupation as long as the relevant assessing authority for your nominated skilled occupation determines that your skills are suitable.

60 points – for most occupations where training is specific to the occupation.

In most cases, you must have a qualification (such as a degree or trade certificate) and experience which meets the relevant Australian standards and which is specifically related to your nominated occupation and be able to meet any registration requirements in Australia. In some cases, experience without formal qualifications may be acceptable.

50 points – for more general professional occupations.

You must have a qualification equivalent to an Australian bachelor degree or higher qualification (but it need not be specifically related to your nominated occupation).

40 points – for other general skilled occupations.

You must have a qualification equivalent to an Australian diploma or advanced diploma (but it need not be specifically related to your nominated occupation).

A 'Preparing for your application' box (such as the one below) appears on each of the following pages in this section. They are not necessary for your self-assessment but are important steps to take before completing your application form.

Preparing for your application

1. Before you apply, you and/or your spouse **must** have your skills **assessed** by the relevant assessing authority for your nominated occupation. (Form 1121i tells you what you have to do.) The assessment will determine if your skills are suitable for your nominated occupation.
2. Your skills assessment **must be included with your application**. You cannot lodge a valid application without including a skills assessment from the Australian assessing authority for your nominated occupation.
3. You must also include with your application certified copies of all the documents provided to the assessing body.

points for Age

Age at time of application	Points
18–29 years	30
30–34 years	25
35–39 years	20
40–44 years	15

Preparing for your application

1. Obtain your **birth certificate** or other proof of age.
2. Proof of age should be **included with your application**.

points for English language ability

English language ability	IELTS Standard	Points
Vocational English You must have a reasonable command of the English language, coping with overall meaning in most situations. You must be able to communicate effectively in your own field of employment.	IELTS score of at least 5 on each of the 4 components of the test—speaking, reading, writing and listening.	15
Competent English You must have a generally effective command of the language. You must be able to use and understand fairly complex language, particularly in familiar situations.	IELTS score of at least 6 on each of the 4 components of the test—speaking, reading, writing and listening.	20

Preparing for your application

1. Before you apply, you are encouraged to **obtain proof** of your English language ability by any of the following methods.
 - Provide evidence that you are a **native English speaker**—this will give you points for **competent English**.
 - In some cases, providing evidence that you have undertaken **post-secondary studies at an institution where all instruction was in English** may give you points for English.
 - Undertake an **International English Language Testing System (IELTS) test**. IELTS has an academic test and a general training test—you **need only take the general training test** (unless otherwise advised by your skills assessing authority).

For **vocational English** you must achieve a band score of at least 5, from a maximum of 9, for all 4 components of the test (speaking, reading, listening and writing).

For **competent English** you must achieve a band score of at least 6, from a maximum of 9, for all 4 components of the test (speaking, reading, listening and writing).

IELTS test centres are listed on form 1220i. Further information relating to IELTS testing is on the website **www.ielts.org**
 - Pass an **occupational English test** (or equivalent) if required by the assessing body for your nominated occupation—this will give you points for **competent English** enabling you to score the maximum 20 points for English language ability.
2. If there is any doubt about your ability in the English language, we may ask you to undertake an IELTS test, if you have not already done so. Waiver of the IELTS test is at the **discretion of the migration officer** processing your application.
3. You should include evidence of your ability in the English language **with your application**.
4. IELTS test results must not be more than 12 months old at time of application.

points for **Specific work experience**

This is different to recent work experience which is a basic requirement for the General Skilled Migration categories (see page 8).

	Points
If your nominated occupation is worth 60 points under Skill and you have worked in your nominated occupation , or a closely related occupation, for at least 3 of the 4 years immediately before you apply	10
If your nominated occupation is worth 40, 50 or 60 points under Skill, and you have worked in skilled employment (any occupations listed on the Skilled Occupations List see Part 7) for at least 3 of the 4 years immediately before you apply	5

If you are using work experience obtained in Australia to meet this factor, that work must have been undertaken while you were the holder of a substantive visa authorising you to work.

Preparing for your application

- Obtain proof such as **employment references** and detailed duty statements covering the required period. (These documents may also be required in order to satisfy the recent work experience basic requirement). Employment references must:
 - be written on the official letterhead of the company or government department providing the reference;
 - The letterhead should indicate clearly the full address of the company and any telephone, telex and facsimile numbers;
 - The name and position of the person authorised to sign the employment reference should be typed or stamped below that person's signature – a reference with an illegible signature will not be accepted;
 - The contact telephone number of the person writing the reference should be indicated on the letter;
 - The letter should indicate the exact period of employment (including whether permanent or temporary, full or part-time), position/s held, the 5 main duties undertaken and the salary earned – positions should not be described by generic titles (eg. research officer, public servant) but according to the nature of the duties undertaken (eg. research chemist, accounts clerk);
 - A payslip from your current employment should also be included – this is especially important from applicants working in government departments.
- For you to receive these points, documentary proof should be **included with your application**.

points for **Occupation in demand/job offer**

Over the page is a list of occupations which, at the time this booklet was printed, have been identified as being in demand in Australia. This list is called the Migration Occupations in Demand List (or MODL).

You receive points if your **nominated occupation is on the MODL list** which is current at the time your application is assessed (not when your application is lodged).

You receive **extra** points if you have a **job offer** in Australia in your nominated occupation from an organisation that has employed at least 10 people on a full-time basis for the previous 2 financial years.

	Points
Occupation in demand, but no job offer	5
Occupation in demand with job offer	10

The following is the list of Migration Occupations in Demand (MODL):

Occupation	ASCO Code
Managers and Administrators	
Information Technology Managers	1224
Professionals	
Accountants	2211
Computer Professionals* in the following specialisations: (Sybase SQL Server, C++, Progress, Firewall/Internet Security, XML, Java (security and electronic commerce), SAP, PeopleSoft, Siebel, Satellite Design, e-commerce security (non-programming), CISSP)	2231
Registered Nurses	2323
Registered Midwives	2324
Registered Mental Health Nurses	2325
Hospital Pharmacist	2382-11
Retail Pharmacist	2382-15
Physiotherapist	2385
Medical Diagnostic Radiographer	2391-11
Radiation Therapist	2391-13
Sonographer	2391-17
Associate professionals	
Chefs (excluding Commis Chef)**	3322 (part)
Tradespersons	
Refrigeration and Airconditioning Mechanic	4312-11
Hairdresser	4931-11

*Computing professionals would normally be expected to have at least 12 months work experience in the specialisation for which they have applied for assessment or have been sponsored.

**Chefs would normally be expected to have a relevant trade level (or higher) qualification, and at least 3 years relevant experience following the completion of that formal qualification.

Preparing for your application

1. The MODL is current at the time of publication of this booklet. If these points are vital to your application, **check the latest MODL list** on DIMIA's website www.immi.gov.au or with an Australian mission before lodging your application.
2. **IT professionals may only receive points for MODL if ACS confirms on their skills assessment that they have specialised in one of the areas listed in the MODL.**
3. For you to receive extra points for a job offer, **documentary evidence** of the job offer should be **included with your application**. The organisation making the job offer must also indicate the number of people it has employed on a full-time basis for the previous 2 years. Please note that DIMIA will make checks to ensure this information is correct.

points for Australian qualifications

You may receive points for **any one** of the following:

Applicants with Australian qualifications have a greater chance of employment in Australia.

You may receive points if you have completed an Australian qualification (excluding a PhD) from an Australian educational institution, studying for at least 12 months full-time (one academic year) at one institution in Australia.

Your qualifications must be an Australian post-secondary degree (or higher qualification), diploma, advanced diploma or trade qualification.

Points

5

OR

You may receive points if you have completed an Australian PhD (doctorate degree) from an Australian education institution, studying for at least 12 months full-time (one academic year) at one institution in Australia.

Points

10

Preparing for your application

1. For you to receive these points, a **certified copy of your qualifications** and/or a certified copy of notification of your results and a transcript of your academic record (degree, diploma, certificate, etc.) should be **included with your application**.
2. You do **not** need to meet the recent work experience requirement if you have completed your Australian qualification **less than 6 months before** lodging your migration application (see page 8, Basic requirements).

If you intend taking advantage of this concession you should note that the 6 month period begins from **the date of completion** of the qualification, and **not** from the date the qualification was conferred.

points for **Spouse skills**

You may receive points if your spouse is also able to **satisfy the basic requirements** of age, English language ability, qualifications, nominated occupation and recent work experience and has obtained a suitable skills assessment from the relevant assessing authority for their nominated occupation (see form 1121i).

Points

5

Preparing for your application

1. Obtain **proof** that your spouse satisfies the basic requirements:
 - a suitable skills assessment from the relevant assessing authority for your spouse's nominated occupation (see 'Preparing for your application' on page 33);
 - proof of age (see 'Preparing for your application' on page 35);
 - proof of English language ability (see 'Preparing for your application' on page 36); and
 - proof of recent work experience (see 'Preparing for your application' on page 37) or recent Australian qualifications (see 'Preparing for your application' on page 38).
2. Your spouse should provide a positive skills assessment from the relevant assessing authority **at the time of application**.
3. If your spouse satisfies the basic requirements, you should consider having your spouse fully points tested and provide all the necessary details and documents in your application. We can then also assess your application on the basis of your spouse's skills—this may give us **another option** to approve your application. It will also improve your spouse's opportunity for employment in Australia.

Bonus points

You may receive points for **any one** of the following.

Capital investment in Australia

You must have invested a minimum of \$100,000 in an approved government investment for a term of at least 12 months. If you wish to be awarded points for this factor you would need to make this clear in your application. However, **you should wait until you receive written advice from the migration officer processing your case, before you proceed with your investment.**

Enquiries should be directed to one of the following authorities that offer this approved investment facility:

New South Wales Treasury Corporation Registry

GPO Box 7045
SYDNEY NSW 1115
AUSTRALIA
Email: nswtcorp@computershare.com.au

Western Australia Treasury Corporation

PO Box 7282
Cloisters Square
PERTH WA 6850
AUSTRALIA
Email: settlements@watac.wa.gov.au

Queensland Treasury Corporation

GPO Box 1096
BRISBANE QLD 4001
AUSTRALIA
Email: smoore@QTC.com.au
Internet: www.qtc.qld.gov.au

South Australian Government Financing Authority

GPO Box 1045
ADELAIDE SA 5001
AUSTRALIA
Email: bellon.bruno@saugov.sa.gov.au
Internet: www.treasury.sa.gov.au

Northern Territory Treasury Corporation

GPO Box 2035
DARWIN NT 0801
AUSTRALIA
Email: territory.bonds@nt.gov.au
Internet: www.territorybonds.nt.gov.au

Australian work experience

You must have legally worked in Australia in one of the occupations listed in form 1121i for at least 6 months in the 4 years before you apply. These points are not available to applicants who have worked in Australia on a bridging visa.

Fluency in one of Australia’s community languages (other than English)

The language must be on the list of community languages below. You must have professional level language skills (written or oral) as evidenced by a qualification (of equivalent standard to an Australian degree) gained from a university where instruction was in one of the listed languages or by accreditation with the National Accreditation Authority for Translators and Interpreters (NAATI) at the professional level (level 3). You need to check with NAATI for languages available for accreditation. See form 1121i for the address.

Afrikaans	Korean
Albanian	Lao
Arabic (including Lebanese)	Latvian
Armenian	Lithuanian
Bengali	Macedonian
Bosnian	Maltese
Burmese	Netherlandic (Dutch)
Chinese-Cantonese	Persian
Chinese-Mandarin	Polish
Croatian	Portuguese
Czech	Romanian
Danish	Russian
Estonian	Serbian
Fijian	Sinhalese
Finnish	Slovak
French	Slovene
German	Spanish
Greek	Swedish
Hindi	Tagalog (Filipino)
Hungarian	Tamil
Indonesian/ Malaysian	Thai
Italian	Turkish
Japanese	Ukrainian
Khmer	Urdu
	Vietnamese
	Yiddish

You cannot receive more than 5 points for this factor. If you are able to satisfy more than one of the above, you still only receive 5 points.

Points

5

Preparing for your application

1. For you to receive these points, you must include a copy of your degree, academic transcript, and a letter from the university stating what language your course was conducted in **with your application**.

points for Relationship

Only for applicants under the **Skilled—Australian Sponsored** categories, including New Zealand citizens and Overseas Students in Australia.

You may receive points if you or your spouse have a relative who:

- is an Australian citizen or permanent resident; and
- is willing to sponsor you.

You or your spouse must be related to the sponsor as either:

- a non-dependent child (a natural, adoptive or step-child);
- a parent;
- a brother or sister (a natural, adoptive or step-sibling); or
- a niece or nephew (a natural, adoptive or step-niece or nephew).

Points

15

Preparing for your application

1. Obtain **proof** that you or your spouse are related to the sponsor, such as **birth certificates, marriage certificates** and **family registers**.
2. Obtain an **Assurance of Support** (your assurer should complete form 28 *Required Assurance of Support* and return it to you—see page 26 'Assurance of Support').
3. Obtain a **Sponsorship for Migration to Australia** (your sponsor should complete form 40 *Sponsorship for Migration* and return it to you).
4. The completed form 28, form 40 and supporting documentation must be **included in your application**.

PART 4
**Health and
character**

Health

Strict health standards

You and all dependent family members must meet strict health standards designed to protect Australia from high health risks and costs, and overuse of scarce health resources such as organs for transplant.

Form 1071i *Health requirements for permanent visas* provides additional information on Australia's visa health requirements. This form is available at DIMIA offices or via the internet at www.immi.gov.au

Medical examination

You will be asked to undertake an examination by a doctor, selected by Australian authorities. Usually, a chest x-ray, medical examination, some laboratory or specialist tests and referral to Medical Officers of the Commonwealth for final decision will be required. This can be a lengthy process and costs will be your responsibility. **All** members of your immediate **family** must meet the standards for your application to be successful. Dependants who are not planning to migrate must also be examined.

For eligible overseas students who completed their course of study in Australia, please refer to form 1187i *Graduate skilled temporary stay* for details of health examination requirements.

Forms for your medical examination, together with directions to listed doctors, will be provided by staff processing your migration application. If you are pregnant, you are advised not to be x-rayed until after the birth of your baby, meaning that your application may not be finished until then. Alternatively, although not preferred by the Australian Government, you may care to discuss with your radiologist the use of a lead shielded x-ray.

Health conditions of concern

In view of the World Health Organisation's declaration of a global epidemic of tuberculosis, particular care is taken to screen for this disease including stringent treatment recommendations where signs of earlier infection, however small or old, are apparent.

Australia has one of the lowest rates of tuberculosis in the world and maintains one of the strictest regimes for screening and treatment. Detection of the disease will not lead to automatic rejection, but your application may only continue after recommended treatment and successful retesting.

Other health conditions of concern are those where a person is assessed by Australian authorities as requiring treatment, support or assistance which are considered to be in short supply, or which cost a significant amount. This may differ from treatment in your country.

DIMIA is authorised to collect information under the *Migration Act 1958*. The information, including the results of any tests for Human Immunodeficiency Virus (HIV), will be used to assess you and your family's health for an Australian visa. A positive HIV or other test result will not necessarily lead to a visa being denied. Your result(s) may be disclosed to the relevant Commonwealth, State and Territory Health agencies.

Doctors

Doctors may charge you in accordance with their usual practice. They may recommend that you undertake other treatment or specialist consultations. This may be in your own interest because listed doctors know what is required for the assessment of your examination results in Australia. Listed doctors complete the examination form in English.

Basis for decision

A decision is made on, first, any detection of tuberculosis, however old or small, and then, of medical conditions which are likely to result in significant health treatment and community service costs in Australia, or which may use treatment or services in short supply. Some allowance is made for normal health and welfare costs (calculated as a multiple of average annual costs for an Australian). When the Medical Officer of the Commonwealth is of the opinion that an applicant's costs are beyond these and are therefore significant, this generally leads to refusal. The cost assessment takes no regard of whether a person has or intends to take private health insurance or make other financial or nursing arrangements to lessen the claim on public funds.

Character

To enter Australia, applicants must be of good character.

In order for the Australian Government to determine whether you are of good character, you may be asked to provide police certificates for each country you have resided in for 12 months or more over the last 10 years.

In some instances, applicants may also be required to provide personal details to enable additional character checks to be undertaken.

Applicants applying under the Independent Overseas Student, Designated Area Sponsored Overseas Student, Australian Sponsored Overseas Student categories must include an Australian Federal Police check with your application for it to be valid. Forms are available from DIMIA offices or on the DIMIA website www.immi.gov.au

NOTE: you may send a certified police clearance, however, DIMIA may request the original police clearance at a later date.

Applicants for other categories do not have to provide this information with their application.

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PART 5

General information

Dependants

Your application may cover a family unit, namely a main applicant and, if applicable, spouse and dependants. Additional conditions apply for applicants applying under Overseas Student visa classes (see Part 2 Overseas Student categories, page 18).

Spouse

Your spouse is the person you live with as husband and wife, either legally married or in a de facto (common law) relationship. If you are married, you must include a certified copy of your marriage certificate. If you are in a de facto relationship, you must include evidence that your relationship is genuine and continuing, and you have a commitment to a shared life together.

Dependent children

A dependent child may be your natural, adopted or step child. 'Step-child' means a natural or adopted child of your current spouse or a natural or adopted child of your former spouse where the child is under 18 and you have a legal responsibility to care for them (for example, where your former spouse is deceased and you have legal custody of the child). You will need to provide a certified copy of the overseas or Australian court order which you have in relation to the child.

A child of any age is not considered dependent if he or she is married or in a de facto/common law relationship or is engaged to be married.

A child 18 or over will not be considered dependent unless you can show that they are wholly or substantially reliant on you for financial support for their basic needs of food, shelter and clothing. You must also show that you have provided that support for a substantial period and that the child is more reliant on you than on any other person or source. Unless you can provide evidence of this, they should apply separately. You should also be aware that a child aged 25 or over will generally not be considered dependent.

Children of any age who have a total or partial loss of bodily or mental functions which stops them earning a living are regarded as dependent and part of the family unit (whether or not they migrate with you). Give details of such children and whether they are in your care or in an institution.

In all cases you should attach evidence of your child's dependency on you.

Other dependants

You may include other relatives in your application if they are wholly or substantially reliant on you for financial support for their basic needs of food, shelter and clothing and they have been reliant on you for that support for a substantial period. They must also be more reliant on you for support than on any other person or source.

A relative may also be considered dependent on you if they are reliant on you for financial support because they have a mental or physical disability which stops them from earning a living to support themselves.

Other relatives dependent on you or your spouse may include, for example, an aged, unmarried relative.

If you have dependants who are 18 years of age or over, please obtain a form 47A *Details of child or other dependent family member aged 18 years or over*. A form 47A must be completed for each dependant 18 or older, whether migrating or not.

Custody requirement

The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) will seek to ensure that allowing a child to migrate is not in contravention of Australia's international obligations in relation to the prevention of child abduction. If your application includes a child under 18 and the child's other parent is not migrating with you or there is any other person who has the legal right to determine where the child can live, you will need to provide a Statutory Declaration from each of them giving permission for the child to migrate. Alternatively, you can provide a certified copy of a valid court order showing that you/your spouse has the legal right to remove the child from the country.

Living in Australia

The following information is about some of the important things you should consider before deciding to apply to migrate to, or remain permanently in, Australia. You should remember that it is entirely your own responsibility to investigate your settlement prospects in Australia.

Living costs in Australia

The cost of living in Australia, compared to many other countries, is high. It is essential that you can provide for yourself and your dependants in Australia.

As a guide, it is estimated that in 1999 households of migrants who had lived in Australia for less than 2 years spent an average of \$930 per week supporting 3 people. It is estimated that a couple, renting accommodation in Australia, would need a minimum of \$365 per week to survive. A single person would need about \$225 per week.

Remember, too, if you are migrating to Australia, that the cost of relocating is high. There are significant costs involved in travelling to Australia, relocating household goods, and setting up in new accommodation.

Employment in Australia

The Australian labour market is very competitive and fluctuates depending on prevailing economic factors, the type of work sought and specific circumstances which may affect different parts of the country. Approval to migrate, or remain permanently, does not guarantee employment, even for applicants who are highly skilled.

In December 2001, the seasonally adjusted unemployment rate was 6.7%. Unemployment rates for recent arrivals are much higher. Offshore-visaed migrants (excluding New Zealand citizens) arriving in 1999–2000 had an estimated unemployment rate of about 16% in the first 4–6 months in Australia. After these early months in Australia, the unemployment rate generally decreases, with migrants in independent and other skilled categories generally having lower unemployment rates than migrants in other categories.

To find out about your work prospects, read Australian newspapers, especially the Wednesday and Saturday editions, which have job vacancies.

For many jobs in Australia, job applicants must be able to be registered or licensed with an Australian State authority, and/or be eligible for membership of a professional or industry organisation. Before you apply to migrate to, or remain permanently in, Australia, you should find out whether any special requirements or conditions apply to jobs you might want to do.

Employment program, job search and skills recognition information is available on the following internet sites:

- Australian Government Employment portal—www.workplace.gov.au
- Department of Employment and Workplace Relations home page—www.dewr.gov.au
- Job Guide Occupational Descriptions—www.jobguide.dest.gov.au
- National Office of Overseas Skills Recognition—www.dest.gov.au/noosr
- *Australian Jobs Review* magazine—
www.dewr.gov.au/employment/publications/australianjobsreview
- Other Australian Government portals (including immigration)—www.australia.gov.au

In Australia, new settlers can access government job matching services and look at job vacancies publicly advertised in Centrelink Customer Service Centres. They can also use computers, facsimile machines, photocopiers, telephones and other Employment Self Help facilities provided for job search purposes.

Two-year waiting period for social security payments

In general, Australian social security payments are only available to people who reside in Australia and are either Australian citizens or holders of permanent visas. In addition, most newly arrived migrants have to live as permanent residents in Australia for 2 years before they can get most social security payments, including unemployment and sickness benefits, student allowances and a number of other payments. To be able to get age and disability pensions, you generally have to live in Australia for 10 years.

It is very important to understand that you should have enough resources to keep yourself (and your dependants) for at least your first 2 years in Australia. There is no alternative government support program for people who cannot get social security payments. If you have a sponsor, you should ask them about the support they are able and willing to provide.

Waiting period exemptions

A payment called Special Benefit may be available during the waiting period, if you are in hardship because of a substantial change of circumstances beyond your control. This payment is only available in very limited circumstances. Inability to find a job or running out of money are not sufficient reasons, of themselves, to qualify for Special Benefit.

If you become widowed, disabled or a sole parent after becoming an Australian resident, you may be eligible for an allowance or pension. You may also be able to get a pension before having lived in Australia for 10 years if you are covered by an international social security agreement. Australia has social security agreements with 12 countries.

Refugee and Humanitarian Program entrants are exempt from the 2-year waiting period. Their immediate relatives (partners and dependent children) are also exempt, as long as the relationship existed at the time the refugee or Humanitarian Program entrant arrived in Australia.

Pensions

In general, only people who have been Australian residents for 10 years are eligible for age or disability pensions. The 10-year requirement for the Disability Support Pension does not apply to a person who becomes disabled after becoming an Australian resident. People who are covered by an international social security agreement may also be able to get a pension before having lived in Australia for 10 years.

Assistance for families with children

New migrants with dependent children may qualify for Family Tax Benefit and/or Child Care Benefit, payments that help with the cost of raising children. There is no waiting period for these family assistance payments, but you must generally hold a permanent visa in order to qualify. The amount you can receive depends on your family's size, its total income, whether you pay for child care, and the type of child care you use. It is important to understand that family assistance payments are intended only as an income supplement, and are not enough to live on.

Further information about social security

If you need more information about social security payments, you can write to:

Manager
International Services
Centrelink
GPO Box 273C
HOBART TAS 7001
AUSTRALIA

Or look on the internet at www.centrelink.gov.au

Centrelink is the agency that delivers social security payments and related services. In Australia, you can find Centrelink office locations and telephone numbers in the local telephone directory.

There is also a Centrelink Multilingual Telephone Information Service, which gives information in languages other than English about social security payments. This service can be contacted from anywhere in Australia, for the cost of a local call, on **13 1202**.

Medical costs in Australia

The Australian Government provides help with medical expenses through a scheme called Medicare. Medicare is administered by the Health Insurance Commission (HIC), which also subsidises medicines under the Pharmaceutical Benefits Scheme (PBS). Medicare contributes towards the cost of most medical services and some services provided by optometrists. It also provides free accommodation and treatment in public hospitals if you enter a public hospital as a Medicare patient. **Please note that you are only eligible for Medicare after your permanent residence visa has been granted.**

For further information about Medicare, you can write to:

Medicare Eligibility Section
Health Insurance Commission
PO Box 1001
TUGGERANONG ACT 2901
AUSTRALIA

Or look on the internet at www.hic.gov.au

In Australia you can telephone **13 2011** to get information about Medicare.

Many Australians belong to private health insurance funds. They cover you for treatment as a private patient in private or public hospitals, and can include some services that Medicare does not cover, such as dental and optical services.

The Government has introduced financial incentives aimed at encouraging people to take out private health insurance. There is a Federal Government 30% rebate on private health insurance premiums, and a 1% tax levy on high income earners who don't take out private health insurance.

There is also a new system called Lifetime Health Cover under which private health insurance funds charge different premiums depending on the age at which people first take out hospital cover.

For more information about private health insurance, you can write to:

Private Health Industry Branch
Department of Health and Ageing
GPO Box 9848
CANBERRA ACT 2601
AUSTRALIA

Or look on the internet at **www.health.gov.au**

Other information about Australia

Information about services for newly-arrived migrants, individual States and Territories, useful links, and multilingual State/Territory Settlement Information booklets are available via the Department of Immigration and Multicultural and Indigenous Affairs *Settling in Australia* website at **www.immi.gov.au/settle**

PART 6

**Processing visa
applications**

Part 6 explains how to make visa applications and how they are processed.

If you are outside Australia, your initial contact with DIMIA is the nearest Australian mission overseas. Once you have decided to lodge an application using the forms enclosed with this booklet, lodgement and enquiries may be directed to the Adelaide Skilled Processing Centre — see contact information under *Where to apply* below.

It is important that you read this information

It is important that you read this information—it may affect whether you are granted a visa or have your visa cancelled.

You should read all information and instructions about the class of visa you want to apply for and make sure you provide the right information and documents when applying. This will avoid delays in processing your application. If you do not think you qualify for a visa, you may wish to reconsider whether to apply because any visa charge paid will not be refunded if you are unsuccessful.

While you may be asked to complete a number of steps during the processing of your application, it does not mean your application will be successful. Do not anticipate a successful outcome and sell your house or other property until you have been advised **in writing** that you have been granted a visa.

You must have a visa to travel to and stay in Australia

The Australian Government decides who should be granted a visa. Your application will be decided on the basis of the information you give and generally, the law at the time you apply. **However, the Government may change the pass or pool mark at any time and this may affect your application.**

Where to get information

For general information about visas, charges and forms, you should contact your nearest Australian mission or office of DIMIA, or go to **www.immi.gov.au**. If you are in Australia you can call 131 881 (for the cost of a local call).

Where to apply

For **ALL** applicants, both outside of Australia and in Australia—You must send your application to the following address:

Adelaide Skilled Processing Centre
Department of Immigration and Multicultural and Indigenous Affairs
GPO Box 1638
ADELAIDE SA 5001
AUSTRALIA

Or by courier to:

Adelaide Skilled Processing Centre
Department of Immigration and Multicultural and Indigenous Affairs
1st, Floor, 55 Currie Street
ADELAIDE SA 5000
AUSTRALIA

Telephone enquiries may be directed to: +61 3 9657 4115

Email enquiries may be directed to: adelaide.skilled.centre@immi.gov.au

How to apply for a visa

To make a valid application you must:

- indicate the class of visa that you want;
- use the correct form;
- provide your residential address;
- pay the required visa application charge (where applicable). **Note: If you are required to pay any other charges, you will be requested in writing by the processing office;**
- satisfy any other requirements (eg. you may have to be outside Australia before the visa may be granted);
- mail or courier your application and fee in Australian dollars to the Adelaide Skilled Processing Centre.

Note: An application sent to the wrong address will be returned to the applicant or the migration agency.

You must also:

- complete the application in English;
- answer all questions truthfully—if you provide incorrect information or documents, your visa may not be granted;
- provide certified copies of any required documents unless DIMIA advises otherwise.

Certified copies

Do not supply original documents with your application. If DIMIA require an original document at any stage, we will ask for it.

You should provide ‘certified copies’ of original documents. **Photocopies of certified copies are not acceptable.** ‘Certified copies’ means copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the person’s home country. In Australia, this means a copy which is authorised as a true copy by a person before whom a Statutory Declaration may be made. Such authorised persons include the following: magistrate, Justice of the Peace, Commissioner for Declarations, Commissioner for Affidavits, a person before whom a Statutory Declaration may be made under the law of the state in which the declaration is made, a solicitor, registered medical practitioner, bank manager, Australian Postal Corporation Officer with 5 years service.

English translations

Documents in languages other than English **must be accompanied by an English translation** completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or by a translation service that has been approved by the relevant government authority in your country. In Australia, please refer to the Yellow Pages or consult the NAATI website www.naati.com.au for a list of the available translation services in your State/Territory. **Please note: You must include both a certified copy of the original language document and a certified copy of the translated document with your application.**

Family members

For most visas, family members (spouses, dependent children or dependent relatives) who apply at the same time can apply on the same form and pay one charge. A child who is born after an application is made (but before it is decided) will be included in the parent's application. This will be done automatically once DIMIA is notified **in writing** of the details of the newborn child together with a certified copy of the child's full birth certificate. In some circumstances, a spouse or dependent child can be added to an application. Members of your family unit included in your application must also meet certain visa requirements.

Limitations on applications

If you are in Australia, you may be prevented from making further applications if, for example:

- you do not hold a substantive visa (which is any visa other than a bridging visa, a criminal justice visa or an enforcement visa) and have had a visa cancelled or refused since you last arrived in Australia;
- your last visa was granted on the condition that you would not be granted a substantive visa while you remain in Australia;
- you hold a sponsored visitor visa;
- you are in immigration detention in Australia;
- you have previously applied for a protection visa.

In these cases DIMIA can provide you with information about which visas, if any, you can apply for.

More than one application

If you apply for more than one visa, the visa granted last will generally be the visa you have (and the visa granted first will no longer be valid). You can get advice about your situation from any DIMIA office or nearest Australian mission.

Communicating with DIMIA

Communication with DIMIA about your application should generally be in writing. You should send the communication to the **Adelaide Skilled Processing Centre** unless DIMIA notifies you of another address.

You must correctly identify yourself.

If you communicate with DIMIA about your application, you must:

- include your full name (as in your application);
- include your date of birth;
- include the DIMIA client number if it has been given to you or, if you do not have a client number, the DIMIA file number, or the application receipt number; and
- if your application is later transferred to an office outside Australia, you must communicate with that office.

Withdrawal of applications

You can withdraw your application by advising DIMIA in writing at any time before a decision is made. Any charges that you paid at the time of application are usually not refunded.

Let DIMIA know if you change your address

If you change your residential address for more than 14 days while your application is being processed, you must tell DIMIA your new address and how long you will be there. DIMIA will send communication about your application to the latest address you have provided and you will be taken to have received it:

- 7 working days after the date of the letter (if sent in Australia); or
- 21 days after the date of the letter (if sent outside Australia).

Communication about your application can be sent to another person that you have authorised, but you will be taken to have received the communication that DIMIA sends to that person. DIMIA must be informed (in writing) of any address change for either you or your authorised person.

If you have provided a facsimile number or email address DIMIA may use these to communicate with you.

Extra information about your application

Additional information can be provided (in writing) at any time, until a decision is made on your application. All relevant information is taken into account.

If you are invited to give additional information or comment on information, you will be given a date by which to do so. After that date DIMIA can continue processing your application. You cannot delay a decision by saying that you may or will give more information later.

Interviews

If you are invited to attend an interview, you must attend on the date and time agreed with DIMIA. If you do not, DIMIA can process your application and make a decision on the basis of the information it already has.

Invitation to comment

If another person gives DIMIA information that could result in you being refused a visa, DIMIA will generally give you an opportunity to comment on the information. You will need to comment by a set date.

Advise DIMIA if your circumstances change

If any of your circumstances change, such that any answer in your application or information given to DIMIA is no longer correct, you must inform DIMIA (in writing) as soon as practicable.

You must continue to do this until a decision is made on your application (or, in the case of a visa granted outside Australia, until you travel to Australia and are cleared by immigration). Your visa may be cancelled if you give incorrect information or fail to advise DIMIA that some information is no longer correct. However, if you advise DIMIA of the correct information before your visa is granted (or, in the case of a visa granted outside Australia, before you are immigration cleared), your visa cannot later be cancelled on the basis of that incorrect information.

Consent to communicate electronically

DIMIA may use a range of means to communicate with you. However, electronic means such as fax or email will only be used if you indicate your agreement to receiving communication in this way.

Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to DIMIA communicating with you by electronic means, the details you provide will only be used for the purpose for which you have provided them. They will not be added to any mailing list and will not be disclosed without your consent.

Authorisation of a person to act and receive communication

You may authorise another person to act on your behalf in connection with your application in dealings with DIMIA. If so, you will need to fill out the section of the form with the heading 'Authorisation of a person to act and receive communication'.

Nominating a person to act on your behalf includes authorising that person to receive any communication relating to your application that would otherwise have been sent to you. You will be taken to have received any communication about your application sent to that person as if they were sent to you.

Processing applications

Processing of your application may be delayed if your application is 'pooled' (this only applies to points tested classes of visas) or if processing of the class of visa for which you have applied is suspended.

Visa decisions

Processing times vary between offices. You will be notified by DIMIA when a decision has been made on your application.

If you are refused a visa, you will be notified why you were refused and, if applicable, where you can apply for merits review of the decision. You will be notified of your time to seek review or your time to depart Australia.

When DIMIA advises you, or a person you have authorised to act and receive communication on your behalf, of the decision on your visa application, you will be taken to have received the letter:

- 7 working days after the date of the letter (if sent in Australia); or
- 21 days after the date of the letter (if sent outside Australia).

If the letter is handed to you, you will be taken to have been notified at that moment.

If the letter is faxed or emailed to you, you will be taken to have been notified at the end of that day.

You must abide by all conditions on your visa

If you are in Australia while your visa application is being processed you must continue to comply with the conditions on your current visa.

If your visa is granted subject to conditions (for example, restrictions on work or study) you must abide by those conditions or your visa may be cancelled. If you wish to change those conditions or stay longer than your visa allows, contact DIMIA for information about how to do this.

Application and grant of onshore and offshore visas

You should inform DIMIA if you travel (either to Australia or from Australia) during processing of your application. This is because your application may be refused if you are in the 'wrong place' when a decision is made:

- If you are applying for a Student or New Zealand citizen visa, **you must be in Australia when you apply and when the visa is granted**. If you need to travel overseas while your application is being processed, you must apply for a specific bridging visa to allow you to return to Australia (unless you already have another visa which allows you to return to Australia).

If you are applying for a general skilled visa, you must be **outside of Australia when the visa is granted**.

Bridging visas

If you apply for a Skilled–Independent Overseas Student, Skilled–Australian Sponsored Overseas Student, Skilled–Designated Area Sponsored Overseas Student, or Graduate Skilled Temporary visa and make a valid application, you will usually be issued with a Bridging Visa A to keep you lawful, in case your previous visa ceases before a decision is made on your application. It will also keep you lawful if your visa is refused and you seek merits review of that decision.

The Bridging A visa is electronic, therefore, you do not need to have it evidenced in your passport. When your application is assessed as valid, you will be granted the Bridging A visa and sent a letter explaining this. The Bridging A visa will only come into effect when your current visa runs out. You must therefore continue to abide by any conditions of your current substantive visa.

You cannot travel overseas on a Bridging A visa. If you need to travel you must apply for a specific bridging visa to allow you to return to Australia (unless you already have another visa which allows you to return to Australia).

Bridging visas do not apply to those applicants intending to apply for a Skilled–Independent, Skilled–State Territory Nominated Independent, Skill Matching, Skilled–Designated Area Sponsored, Skilled–Australian Sponsored, Skilled–Onshore Independent New Zealand Citizen, Skilled–Onshore Australian Sponsored New Zealand Citizen or Skilled–Onshore Designated Area Sponsored New Zealand citizen visas.

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Australian Government Websites

assisting business entry and skilled migration

Commonwealth Government

Department of Immigration and Multicultural and Indigenous Affairs

www.immi.gov.au/business/title.htm

Including information on:

- business entry and skilled migration
- contacts for Australian missions overseas
- business trips to Australia

With links to:

- Australian missions overseas
- Australian Government websites
- Useful business websites

Business Entry Point

www.business.gov.au

Australian Taxation Office

www.ato.gov.au

State/Territory Governments

Australian Capital Territory

ACT Government

www.business.act.gov.au

New South Wales

Department of State and Regional Development

www.business.nsw.gov.au

Northern Territory

Department of Industries and Business

Enquiries to: migration.dib@nt.gov.au

Queensland

Department of State Development

www.statedevelopment.qld.gov.au/

South Australia

Department of Industry and Trade

www.immigration.sa.gov.au

Tasmania

Tasmanian Government

www.tas.gov.au

Victoria

Skilled Migration Unit

www.migration.vic.gov.au

Western Australia

Small Business Development Corporation

www.sbdc.com.au

General Skilled Migration