



Australian Government

Department of Immigration  
and Citizenship

# Application for a Visitor visa – Business Visitor stream

Form  
**1415**

## About this form

Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

All relevant questions on this form should be answered and any requested information attached. The Department of Immigration and Citizenship (the department) may decide your application on the basis of the information provided on your application.

All forms are available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Who should use this form?

Use this form if you are outside Australia and you are applying for a **Visitor visa – Business Visitor stream** to visit Australia to undertake business visitor activities. Business visitor activities include:

- attending meetings, conferences and negotiations;
- investigating personal investment or job opportunities;
- representing a foreign government on official business; and
- representing a overseas entity in negotiations and investigations of business opportunities.

Visitor visas (Business Visitor stream) do **NOT** allow for work to be undertaken in Australia.

If you intend to:

- visit Australia for tourism purposes you should use form 1419 *Application for a Visitor visa – Tourist stream*.
- visit Australia to visit family members, and you have a family member who is eligible and willing to sponsor you, you should use form 1418 *Application for a Visitor visa – Sponsored Family stream*.
- visit Australia for medical treatment you should use form 48ME *Application for a Medical Treatment visa*.
- study in Australia for more than 3 months you should apply for a student visa. Please contact the nearest Australian Visa Office or office of the department for information on student visa applications, including the correct application form.

Each applicant, including dependent children, must apply on their own Visitor visa (tourist or business visitor) form. You must complete all questions in all sections. Failure to answer any question completely and accurately may result in the application being refused, or the visa may be cancelled at a later date.

## Integrity of application

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you, or anyone assisting you with this form, provide us with fraudulent documents or claims, this may result in processing delays and possibly your application being refused.

If information or documents are found to be fraudulent or misleading after the grant of a visa, it may subsequently be cancelled.

## Visa validity

This visa generally allows stays of up to 3 months in Australia. However, the visa period is determined on a case by case basis and may be less than the period you requested

A visa may be granted for a single entry or multiple entries within a specified period. Generally, this visa allows people to enter Australia within 12 months from the date of grant.

## Conditions for a Visitor visa – Business Visitor stream

Visitors to Australia must be willing and able to abide by the conditions listed below while in Australia. If you are unwilling or unable to abide by these conditions you should not apply for a visa. If you do not abide by these conditions, your visa may be cancelled or you may be subject to other penalties. If you have any questions or concerns about the conditions, you should ask for more information from an Australian Visa Office or office of the department in Australia.

If you are granted a visa, carefully check the details and conditions on the letter advising you of the grant of your visa.

If you have any concerns or questions about the requirements or limitations, you should contact the office that granted that visa. You should not assume that any changes to your immigration status can be made while in Australia.

## Visa conditions

**The following conditions will be applied to your visa:**

### Visa condition 8115

You may undertake business visitor activities while in Australia but you must NOT work.

### Visa condition 8201

You must NOT study for more than 3 months while in Australia

**The following condition may be applied to your visa:**

### Visa condition 8503

No further stay.

Following an assessment of your application, a visa officer may decide to apply the 8503 condition on your visa. The 8503 (or No Further Stay) condition means that the holder of the visa on which the condition has been imposed will not, after entering Australia, be entitled to be granted any other visa, while the holder remains in Australia.

The effect of this visa condition is that it will not be possible for you to apply to remain in Australia beyond the authorised period of stay of your visa. It is particularly important, if your visit to Australia is to attend a specific event, that you organise your travel so that you can attend these events within your authorised period of stay as you will not be able to extend your period of stay in Australia.

If the 8503 condition is imposed on your visa, it will be indicated on the letter advising you of the grant of your visa, with the words 8503 – NO FURTHER STAY.

## Visa Application Charge

Refer to *Part I – Payment details* of this form to calculate the correct charge and make payment.

Refer to [www.immi.gov.au/fees-charges](http://www.immi.gov.au/fees-charges) for a complete and current list of applicable fees and charges.

Fees and charges may be subject to change at any time and this may increase the cost of a visa application.

Generally, Visa Application Charges are reviewed on 1 July each year, and the exchange rates used to calculate the amount payable in a foreign country are updated on 1 January and 1 July each year.

If you do not pay the full Visa Application Charge amount, your visa application will not be valid.

Charges are generally not refundable, even if the application is withdrawn or refused.

## Methods of payment

Payment or evidence of payment must accompany your application.

Please check the *How to apply* information to find out how and where you need to lodge the application before you choose your payment method.

**Note:** Personal and travellers' cheques are not accepted.

### Outside Australia

Before making a payment outside Australia, please check with the Australian Government office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Information on where to lodge an application outside Australia is also available from the department's website [www.immi.gov.au/contacts/overseas/](http://www.immi.gov.au/contacts/overseas/)

## Ways to apply

You, or your representative, can submit your application, visa application charge and supporting documents in one of the following 3 ways:

- Electronically over the internet if you are eligible. To check your eligibility please visit the department's website [www.immi.gov.au/visas/visitor-visa/600](http://www.immi.gov.au/visas/visitor-visa/600)
- In person or by mail at the nearest Australian Visa Office or office of the department; or
- Through a Service Delivery Partner (SDP). SDPs provide visa application services on behalf of the department in some countries. For more detailed information, and to check if an SDP is available in your country, please visit the *Contact Us* web page on the department's website [www.immi.gov.au/contacts/overseas/](http://www.immi.gov.au/contacts/overseas/)

You may arrange for another person to help you complete this application form, but you must sign it. If you have been assisted in completing the application form, you should only sign the declaration(s) if the information in it is true and correct.

## Supporting documents and additional information

*Part J – Application checklist* on page 12 contains information about supporting documentation. If you are lodging your application overseas, you should also check the website of your nearest Australian Visa Office [www.immi.gov.au/contacts/overseas/](http://www.immi.gov.au/contacts/overseas/)

## Extending your stay in Australia

If you are applying for a new visa while in Australia you must apply for a new visa before your current visa expires. You cannot apply for a further Visitor visa – Business Visitor stream in Australia. The best time to apply for a new visa is about 2 weeks before the expiry of your current visa. Please bear in mind that the grant of a new visa will cease any visa currently held and the entitlements attached to that visa. If, for example, you currently have work rights or formal study entitlements, those entitlements will cease when a Visitor visa is granted.

## Health requirements

All applicants must meet Australia's health requirements. You may be required to undergo a chest x-ray and medical examination in order to meet the criteria for the grant of a subclass 600 visa.

Please follow any directions given by the visa processing officer as to medical or x-ray examinations that may be required.

Refer to form 1163i *Health requirement for temporary entry to Australia* for further details.

## Health insurance requirements

Medical treatment in Australia can be very expensive. It is recommended that you take out health insurance for your period of stay in Australia. You will not be covered by Australia's national health scheme, unless you are covered by a reciprocal health care agreement.

### If you are 75 years of age or over

You may be asked to provide evidence with your application that you have health insurance to cover your stay in Australia. More information about health insurance is available from the department's website [www.immi.gov.au/visitors/](http://www.immi.gov.au/visitors/)

## Vaccinations

If it is your intention to enrol your children in an Australian school or childcare centre (crèche or preschool) during your visit to Australia, you are strongly encouraged to carry certification of your child's vaccination status. Certification may be sought at time of enrolment.

Vaccination is recommended against polio, tetanus, measles, mumps, rubella, diphtheria, pertussis (whooping cough), Haemophilus influenzae hypo (Hib) and Hepatitis B.

**Note:** Vaccination against rubella is also recommended for women of child bearing age.

## Passport information

Most visa applicants will be required to hold a valid passport before they can be granted a visa. It is strongly recommended that the passport be valid for at least 6 months.

If you change your passport after you have been granted the visa you must notify the nearest Australian Visa Office or office of the department.

**If you do not provide us with the details of any new or additional passport you use to travel to Australia, you may experience significant delays at the airport and may be denied permission to board your plane.**

Do NOT send your passport with your visa application. Provide with your visa application a certified copy of the page from your passport showing your photo and details. Please keep a copy of the Visa Grant Notification in a safe place for your reference.

## Residential address

You must provide the address of where you intend to live during the period that your application is being considered. Failure to give your residential address will result in this application being invalid. A post office box address will not be accepted as your residential address.

## Change of address

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

## Modified Non-Return Rate data

The Modified Non-Return Rate (MNRR) is a calculation of the people who arrive on a Visitor visa, but do not depart before their visa expires, other than those who are granted Skilled, Visitor or Student visas in Australia.

The MNRR is used as an indicator of Visitor visa compliance, and may be considered by decision makers to determine the level of scrutiny to apply to the application.

If you are from a country with a high MNRR it is in your interests to provide additional documentation as indicated on page 12, supporting your application.

MNRR data can be found at [www.immi.gov.au/media/statistics/visitor.htm](http://www.immi.gov.au/media/statistics/visitor.htm)

## Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

## Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

## Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

**Note:** Some Australian registered migration agents operate overseas.

## Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website [www.mara.gov.au](http://www.mara.gov.au)

You can also access information about migration agents on the department's website [www.immi.gov.au](http://www.immi.gov.au)

## Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

## Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete *Part H – Options for receiving written communications*.

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Form 956 is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

## Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- *Part H – Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

**Note:** Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Consent to communicate electronically

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

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

**Note:** Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

## About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. The information provided will be used for assessing your application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of temporary residence visas, the department has a thorough monitoring process to assist in ensuring compliance with all program requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, state and territory government departments and agencies for the purpose of administering migration legislation, and when it may assist another agency to perform a regulatory function. The departments and agencies include the Fair Work Ombudsman, Department of Education, Employment and Workplace Relations, Department of Foreign Affairs and Trade, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for the regulation of education, health, workplace safety, workplace training, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading, trade practices or registration, licencing in relation to an occupation and review of decisions and regulation of migration agents.

The information provided on this form, including any information on your health, will be used to assess your health for an Australian visa and may be disclosed to the relevant Commonwealth, state and territory health agencies, registration authorities and examining doctor(s).

Form 1163i *Health requirement for temporary entry to Australia* provides additional information on Australia's visa health requirements. Form 1163i is available at offices of the department or from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from the offices of the department, gives details of agencies to which your personal information might be disclosed.

The department is authorised under the *Migration Act 1958*, in certain circumstances, to collect a range of personal identifiers including a facial image, fingerprints and a signature, from non-citizens, including from visa applicants. The department requires personal identifiers to assist in assessing your identity.

The department is authorised to disclose your personal identifiers and information relating to your name and other relevant biographical data to a number of agencies including law enforcement and health agencies and, other agencies who may need to check your identity with this department. Where the department obtains personal identifiers they will become part of your official record with the department.

The department is involved in international information exchanges with a number of countries, including the United Kingdom, the United States of America, Canada and New Zealand.

These international information exchanges may involve the sharing of personal identifiers, including facial images and fingerprint data, collected by immigration agencies such as this department. If, as a result of this sharing between countries, there is a match with your personal identifiers, the department will disclose your biographical data, copies of travel and other identity documents or information from such documents, your immigration status and immigration history (which may include any immigration abuse and offences) and any criminal history information relevant to immigration purposes. The purpose of such disclosure would be to help confirm your identity and determine if you have presented to the department and the other agency under the same identity and with similar claims.

For more detailed information you should read form 1243i *Your personal identifying information*, which is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/) or from any office of the department.

**Home page** [www.immi.gov.au](http://www.immi.gov.au)

**General enquiry line** Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

*Please keep these information pages for your reference*



# Application for a Visitor visa – Business Visitor stream

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

**PHOTOGRAPH**  
 Please attach a recent passport-sized photograph of yourself.

**1** When do you wish to visit Australia?

Date from 

DAY	MONTH	YEAR
/	/	/

 to 

DAY	MONTH	YEAR
/	/	/

**Note:** The stay period granted may be less than the period requested. You should check the terms of any visa granted.

**2** Do you intend to enter Australia on more than one occasion?

No   
 Yes  Give details


## Part A – Your details

**3** Give the following details exactly as they appear in your passport

*Make sure your passport is valid for the period of stay you are applying for.*

Family name

Given names

Sex Male  Female

Date of birth 

DAY	MONTH	YEAR
/	/	/

Passport number

Country of passport

Nationality of passport holder

Date of issue 

DAY	MONTH	YEAR
/	/	/

Date of expiry 

DAY	MONTH	YEAR
/	/	/

Place of issue/  
issuing authority

**4** Place of birth

Town/city

State/province

Country

**5** Relationship status

Married  Separated  Never married or   
 Engaged  Divorced  been in a de facto  
 De facto  Widowed  relationship

**6** Are you or have you been known by any other name?

*(including name at birth, previous married names, aliases)*

No   
 Yes  Give details


**7** Do you currently hold an Australian visa?

No   
 Yes  **Note:** If this visa application is approved, your current visa may cease.

**8** Do you currently hold, or have you applied for, an APEC Business Travel Card (ABTC)?

No   
 Yes  **Note:** If this visa application is approved, the Australian visa associated with your ABTC will cease.

**9** Are you a citizen of any other country?

No   
 Yes  List countries


**10** Do you hold an identity card or identity number issued to you by your government (eg. National identity card) *(if applicable)?*

**Note:** If you are the holder of multiple identity numbers because you are a citizen of more than one country, you need to enter the identity number on the card from the country that you live in.

No

Yes  ► Give details

Family name

Given names

Type of document

Identity number

Country of issue

**11** Do you have other current passports?

No

Yes  ► Give details

Passport number

Country of passport

**12** In what country are you currently located?

**13** What is your legal status in your current location?

Citizen

Permanent resident

Visitor

Student

Work visa

No legal status

Other  ► Give details

**14** What is the purpose of your stay in your current location and what is your visa status?





**15** Your current residential address

**Note:** A street address is required as a post office box address cannot be accepted.




POSTCODE

Country

**16** Address for correspondence

*(If the same as your residential address, write 'AS ABOVE')*




POSTCODE

Country

**17** Contact telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Home	( )	( )	
Office	( )	( )	
Mobile/cell			

**18** Do you agree to the department communicating with you by e-mail and/or fax?

This may include receiving notification of the outcome of this application.

**Note:** We can communicate about this application more quickly using e-mail and/or fax.

No

Yes  ► Give details

E-mail address

	COUNTRY CODE	AREA CODE	NUMBER
Fax number	( )	( )	

## Part B – Employment status

19 What is your employment status?

Employed/  
self-employed  ▶

Give details

Employer/business name

Address

  
  
 POSTCODE

Telephone number

COUNTRY CODE    AREA CODE    NUMBER

 (    ) (    )

Position you hold

How long have you  
been employed by this  
employer/business?

Are you visiting Australia  
as part of your current  
employment?

No     Yes

Retired  ▶

Year of retirement

Student  ▶

Give details

Your current course

Name of educational institution

How long have you been  
studying at this institution?

Other  ▶

Give details

  
  
  


Unemployed  ▶

Explain why you are unemployed and give details  
of your last employment (*if applicable*)

  
  
  


## Part C – Details of your visit to Australia

20 Describe your intended principal business visitor activity in Australia

  
  
  
  
  
  
  
  
  


*If insufficient space, give details at Part L*

21 Do you have an Australian business contact?

No

Yes  ▶ Give details

Contact  
person

  


Business name  
(*if applicable*)

  


Address

  
  
 POSTCODE

Telephone  
number

 (AREA CODE    )

22 Do you intend to do a course of study while in Australia?

No

Yes  ▶ Give details

Name of the  
course

  


Name of the  
institution

  


How long will the course last?





## Part E – Health details

**25** In the last 5 years, have you visited or lived outside your country of passport for more than 3 consecutive months?

*Do not include time spent in Australia.*

No

Yes  ► Give details

1. Country(s)

Date from 

DAY	MONTH	YEAR
/	/	

 to 

DAY	MONTH	YEAR
/	/	

2. Country(s)

Date from 

DAY	MONTH	YEAR
/	/	

 to 

DAY	MONTH	YEAR
/	/	

3. Country(s)

Date from 

DAY	MONTH	YEAR
/	/	

 to 

DAY	MONTH	YEAR
/	/	

*If insufficient space, give details at Part L*

**26** Do you intend to enter a hospital or a health care facility (including nursing homes) while in Australia?

No

Yes  ► Give details


**27** Do you intend to work as, or study to be, a doctor, dentist, nurse or paramedic during your stay in Australia?

No

Yes  ► Give details


**28** Have you:

- ever had, or currently have, tuberculosis?
- been in close contact with a family member that has active tuberculosis?
- ever had a chest x-ray which showed an abnormality?

No

Yes  ► Give details


**29** During your proposed visit to Australia, do you expect to incur medical costs, or require treatment or medical follow up for:

- blood disorder;
- cancer;
- heart disease;
- hepatitis B or C and/or liver disease;
- HIV Infection, including AIDS;
- kidney disease, including dialysis;
- mental illness;
- pregnancy;
- respiratory disease that has required hospital admission or oxygen therapy;
- other?

No

Yes  ► Give details


**30** Do you require assistance with mobility or care due to a medical condition?

No

Yes  ► Give details


**31** Have you undertaken a health examination for an Australian visa in the last 12 months?

No

Yes  ► Give details (including HAP ID if available)




## Part I – Payment details

**38 IMPORTANT:** You must refer to the department's website at [www.immi.gov.au/fees-charges](http://www.immi.gov.au/fees-charges) to complete this part of your application. The website shows reference tables with the Visa Application Charges applicable to each visa subclass.

Visa subclass you are applying for

▶▶ **Base Application Charge**

Write the amount shown on the reference table for your visa subclass  AUD (1)

▶▶ **Non-internet Application Charge (if applicable)**  AUD (2)

▶▶ **Additional Applicant Charge aged 18 years or over** at the time your application is lodged

Write the amount shown on the reference table for your visa subclass  AUD X (multiplied by) Number of additional applicants aged **18 years or over**  =  AUD (3)

▶▶ **Additional Applicant Charge under 18 years of age** at the time your application is lodged

Write the amount shown on the reference table for your visa subclass  AUD X (multiplied by) Number of additional applicants **under 18 years** of age  =  AUD (4)

▶▶ **Subsequent Temporary Application Charge (if applicable)**

Write the amount shown on the reference table for your visa subclass  AUD X (multiplied by) Number of applicants  =  AUD (5)

▶▶ **Total (1) + (2) + (3) + (4) + (5)**  AUD **Total**

You must pay the **total amount** or your visa application will not be valid.  
**Note:** A second instalment of the Visa Application Charge must also be paid before we can grant some visas.

**39** How will you pay your application charge?

If applying **in Australia**, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail. If paying by bank cheque or money order please make payable to the Department of Immigration and Citizenship.

If applying **outside Australia**, please check with the Australian Government office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

- Bank cheque
- Money order
- Debit card  ▶ Cannot be used for applications lodged by mail
- Credit card  ▶ Give details below

Payment by (tick one box) Australian Dollars

MasterCard <input type="checkbox"/>	Diners Club <input type="checkbox"/>	<input type="text"/> AUD
American Express <input type="checkbox"/>	JCB <input type="checkbox"/>	
Visa <input type="checkbox"/>		

Credit card number

Expiry date MONTH  / YEAR

Cardholder's name

Telephone number COUNTRY CODE (  ) AREA CODE (  ) NUMBER

Address

POSTCODE

Signature of cardholder

Credit card information will be used for charge paying purposes only.

## Part J – Application checklist

**40** With your completed and signed application form 1415, you must include:

<ul style="list-style-type: none"> <li>a certified copy of relevant pages of your passport, as necessary</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>a recent passport photograph (not more than 6 months old) of yourself</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>the Visa Application Charge (<i>if applicable</i>)</li> </ul>	<input type="checkbox"/>
<p>If you authorise another person to receive all written communications about your application with the department:</p> <ul style="list-style-type: none"> <li>completed <i>Part H – Options for receiving written communications</i>; and</li> <li>form 956 <i>Advice by a migration agent/exempt person of providing immigration assistance</i>; or</li> <li>form 956A <i>Appointment or withdrawal of an authorised recipient</i></li> </ul>	<input type="checkbox"/>

**When you have lodged your application, you should attach your receipt to this sheet.**

## Additional documents

Under *the Migration Act 1958*, decision-makers are not obliged to seek additional information from the application before making a decision on a visa application. It is therefore in your best interest to submit the following documentation, if applicable, with your application:

<ul style="list-style-type: none"> <li>evidence of access to funds to support your stay</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>evidence of your medical/travel insurance (if asked)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>medical examination or tests (if asked)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>evidence that there is a need for you to be in Australia for business purposes eg. a letter from your employer detailing the reasons for your visit and your proposed duties, a letter of invitation from the host organisation in Australia, an itinerary with contact details of the business parties <b>or</b> conference registration details</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>evidence that your business background is relevant to the nature of your proposed business in Australia eg. evidence of educational qualifications, evidence of current employment position and your role during the visit, details of any previous contacts with Australian business people or organisations, documentation indicating that the company is an actively operating business (business registration certificate, annual report)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>other information to show that you have an incentive and authority to return to your country of residence such as a history of international travel</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>other information to show that you have an incentive and authority to return to your country of residence, such as property or other significant assets in your home country</li> </ul>	<input type="checkbox"/>

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

