



About this form

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

All application forms are available from the Department of Immigration and Citizenship (the department) website www.immi.gov.au/allforms/. Forms are available in PDF file format and can be filled in on screen, printed and mailed to the department.

Who should use this form

This form should be used by organisations or eligible individuals to nominate a person to work or undertake an activity in Australia.

If you have been approved or have applied for one or more of the sponsor classes listed below the approval will allow you to nominate a person for the associated visa subclass.

Sponsor class	Allows you to nominate persons who intend to apply for
Exchange Sponsor	Exchange (subclass 411) visa
Visiting Academic Sponsor	Visiting Academic (subclass 419) visa
Sport Sponsor	Sport (subclass 421) visa
Domestic Worker Sponsor	Domestic worker (Executive) (subclass 427) visa
Religious Worker Sponsor	Religious Worker (subclass 428) visa
Occupational Trainee Sponsor	Occupational Trainee (subclass 442) visa

Nomination arrangement NOT covered by this form

If you want to nominate a skilled person for long stay temporary business employment in Australia (subclass 457), you should complete form 1196N *Nominating overseas employees to work temporarily in Australia*.

If you want to nominate people for an Entertainment (subclass 420) visa or Media and Film Staff (subclass 423) visa, you should complete form 1379 *Nomination for an entertainment visa or media and film staff visa*.

Forms 1196N and 1379 are available from the department's website www.immi.gov.au/allforms/

Nomination requirements

The nomination is to assess the nominated primary person's skills and experience to perform the duties of the nominated position.

It is important to ensure that nominations are lodged well before expiry of the approved sponsorship as a nomination can only be approved when the approved sponsorship is valid. If the sponsorship period ceases you will need to reapply and be approved as a sponsor to nominate further visa applicants.

Nominated persons

Nominated persons may include the following:

Primary person

The person you consent to sponsor to work or undertake an activity in a nominated position in Australia.

Secondary person

• Partner

Partner means the spouse or de facto partner (including same-sex partner) of the primary person.

• Dependent child (under 18 years of age)

A dependent child is the child or step-child of the primary person or their partner where the primary person or their partner has legal responsibility for the child.

• Dependent child (aged 18 years and over) and other relatives

Dependent children aged 18 years and over, and other relatives of the primary person or their partner may be considered in the application if:

- they are not currently married, engaged to be married or in a de facto relationship;
- they are usually resident in the primary person's household;
- they rely on the primary person for financial support for their basic needs;
- the primary person has supported them for a substantial period;
- they rely on the primary person more than any other person or source; and
- they rely on the primary person as they are incapacitated for work.

All secondary persons who intend to accompany or later join the primary person in Australia must be included in the nomination at **Part I**.

Secondary persons joining a sponsored primary person in Australia

Secondary persons not listed in this nomination who wish to join the primary person in Australia at a later date will be required to provide a letter confirming that the sponsor will accept responsibility for them. As the sponsor, you will need to provide this letter to the secondary person(s) to lodge with their visa application.

Sponsor obligations

The obligations apply to all sponsors unless otherwise indicated.

Obligation to cooperate with inspectors

The sponsor must cooperate with inspectors appointed under the *Migration Act 1958* in determining whether:

- a sponsorship obligation is being, or has been, complied with; or
- circumstances, in which the department may take administrative action, exist or have existed (see page 4).

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 5 years after the day on which the approved sponsorship ceases.

Obligation to keep records

The sponsor must keep records of their compliance with the obligations. All records must be reproducible and some must be capable of verification by an independent person. For a complete list of the records that must be kept, including the manner in which the records should be kept, see www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

However, no records need be kept for more than 5 years under this obligation.

Obligation to provide records and information

The sponsor must provide records or information relating to the administration of sponsorship requested by written notice if the sponsor is required to keep the records or information:

- under a law of the Commonwealth or a state or territory; or
- the obligation to keep records.

The records and information must be provided in the manner, and within the timeframe, requested in the written notice.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to provide information to the department when certain events occur

The sponsor must provide certain information to the department when certain events occur. This information must be provided by registered post or e-mail, to a specified address and within 10 working days of the event occurring. For a complete list of the information and events, see www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on the day after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation not to recover certain costs from a sponsored person

The sponsor must not recover, or seek to recover, from the sponsored person, all or part of the costs (including migration agent costs):

- in relation to the recruitment of the primary sponsored person;
- in association with becoming or being a sponsor or former approved sponsor.

In addition to the above, if the sponsor is a Domestic Worker Sponsor or Religious Worker Sponsor, the sponsor must not recover, or seek to recover, from the sponsored person, expenditure by the sponsor in relation to financial support of the sponsored person in Australia.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to pay costs incurred by the Commonwealth to locate and remove an unlawful non-citizen

The sponsor must pay costs incurred by the Commonwealth in locating and/or removing a sponsored person from Australia, if requested by written notice. The sponsor is liable to pay the Commonwealth the difference between the actual costs incurred by the Commonwealth (up to a maximum of AUD10,000) and any amount already paid under the obligation to pay travel costs to enable a sponsored person to leave Australia (see below).

This obligation starts to apply on the day on which the sponsored person becomes an unlawful non-citizen.

This obligation ends 5 years after the sponsored person leaves Australia. However, the sponsor is only liable for costs up to the time the sponsored person leaves Australia.

Exchange Sponsor, Visiting Academic Sponsor, Entertainment Sponsor, Sport Sponsor, Domestic Worker Sponsor, Religious Worker Sponsor and Occupational Trainee Sponsor

Obligation to ensure primary sponsored person works or participates in the nominated occupation, program or activity

The sponsor must ensure that the primary sponsored person works or participates in the nominated occupation, program or activity. If a sponsor wants to employ or engage a primary sponsored person in a different occupation, program or activity, the sponsor must lodge a new nomination in respect of that occupation, program or activity for the primary sponsored person.

This obligation starts to apply on the day on which the primary sponsored person is granted a visa, unless he or she already holds a visa in which case the obligation starts to apply on the day the sponsor's nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved; or
- on which the primary sponsored person is granted a substantive visa of a different subclass to the one they last held (if the primary sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Special Program Sponsor, Entertainment Sponsor, Sport Sponsor, Religious Worker Sponsor and Occupational Trainee Sponsor

Obligation to secure an offer of a reasonable standard of accommodation

Where the primary sponsored person is not receiving a salary or wages, the sponsor must secure an offer of a reasonable standard of accommodation for the sponsored persons while they are in Australia. For a guide to what is 'a reasonable standard' see

www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply:

- if the sponsored person holds a subclass 416 visa – on the day the person is granted the visa;
- if the sponsored person holds a subclass 420, subclass 421, subclass 428 or subclass 442 visa – on the day on which a nomination by the sponsor of an occupation or activity for the primary sponsored person is approved;
- if the sponsored person does not hold a subclass 420, subclass 421, subclass 428 or subclass 442 visa on the day the nomination is approved – on the day the person is granted a subclass 420, subclass 421, subclass 428 or subclass 442 visa.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the sponsored person is approved;
- on which the sponsored person is granted a substantive visa of a different subclass to the one they last held (if the sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Religious Worker Sponsor and Special Program Sponsor
Obligation to pay travel costs to enable sponsored persons to leave Australia

The sponsor must pay reasonable and necessary travel costs to enable the sponsored persons to leave Australia if the costs have been requested in writing by the department or the sponsored persons, and the costs have not already been paid by the sponsor in accordance with this obligation.

The costs will be considered reasonable and necessary provided they:

- include travel from the primary sponsored person's usual place of residence in Australia to the place of departure from Australia;
- include travel from Australia to the country (for which the person holds a passport) specified in the request to pay travel costs;
- are for economy class air travel or, where unavailable, a reasonable equivalent; and
- are paid within 30 days of receiving the request (note however, the obligation to pay costs continues beyond the 30 days as specified below).

This obligation starts to apply on the day the sponsored person is granted a subclass 416 or 428 visa, unless he or she already holds a visa of the same subclass in which case the obligation starts to apply on the day the nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the sponsored person is granted a substantive visa other than a subclass 416 or 428 visa (if the primary sponsored person is granted another visa of the same subclass in order to continue to work for the sponsor, the obligation continues);
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Domestic Worker Sponsors only

Obligation to pay travel costs

The Domestic Worker Sponsor must pay the travel costs of the sponsored person(s) to enable the sponsored person(s) to travel to Australia and to leave Australia, if the costs have not already been paid in accordance with this obligation.

The costs will be considered reasonable and necessary if they:

- include the sponsored person's direct travel to Australia;
- include direct travel to the sponsored person's usual place of residence in Australia from the place of arrival in Australia;
- include direct travel from the sponsored person's usual place of residence in Australia to the place of departure from Australia;
- include direct travel from Australia to the country from which the sponsored person came to Australia; and
- are for economy class air travel or, where unavailable, a reasonable equivalent.

This obligation starts to apply on the day the sponsored person is granted a subclass 427 visa, unless he or she already holds a subclass 427 visa in which case the obligation starts to apply on the day the nomination for the primary sponsored person is approved.

The obligation ends on the day (whichever is the earliest);

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the sponsored person is granted a substantive visa other than a subclass 427 visa (if the primary sponsored person is granted another subclass 427 visa in order to continue to work for the sponsor, the obligation continues);
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Exchange Sponsors only

Obligation to make same position available to Australian exchange participants

Immediately on completion of the exchange, the Exchange Sponsor must make available to the Australian citizen or Australian permanent resident who is a participant in the exchange, the same position or equivalent position in Australia that was held by the Australian participant at the time the exchange was entered into.

This obligation starts to apply on the day on which the nomination made by the Exchange Sponsor in relation to the exchange is approved.

This obligation ends 30 days after completion of the exchange.

Sanctions for failing to satisfy sponsorship obligations

If the sponsor fails to satisfy a sponsorship obligation, the Minister may take one or more of the following actions:

Administrative

- bar the sponsor, for a specified period, from sponsoring more people under the terms of one or more existing approvals as a sponsor for different kinds of visas;
- bar the sponsor, for a specified period, from making future applications for approval as a sponsor in relation to one or more classes of sponsor;
- cancelling one or all of the sponsor's existing approvals as a sponsor;

Civil

- apply to a Court for a civil penalty order of up to AUD33,000 for a corporation and AUD6,600 for an individual for each failure; or
- issue an infringement notice of up to AUD6,600 for a body corporate and AUD1,320 for an individual for each failure.

Other reasons why administrative action may be taken

There are a number of other circumstances (besides failure to satisfy a sponsorship obligation) in which the administrative actions described in the dot points above may be taken:

- provision of false or misleading information to the Department of Immigration and Citizenship or the Migration Review Tribunal;
- the sponsor no longer satisfies the criteria for approval as a sponsor or for variation of a term of that approval;
- the sponsor has been found by a court or competent authority to have contravened a Commonwealth, state or territory law;
- a primary sponsored person is found to have contravened a law relating to the licensing, registration or membership required in order to work in the nominated occupation;
- unapproved change to a special program; or
- failure to comply with certain terms of a special program agreement.

Monitoring

If you are approved as a sponsor you must comply with the sponsorship obligations (as outlined above). The department will monitor compliance with the sponsorship obligations and whether associated visa holders are abiding by their visa conditions.

Routine monitoring is conducted from time to time and monitoring may also be initiated based on information provided to the department. This may take place during the approved sponsorship period and for up to 5 years after the sponsorship ceases.

The department conducts monitoring in 3 main ways:

- exchanging information with other Commonwealth, state and territory government agencies, including the Department of Education, Employment and Workplace Relations and the Australian Taxation Office;
- written requests to the sponsor to provide information in accordance with the obligation to provide records and information;
- site visits, usually to the sponsored business premises, with or without notice.

Monitoring may include investigations being conducted by Commonwealth officers called inspectors. Inspectors have certain investigative powers under the *Migration Act 1958*. Failure to cooperate with inspectors is a breach of the sponsorship obligations and the department may take action against the sponsor. For details on the actions the department may take refer to *Sanctions for failing to satisfy sponsorship obligations* in this form.

All written communication about the department's monitoring requirements will be sent directly to you, unless you have authorised another person, including migration agents, to act and receive information on your behalf. The sponsorship obligations (including the obligations to cooperate and provide information to the department) will remain with you as the sponsor even if you have authorised another person to act and receive information on your behalf.

Salary or wages

The salary or wages payable to the primary sponsored person in relation to the proposed work is required to be in accordance with Australian labour laws and practices.

If there is no award, and it is not a volunteer position, the primary sponsored person is to receive at least the minimum Federal award rate.

Unpaid work

A nomination for an unpaid position can only be approved where the work or activity to be undertaken would not attract a salary or wage if undertaken by an Australian citizen or Australian permanent resident. This includes research undertaken by Visiting Academic visa holders.

If the nomination relates to a volunteer position the primary sponsored person will receive no remuneration for doing the work or activity other than:

- reimbursement or reasonable expenses incurred by the person in doing the work; or
- prize money.

Unpaid occupational training nominated for the Occupational Trainee (subclass 442) visa requires acknowledgement from both the sponsor and the nominated trainee that the position is unpaid (see Part M for details).

Integrity of the application

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

Labour Market Testing

Labour Market Testing (LMT) is required for the Domestic Worker (Executive) visa unless there are compelling reasons for employing the primary person.

If LMT is required, you must:

- lodge the vacancy with a job placement provider for national listing for a minimum of 4 weeks during the 8 weeks before lodging the nomination; or
- obtain a waiver of this requirement from a job placement service provider;

and

- advertise the vacancy in a Saturday and a weekday edition of both a metropolitan and a national daily newspaper (a total of 4 separate advertisements);
- or if the business is outside major metropolitan areas, advertise the vacancy in both the Saturday edition and a weekday edition of both a major local or regional and a national daily newspaper (again a total of 4 separate advertisements);
- advertise the vacancy through other appropriate means. For example, in trade or professional journals, private employment agencies or union consultations. Advertisements in local community language newspapers may also be appropriate.

Advertisements must accurately reflect the duties of the position, salary and other benefits offered. They must be prominently displayed to attract as big a response as possible. You should provide copies of all the advertisements you have lodged and evidence that they have appeared in the last 6 months.

When LMT is complete, you must provide with this application, original advertisements, details of all local applicants including whether they were Australian permanent residents, and reasons for non-suitability of the applicants.

How to apply

Step 1 – Check if a nomination fee is required

Not all applications attract a fee, but when a prescribed fee is applicable, the application will not be valid unless payment has been received.

If a nomination fee is required, payment **must** accompany your application. Payment of the fee does not guarantee approval of the nomination and is generally not refundable.

Fees may be subject to adjustment at any time.

To check the nomination fee, see form 990i *Charges* available from the department's website

www.immi.gov.au/allforms/990i.htm or check with the nearest office of the department.

Method of payment

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

Step 2 – How to fill in this form

Use a black or blue pen, and write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, attach a signed and dated sheet with these details.

Use the Checklist at **Part M** to make sure you have answered all the questions and provided everything required.

Any alterations made before you lodge the form must be dated and initialled.

Step 3 – Lodge your nomination

You will need a separate nomination for each position you are seeking to fill except where you intend to nominate a team of sports people entering into a sporting event. You can include these people in the one nomination by attaching a list of the nominees and their details. However, a separate fee will apply to each nominated primary person.

If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination for each position to be filled.

You should lodge the nomination, with the payment and any attachments, before or at the same time as the visa application.

Please see instructions below for lodgement of your nomination.

You must lodge your application at the address for your nomination, otherwise your application may be refused.

Occupational Trainee (subclass 442) visa only

If you are an Occupational Trainee Sponsor and operate as a Commonwealth agency, a nomination is not required. In all other cases you should lodge the nomination in person, by a representative or send by mail to one of the following addresses:

Street address:

Department of Immigration and Citizenship
Level 3
55 Currie Street
ADELAIDE SA 5000

Courier address:

Department of Immigration and Citizenship
Level 4 (West)
55 Currie Street
ADELAIDE SA 5000

Mail address:

Adelaide Occupational Trainee Processing Centre
Department of Immigration and Citizenship
GPO Box 2399
ADELAIDE SA 5001

Pre-lodgement enquiries: otv.adelaide@immi.gov.au

Other visa subclasses

An application to nominate a person who intends to apply for:

- an Exchange (subclass 411) visa
- a Visiting Academic (subclass 419) visa
- a Sport (subclass 421) visa
- a Domestic Worker (Executive) (subclass 427) visa
- a Religious Worker (subclass 428) visa

The application may be lodged in person, by a representative or sent by mail or fax. Your application **must** be lodged at one of the following addresses:

Street address:

Department of Immigration and Citizenship
3 Lonsdale Street
BRADDON ACT 2612

Mail address:

ACT Specialist Temporary Entry Processing Section
Department of Immigration and Citizenship
GPO Box 717
CANBERRA ACT 2601

Fax: 02 6195 6104

Pre-lodgement enquiries: act.specialistentry@immi.gov.au

What happens next?

It is important that you lodge the nomination with all the documents necessary to make an assessment. Lodging a complete nomination assists case officers in making a fair and complete assessment of your claims and results in faster processing times. You may be asked to provide additional information to enable a decision to be made.

You will be advised in writing whether or not the nomination has been approved. If the nomination has not been approved, you will be given a reason for the decision as well as information about your review rights.

If you are approved for a sponsorship arrangement and the nomination is also approved, you should provide a copy of the sponsor approval letter to the person you have nominated to fill the position.

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'. 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 the visa program, 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 purposes of administering migration legislation, and when it may assist another agency to perform a regulatory function. These departments and agencies include the Fair Work Ombudsman, Department of Foreign Affairs and Trade, Department of Education, Employment and Workplace Relations, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading and trade practices legislation.

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 department's offices, gives details of agencies to which your personal information will be disclosed. Form 993i is also available from the department's website

www.immi.gov.au/allforms/

Options for receiving written communication

You may authorise another person to receive all communications, both written and electronic, about your nomination with the department. You will be taken to have received any documents sent to that person as if they had been sent to you.

To do this you will need to complete **Part K** Options for receiving written communications and form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*. For an explanation of what a migration agent or exempt agent or authorised recipient can do please read the sections below.

To change or end the appointment of your migration agent or exempt agent or authorised recipient you must promptly advise the department in writing. You can do this by using form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your application with the department.

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.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit the person you intend to sponsor;
- 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.

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.

Exempt agents

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 sponsor for this nomination;
- 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.

Further information on migration agents

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.themara.com.au

You can also access information about migration agents on the department's website www.immi.gov.au

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 them 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 the form 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.

Home page **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

This page is intentionally blank



You will need a separate nomination for each position you are seeking to fill except where you intend to nominate a group of sports people entering into a sporting event.

You can include these people in the one nomination by attaching a list of the nominees and their details. A separate fee will apply to each nominated position.

If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination for each position to be filled.

Additional forms are available from the department's website
www.immi.gov.au/allforms/

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

Tick where applicable

Part A – General information

1 Which visa subclass will the primary person apply for?

2 Are you an approved sponsor or have you lodged a sponsor application?
 No Complete and lodge a form 1377 *Application for approval as a temporary residence sponsor*
 Yes Sponsor name

 Sponsor class

 Sponsorship Application ID number (if known)
 The Sponsorship Application ID number can be found on the approval letter from the department

 Australian Business Number (ABN) (if applicable)

3 Do you agree to the department communicating with you by fax, e-mail or other electronic means?
 No
 Yes Give details
 Fax number (AREA CODE)
 E-mail address

4 How will Australia benefit by you nominating the primary person?
 (Tick all that apply)

- Meeting a critical skill shortage (occupation is listed on Critical Skills list)
- Employment and training opportunities for Australian citizens or permanent residents
- Expansion of local business and export activity
- Improvement of business links with international markets
- Introduction and transfer of new skills and technology
- Competitiveness within the sectors of the Australian economy
- Promotion of cultural enrichment
- Advancement of international goodwill/capacity building

Give details explaining the benefits

If insufficient space, attach a signed and dated sheet giving details

Part B – Nomination details

5 Is the position covered by a Labour Agreement?

No

Yes Name of the Labour Agreement

6 Details of the position to be filled

Note: If nominating under a Labour Agreement, the job title and position must match one of the occupations approved in the agreement.

Job title/position

Occupation

ASCO code (if known)

7 Is the position:

full-time

part-time

▶ Number of hours per week

8 What is the proposed period of employment or activity?

From DAY MONTH YEAR to DAY MONTH YEAR

9 What is the proposed period of stay?

From DAY MONTH YEAR to DAY MONTH YEAR

10 Street address where the employment or activities will take place

1.

 POSTCODE

2.

 POSTCODE

If more than 2 addresses, attach a signed and dated sheet giving the additional details

11 Contact officer for enquiries about this nomination

Name

Position in organisation

Office hours telephone

 (AREA CODE)

12 Will you be engaging the primary person as an employee of your organisation?

No ▶ Explain the nature of the relationship between you and the primary person

If insufficient space, attach a signed and dated sheet giving details

Yes

13 Will the primary person be employed or engaged in Australia by any other organisation or individual?

No

Yes ▶ Name of organisation or individual

Name of contact officer

Australian Business Number/Australian Company Number

Business address

POSTCODE

Office hours telephone

 (AREA CODE)

Give details of the arrangement you have with the organisation or individual for the employment or engagement of the primary person, including the number of hours per week they will spend with the organisation or individual

If insufficient space, attach a signed and dated sheet giving details

14 Will the primary nominated person be paid in accordance with Australian labour laws and practices, or if there is no award, paid at least the minimum Federal award rate?

No Give reasons

Yes

15 If remunerated, what does the remuneration package include?

Monetary value (AUD)

Salary/wages

Accommodation

Meal allowance

Other living allowance

Travel allowance

Commissions, shares and/or bonuses

Other packaged items or benefits including, but not limited to, cars, phones, laptop computers, airline club memberships, medical cover, child care, clothing and clothing allowances

Provide all relevant details

If insufficient space, attach a signed and dated sheet giving details

16 Who will be paying the primary person's salary?

See *Salary or wages* on page 4

Nominee will not be paid

You or your organisation

Another organisation or eligible individual Give details

If insufficient space, attach a signed and dated sheet giving details

17 What is the primary person's gross salary excluding any payment of allowances such as superannuation, accommodation, meals etc.?

(See Part M for documentation that must be attached)

AUD

18 Will the primary person receive any scholarship or similar payments?

No If the primary person will be applying for an Occupational Trainee visa and will not receive remuneration, you will need to lodge completed form 1283 *Acknowledgement of unpaid placement – visa applicant* and form 1284 *Acknowledgement of unpaid placement – sponsor* with this nomination.

Yes Who is responsible for paying this?

Amount

AUD

19 Describe the position to be undertaken
(If insufficient space, attach a signed and dated sheet giving details)

Responsibilities

--

Main duties

--

Other information about the position

--

20 Describe the qualifications, essential skills, employment experience and registrations/licenses required to be held by the primary person
(If insufficient space, attach a signed and dated sheet giving details)

Qualifications

--

Essential skills

--

Employment experience (include number of years skilled experience required)

--

Registration/Licensing/Professional membership requirements
(if applicable)

--

Part C – Additional nomination assessment

- 21** Additional information is required for the following visa subclasses. Select a visa and go to the relevant part.

- Exchange visa ► Go to Part D
Visiting Academic visa ► Go to Part E
Sport visa ► Go to Part F
Domestic Worker (Executive) visa ► Go to Part G
Occupational Trainee visa ► Go to Part H
Religious Worker visa ► Go to Part I

Part D – Exchange (subclass 411)

(See Part M for documentation that must be attached)

- 23** Name of the foreign organisation with which you have a staff exchange arrangement

- 23** Name of the Australia resident who has been selected under the staff exchange arrangement

Family name

Given names

- 24** Details of the employment proposed for the Australian resident with the foreign organisation

Commencement date DAY MONTH YEAR

Duration of employment YEARS MONTHS

Job title

Duties

►► Go to Part I

Part E – Visiting Academic (subclass 419)

(See Part M for documentation that must be attached)

- 25** Details of the Australian research project

- 26** Official academic title currently held or last held by the primary person

- 27** Is the primary person currently employed at an overseas research institution?

No ► Name of the research institute where the person was employed

Yes ► Name of research institute

Nature of the research currently being undertaken

►► Go to Part I

Part F – Sport (subclass 421)

(See Part M for documentation that must be attached)

- 28 The primary applicant will be applying as a:
- competitor entered into an event(s) ► Go to Question 29
 - support staff to a competitor ► Go to Question 30
 - judge or adjudicator ► Go to Question 33
 - sports person contracted to a sporting organisation ► Go to Part I
 - trainee participating in a structured training program ► Go to Part I

- 29 Will the competitor be entered into the event(s) as an amateur?

No

Yes ► You will need to provide evidence that the primary person has amateur status

►► Go to Part I

- 30 Name of the competitor who the person will be assisting

Family name

Given names

- 31 Is the competitor an Australian citizen or permanent resident?

No

Yes

- 32 In what capacity will the primary person be assisting the competitor who is entered into the event?

►► Go to Part I

- 33 Details of the itinerary, listing the engagements as a judge or adjudicator to be undertaken by the primary person

1. Venue

From DAY MONTH YEAR to DAY MONTH YEAR

Number of engagements

Duration of each engagement

2. Venue

From DAY MONTH YEAR to DAY MONTH YEAR

Number of engagements

Duration of each engagement

►► Go to Part I

Part G – Domestic Worker (Executive) (subclass 427)

(See Part M for documentation that must be attached)

You are required to undertake Labour Market Testing unless there are compelling reason(s) to employ the nominated primary person.

- 34 Have you carried out Labour Market Testing for this position?

No

Yes ► Give details of the efforts you made to obtain suitable staff from the Australian workforce

- 35 Do you believe there are compelling reasons for employing the nominated primary person?

No

Yes ► Give details

►► Go to Part I

Part H – Occupational Trainee (subclass 442)

(See Part M for documentation that must be attached)

- 36 Does your organisation receive any Australian Government funding towards this training?

Note: If funding is received for an apprentice to fill this position, the nominated primary person will not be eligible for a Occupational Trainee visa.

No

Yes ► Give details

37 How will the primary person utilise the occupational training program in Australia? *(Tick one box only)*

Occupational training required for registration ▶ Stream 1

Structured training to enhance skills in occupations specified in an Instrument under subregulation 2.72(5)(b) ▶ Stream 2

Workplace-based training for capacity building overseas ▶ Stream 3

38 Details and duration of all activities

Duration of full training program

From

DAY	MONTH	YEAR

 to

DAY	MONTH	YEAR

General and on-the-job training (other than initial orientation)

From

DAY	MONTH	YEAR

 to

DAY	MONTH	YEAR

Where will this take place

If more than one on-the-job training period or place, attach a signed and dated sheet giving details

Classroom-based training

From

DAY	MONTH	YEAR

 to

DAY	MONTH	YEAR

Where will this take place

If more than one classroom-based training period or place, attach a signed and dated sheet giving details

Supervised work activities

Type of employment (work activities) involved

ASCO code (if known)

From

DAY	MONTH	YEAR

 to

DAY	MONTH	YEAR

How many hours per week will the primary person undertake supervised work activities?

HOURS

Where will the work activities take place

If more than one training period or place, attach a signed and dated sheet giving details

39 What are the objectives of the proposed training and the additional or enhanced skills to be acquired by the primary person?

40 Has the organisation made an assessment of the primary person's English language skills?

No

Yes ▶ Are you satisfied that the primary person's English language skills are sufficient to:

undertake all of the occupational training program?

No Yes

understand and comply with all Occupational Health and Safety requirements?

No Yes

Part I – Details of nominated persons

If you are nominating a group of sports people entering into a sporting event you can attach a list of the primary applicants, providing each person's full name, date of birth, activity/position, country of citizenship and passport number.

If any primary person intends to be accompanied by secondary persons, include full name, date of birth, relationship to nominated primary person, country of citizenship and passport number.

Note: If you are nominating a person as support staff under the Sport visa you will need to complete a separate nomination application for each position to be filled.

41 Primary person's full name

Family name

Given names

42 Sex

Male

Female

43 Primary person's date of birth

DAY	MONTH	YEAR

Note: The primary person must have turned 18 if applying for an Occupational Trainee visa or Domestic Worker (Executive) visa

44 Place of birth

Town/city

Country

45 Primary person's current residential address

Note: A post office box address is not acceptable as a residential address.

POSTCODE

46 Primary person's passport number

47 Primary person's country of citizenship

48 Primary person's contact details

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	()	()	
After hours	()	()	
Mobile/cell			

49 Proposed date of arrival in Australia (if overseas)

50 Provide the primary person's experience, qualifications, training and skills relevant to the proposed occupation or activity in Australia
Attach a copy of relevant qualifications and curriculum vitae (CV)
(If insufficient space, attach a signed and dated sheet giving details)

Experience relevant to position

Educational qualifications including trade or professional qualifications

Training (including on-the-job training)

Other relevant skills

51 Will the primary person be accompanied by any secondary persons?

See *Nominated persons* on page 1 for more information

Not known

No

Yes Give details of all secondary persons

If there are more than 4 secondary persons, please copy this page and attach it to this form with additional details

1. Family name

Given names

Sex Male Female

DAY MONTH YEAR

Date of birth

Country of birth

Relationship to primary person

Country of citizenship

Passport number

2. Family name

Given names

Sex Male Female

DAY MONTH YEAR

Date of birth

Country of birth

Relationship to primary person

Country of citizenship

Passport number

3. Family name

Given names

Sex Male Female

DAY MONTH YEAR

Date of birth

Country of birth

Relationship to primary person

Country of citizenship

Passport number

4. Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Country of birth

Relationship to primary person

Country of citizenship

Passport number

Part J – Assistance with this form

52 Did you receive assistance in completing this form?

No ▶ Go to Part K

Yes ▶ Please give details of the person who assisted you

Title: Mr Mrs Miss Ms Other

Family name

Given names

Address

 POSTCODE

Telephone number or daytime contact

Office hours COUNTRY CODE AREA CODE NUMBER
 () ()

Mobile phone

53 Is the person an agent registered with the Office of the Migration Agents Registration Authority (Office of the MARA)?

No

Yes ▶ Go to Part K

54 Is the person/agent in Australia?

No ▶ Go to Part K

Yes

55 Did you pay the person/agent and/or give a gift for this assistance?

No

Yes

Part K – Options for receiving written communications

56 All written communications about this application should be sent to: (Tick one box only)

Myself ▶ All written communications will be sent to the address for communications that you have provided in this form.

OR

Authorised recipient ▶ You must complete form 956 *Appointment of a migration agent or exempt agent or other authorised recipient* and attach it to this application form. Form 956 is available from the department's website www.immi.gov.au

OR

Migration agent ▶

OR

Agent exempt from registration

Part L – Payment details

57 How will you pay your application charge?

Note: In Australia, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail.

Bank cheque ▶ Please make payable to:
 Department of Immigration and Citizenship

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 (AREA CODE)

Address

 POSTCODE

Signature of cardholder

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

Part M – Document checklist

58 You need to attach the following documents (where relevant) to this application. Take a copy of the documents for your own records.

Tick when completed

All visas

Question	Document	Attached?
12	You need to provide evidence of the employment arrangement with the primary person to show: <ul style="list-style-type: none"> • a direct employment relationship; or • that you intend to supply the services of the primary person to another organisation by a contract of service; or • other employment arrangement 	<input type="checkbox"/>
15	Provide a copy of the contract detailing the salary package	<input type="checkbox"/>
19	Duties description – provide a complete list of duties to be performed and what each duty involves	<input type="checkbox"/>
50	You must provide a copy of the nominated primary person's relevant qualifications and curriculum vitae (CV)	<input type="checkbox"/>
46 and 51	You must provide certified copies of the page from the passports showing the photo and details for all nominated people included in this application	<input type="checkbox"/>
	Other documentation in support of the nomination	<input type="checkbox"/>

Exchange visa

22	A letter from both the foreign organisation and the sponsor or written agreement providing: <ul style="list-style-type: none"> • purpose of the exchange; • duration of the staff exchange; • benefit of the staff exchange to both participants; • name of the nominated person and Australian resident participant in the staff exchange; and • details of the nominated position in the Australian organisation. 	<input type="checkbox"/>
----	--	--------------------------

Visiting Academic visa

25	The letter of support from the sponsor inviting the nominated person to observe or participate in an Australian research project	<input type="checkbox"/>
26	Provide a list of papers published in recognised journals or similar	<input type="checkbox"/>

Sport visa

Competitors

28	A copy of the primary person's registration in the event	<input type="checkbox"/>
29	If the participant is an amateur competitor you will also need to provide evidence that the person does not derive an income from their sport, such as a payslip from their employer	<input type="checkbox"/>

Support staff

32	Evidence of a contractual arrangement between the competitor/team and support staff	<input type="checkbox"/>
----	---	--------------------------

Sports persons contracted to a sporting organisation

28	A copy of the contract between the sponsor and nominated primary person in relation to the nominated employment or activities	<input type="checkbox"/>
	The letter of endorsement from the relevant Australian national sporting body	<input type="checkbox"/>
	Outline of structured training program (<i>trainees only</i>)	<input type="checkbox"/>

Judge/Adjudicator

28	The formal invitation to the nominated primary person to judge or adjudicate at a show or competition in Australia	<input type="checkbox"/>
----	--	--------------------------

Domestic Worker (Executive)

34	Labour Market Testing, if required: <ul style="list-style-type: none"> • Copies of newspaper and other advertisements, the list of applicants and the reasons for non-selection <p>If you were required to lodge the vacancy with a job placement service provider:</p> <ul style="list-style-type: none"> • a printout of the vacancy record; or • a lodgement waiver (certified by a job placement service provider) <p>If Labour Market Testing was required but NOT done, a statement giving reasons why it was not done and why it is necessary to engage staff from overseas</p>	<input type="checkbox"/>
----	---	--------------------------

Religious Worker visa

19	A statement describing: <ul style="list-style-type: none"> • how the position in Australia directly serves the religious objectives of the religious organisation • duties of the position and the number of hours per week spent on each duty 	<input type="checkbox"/> <input type="checkbox"/>
----	--	--

Occupational Trainee visa

18	Attach completed forms 1283 <i>Acknowledgement of unpaid placement – visa applicant</i> and 1284 <i>Acknowledgement of unpaid placement – sponsor</i> if the nominated primary person will not be paid	<input type="checkbox"/>
36	Training contract or agreement	<input type="checkbox"/>
38	Details of any multiple periods or places of training, including on-the-job training, classroom-based and supervised work activities	<input type="checkbox"/>

Stream 1

37	Letter from the regulatory body in Australia or the home country advising that the training is necessary for the nominated person to obtain mandatory registration to work in the occupation	<input type="checkbox"/>
	A letter from the relevant registration authority advising that the primary person has conditional registration for the nominated persons training (<i>health practitioners only</i>)	<input type="checkbox"/>

Stream 2

37	The structured training program that is specifically tailored to the training needs of the nominated person	<input type="checkbox"/>
----	---	--------------------------

Stream 3

37	Letter from the educational provider in the home country advising that the practical experience, research or observation is a requirement of the nominated person's course (students enrolled in overseas institutions only) (<i>if applicable</i>)	<input type="checkbox"/>
	Details of the research to be conducted in Australia and how it relates to the studies or qualifications of the nominated person (<i>if applicable</i>)	<input type="checkbox"/>
	A letter of support from a government agency in Australia or a government agency in the nominated person's home country indicating that the training promotes international capacity building (<i>if applicable</i>)	<input type="checkbox"/>

Part N – Sponsor declaration

WARNING: Giving false or misleading information is a serious offence.

59 I declare that the details provided on this form are correct.

I understand the sponsorship obligations and other sponsorship requirements and understand that I/the organisation is bound by the sponsorship obligations and other sponsorship requirements with respect to all primary and secondary persons that I/the organisation consents to sponsor in writing.

Signature of authorised officer

Date

DAY	MONTH	YEAR
-----	-------	------

Full name (*block letters*)

Position in the business

Office hours telephone

(AREA CODE)

We strongly advise that you keep a copy of your application and all attachments for your records.