

The visa application checklist helps you check that you have included all of the necessary documentation that is needed by the department to process your visa application.

**How to use this checklist**

1. Before you sign your visa application form, use this checklist to ensure that you have included all necessary documentation to support your claims.
2. When you are satisfied that you have correctly completed your visa application form and all of the necessary documentation is included, you should sign and date your visa application form.
3. Include this completed checklist when you lodge your visa application form and all necessary documentation.

**Other important information**

Please be aware that the decision on your visa application may be decided on the information and documentation that you include at the time of lodgment.

**Delivery and courier charges**

You are responsible for all costs of delivering information to the Post by mail or courier, including any additional information that may be requested by the Post. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Post.

**For more information**

See the DIAC website <http://www.immi.gov.au/migrants/family/family-visas-child.htm> for more information on this visa.

See: About this Visa and Booklet 2 Child Migration <http://www.immi.gov.au/allforms/booklets/1128.pdf>

For latest version of the application forms please see: <http://www.immi.gov.au/allforms/application-forms/>

The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

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

**Complete this checklist and attach all documentation – in the order provided below. The checklist should be placed to the front of your application.**

Necessary Visa Application Requirements – For all applicants of subclass 101, 102, 117 and 445	Tick the documents you are submitting	Official use only
1. A completed and signed Form 47CH - <i>Application for migration to Australia by a child except for SC445</i> including details of all dependents. (refer item 4)	<input type="checkbox"/>	<input type="checkbox"/>
2. Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at <a href="http://www.vfsglobal.com/australia/malaysia">www.vfsglobal.com/australia/malaysia</a> <b>OR</b> if the Visa Application Charge has been paid at an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
3. A completed and signed Form 40CH - <i>Application of Sponsorship for a child to migrate to Australia except for SC445</i> from the child's sponsor.	<input type="checkbox"/>	<input type="checkbox"/>
4. A completed and signed Form 918 - <i>Application for a subclass 445 (temporary) visa by a dependent child</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. If applicable:</b> <b>If you have engaged an agent, or have had assistance completing the form or wish to nominate an authorise recipient, whichever is applicable, a completed and signed:</b> Form 956 - <i>Advice by a migration agent/exempt person of providing immigration assistance</i> , or Form 956A - <i>Appointment or withdrawal of Authorised Recipient</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Two recent passport-sized photographs (45mm x 35mm) of the child (four photos if health examinations have not been completed). These should be of the head and shoulders only, and should show the child facing the camera and against a plain background. Write the name of the child on the back of each photograph. Please ensure that photographs are not digitally enhanced.	<input type="checkbox"/>	<input type="checkbox"/>
7. A certified copy of the child's birth certificate showing both parents' names.	<input type="checkbox"/>	<input type="checkbox"/>
8. Certified copies of the biodata page of passport(s) of all people included in the application.	<input type="checkbox"/>	<input type="checkbox"/>

9. Evidence that the sponsor has the legal right to determine where the child shall live. <ul style="list-style-type: none"> <li>Form 1229 completed by both parents of the child. Certified copies of parents passport to verify signatures.</li> <li>Statutory declaration from each person with legal responsibility for the child stating that they have no objection to the child migration.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
10. If the child is 18 years of age or over and a full time student? <input type="checkbox"/> Yes <input type="checkbox"/> No (If answer is 'No', go to item 13)		
11. If the child is 18 years of age or over, evidence that they are financially dependent on their sponsor for the basic needs of food, shelter and clothing, and how long this support has been provided. If the child is a full time student, evidence of their enrolment. Other evidence may include bank statements, money transfers, rent receipts etc. Please provide current activities regarding work/study (if applicants are studying, evidence from the school or college including the contact telephone number/s).	<input type="checkbox"/>	<input type="checkbox"/>
12. If the child is under 18 years of age, their sponsor and his/her partner must provide the following: <ul style="list-style-type: none"> <li>an AFP National Police Check, if the sponsor has lived in for more than 12 months or more (cumulatively and continuously) in Australia since turning 16 years of age.</li> <li>police certificates from each country in which the sponsor has lived for more than 12 months or more (cumulatively and continuously) in the last 10 years since turning 16 years of age.</li> </ul> <b>See: AFP National Police Checks:</b> <a href="http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx">www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx</a> <b>Sponsor Eligibility:</b> <a href="http://www.immi.gov.au/migrants/partners/prospective/300/eligibility-sponsor.htm">www.immi.gov.au/migrants/partners/prospective/300/eligibility-sponsor.htm</a> <b>Character Requirements Penal Clearance Certificates :</b> <a href="http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf">www.immi.gov.au/allforms/character-requirements/character-penal.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
13. Photocopies of the following documents to show your sponsor's current employment: <ul style="list-style-type: none"> <li>Australian income and/or overseas tax assessment notice and annual salary</li> <li>a letter from their employer confirming length of employment, bank statement and payslips</li> <li>If your sponsor is self-employed or self-funded from other sources, business documents or a letter from your sponsor's accountant</li> <li>Accommodation in Australia</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Necessary Requirements – specific to Adoption visa applicants</b>		
Certified copy of the adoption papers or compliance certificate from the country's authority, including evidence that the competent authority permits the child to migrate to Australia.	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the Australia State/Territory adoption authority supporting the adoption.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the adoptive parent(s)' residence outside Australia for more than 12 months at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Necessary Requirements – specific to Orphan Relative applicants</b>		
If one or both parents are deceased, a death certificate or other official documentation to verify this.	<input type="checkbox"/>	<input type="checkbox"/>
If one or both parents' whereabouts are unknown, evidence of how long they have been missing and what efforts have been made to contact or find them.	<input type="checkbox"/>	<input type="checkbox"/>
If one or both parents are permanently incapacitated, evidence showing why they are unable to care for the child. <i>For example, if a parent has a physical or mental illness which stops them from being able to care for the child, provide a medical report to verify this.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Documents to show the child's relationship to the sponsor. <i>For example: Birth certificate of the child's parents and birth certificate of sponsor would indicate siblings' relationship.</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Necessary Requirements – specific to Extended Eligibility applicants</b>		
Evidence to show that applicant's parent has been granted either of the following visa: <ul style="list-style-type: none"> <li>subclass 445 visa; OR</li> <li>a temporary Partner class visa in Australia; OR</li> <li>a provisional Partner class visa overseas.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that:

I have provided all necessary documentation for a decision to be made on my visa application.

or

I have not provided all the information requested on this checklist and I am aware that a decision may be made based on the information I have provided.

I also acknowledge that I am responsible for any related mail, courier and document handling charges, including cost for providing any additional information that may be requested by the department.

Note: Form must be signed by parent(s) or guardian if applicant is under 18.

**Applicant name:**

**Signature:**

**Date:**

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*Visa Application Centre Use Only*

*Processing officer name:*