



Australian Government
Department of Immigration and Citizenship

Employer Nomination Scheme (subclass 186) Visa application document checklist

Submitting a complete application will help to minimise processing times associated with assessing this application. This checklist is designed to assist you in submitting a complete application for an Employer Nomination Scheme (ENS) visa.

You should submit the application with all the documents that cover your particular circumstances.

While the department may ask you to provide more information in order to determine whether you meet the criteria for approval of the application, a decision on the application may be made solely on the information provided at the time of application.

Scanned copies of original documents are to be attached online to the application at time of lodgement. Originals or hard copies of documents already submitted online are not to be again provided by mail unless specifically requested.

See: [Information to Help Prepare Your Application](#)

Note: A refund of the Visa Application Charge (VAC) is generally not available. For example, if the associated Nomination application is refused or withdrawn, the VAC will generally not be refunded.

A. Documents for all applications

✓ Personal documentation

- A certified copy of the passport identification pages of anyone included in the application (includes non-migrating family unit members);
- A certified copy of birth certificates showing both parents' names. If a birth certificate is not available, a certified copy of the identification pages of at least one of the following documents must be provided:
 - family book showing both parents' names
 - identification document issued by a government authority
 - documents issued by a court that verifies the identity of the employee.

✓ Other documents

- If anyone included in the application is or has been married, certified copies of the marriage certificate(s);
- If anyone included in the application has been permanently separated, divorced or widowed, a certified copy of the divorce decree absolute or the death certificate of the deceased partner (as appropriate);
- If anyone included in the application has changed his or her name (for example, by marriage or deed poll), a certified copy of evidence of the name change;
- If you are including a de-facto partner in your application, evidence of the de-facto relationship;
- Certified copies of birth certificates or the family book, showing names of both parents, for all the children included in the application;
- If any child included in the application is adopted, certified copies of the adoption papers;
- Certified copies of documents to verify custody and access arrangements for children less than 18 years unless both parents of the child are included in the application;
- Documentary evidence to substantiate 'dependency' for children aged 18 years and over and for any other 'eligible relative' included in the application (unless they currently hold a subclass 457 visa granted on the basis of them being a member of the primary 457 visa holder's family unit).

✓ Health requirements

- At the end of the visa application lodgement process you will be able to access a link to start the process of undergoing your health examination. You will need to enter the Transaction Reference Number (TRN) that is generated when you lodge your visa application. Further information about the Health requirements is available.

See: [The Health Requirement](#).

✓ Character requirements

- A police good conduct or character certificate for each person aged 16 years or over included in the application, from each country, including Australia, where they have resided cumulatively for 12 months or more over the past 10 years;
- Completed Form 80 *Personal particulars for assessment including character assessment for all applicants over the age of 16 (Migrating and Non-migrating)*;
- Non-migrating members of the family unit (including children over 16 years of age) are also required to provide police clearances.
See: [Character and Penal Clearance Requirements](#);
- If any of the visa applicants have served in the armed forces of any country, certified copies of military service record or discharge papers.

✓ Licensing and registration – Must hold at the time of application (*if applicable*)

- Evidence from the relevant Australian registration or licensing authority that the employee holds **full, unconditional** registration or licensing for the nominated occupation.

Next steps:

- If you are applying for the approval of an ENS Direct Entry visa application please see **Section B**.
- If you are applying for the approval of an ENS Temporary Residence Transition visa application please see **Section C**.

B. Direct Entry Stream

This section will apply to applicants who are applying for an ENS visa through the Direct Entry stream.

✓ Skills and qualifications – Must meet at the time of application

- Evidence that the main applicant's skills have been assessed as suitable by the relevant assessing authority for their occupation (i.e. skills assessment);
- The main applicant's curriculum vitae;
- Certified copies of all qualifications and work experience (e.g. employment references) of the main applicant;
- For applicants who are applying for an ENS visa through the Direct Entry stream and are seeking exemption from the skill requirement, it is anticipated that evidence will have been provided elsewhere in the visa or nomination applications that shows they are:
 - a Minister of Religion who is going to work for a religious institution; *or*
 - a researcher, scientist or technical specialist who is going to be employed by an Australian government research agency; *or*
 - an academic employed by a university in Australia; *or*
 - going to have earnings at, or above, the top individual income tax rate as determined by the Australian Taxation Office;

- For a New Zealand citizen, or dependent of a New Zealand citizen, who has been in Australia as the holder of a subclass 444 or 461 visa and has been working with the nominator for a period of at least 2 years in the last 3 years before applying:
 - a detailed statement from the employer declaring that the requirement for the nominated person to have worked for at least 2 years has been satisfied (covering employment period, details of paid leave availed of, details of unpaid leave availed of, details of any overseas trips for training/work)
 - Evidence of tax assessment notices for the 2 year period
 - PAYG payment summaries for the period of employment
 - pay-slips
 - extracts of leave records.

✓ Age – Must meet at the time of application

- Documents provided under ‘Personal documentation’ (refer above) should be sufficient to evidence age. No further documentation should be required;
- For applicants who are applying for an ENS visa through the Direct Entry stream and are seeking exemption from the age requirement, it is anticipated that evidence will have been provided in the nomination application that shows they are:
 - a Minister of Religion who is going to work for a religious institution; *or*
 - a researcher, scientist or technical specialist who has been nominated by an Australian government research agency for a position at ANZSCO skill level 1 or 2; *or*
 - a senior academic who has been nominated by a university in Australia.

✓ English language ability – Must meet at the time of application

- Evidence that the main applicant has competent English, by:
 - providing results of an IELTS test (completed within 3 years before the application) demonstrating a score of at least 6 in each of the 4 test components of an IELTS test; *or*
 - providing results of an Occupation English Test (OET) (completed within 3 years before the application) with a score of at least “B”; *or*
 - provide copies of their passport which evidences that they are the holder of a passport for one of the following countries: United Kingdom; the United States of America; Canada; the Republic of Ireland; or New Zealand;
- For applicants who are applying for an ENS visa through the Direct Entry stream and are seeking exemption from the English language requirement, it is anticipated that evidence will have been provided in the nomination application that shows they are:
 - a Minister of Religion who is going to work for a religious institution; *or*
 - have earnings at, or above, the top individual income tax rate as determined by the Australian Taxation Office;
- Evidence migrating dependent family members who are 18 years of age or older have a functional level of English.
Ways to demonstrate the functional level of English language proficiency can be found in booklet 5.
See: [Booklet 5](#)

C. Temporary Residence Transition stream

This section will apply to applicants who are applying for an ENS visa through the Temporary Residence Transition stream.

✓ Skills and qualifications – Must meet at the time of application

- The information required to assess this requirement should be contained in the nomination application form completed by your employer. You do not need to provide further information as part of your visa application unless requested.

✓ Age – Must meet at the time of application

- Documents provided under 'Personal documentation' (refer above) should be sufficient to evidence age. No further documentation should be required;
- For applicants who are applying for an ENS visa through the Temporary Residence Transition stream and are seeking exemption from the age requirement, it is anticipated that evidence will have been provided in the nomination application that shows they:
 - are a Minister of Religion who is going to work for a religious institution; *or*
 - are a researcher, scientist or technical specialist who is going to be employed by an Australian government research agency in an occupation at ANZSCO skill level 1 or 2; *or*
 - are a senior academic employed by a university in Australia; **OR**
- If the applicant has been working with the nominating employer in the nominated occupation as the holder of subclass 457 visa for the last 4 years and has had earnings that were at least equivalent to the Fair Work High Income Threshold. See: [Fair Work High Income Threshold](#)
 - a detailed statement from the employer declaring that the requirement for the nominated person to have worked for at least 4 years has been satisfied (covering employment period, details of paid leave availed of, details of unpaid leave availed of, details of any overseas trips for training/ work)
 - Evidence of tax assessment notices for the 4 year period
 - PAYG payment summaries for the period of employment
 - pay-slips
 - extracts of leave records.

✓ English language ability – Must meet at the time of application

- Evidence that the main applicant has vocational English, by:
 - providing results of an IELTS test result (completed within 3 years before application) demonstrating a score of at least 5 in each of the 4 test components of the IELTS test; *or*
 - providing results of an a Occupation English Test (OET) (completed within 3 years before application) with a result of at least 'B'; *or*
 - providing copies of their passport which evidences that they are the holder of a passport for one of the following countries: United Kingdom; the United States of America; Canada; the Republic of Ireland; or New Zealand;

- For applicants who are applying for an ENS visa through the Temporary Residence Transition stream and are seeking exemption from the English language requirement, it is anticipated that evidence will have been provided in the nomination application that shows they:
 - are a Minister of Religion who is going to work for a religious institution; or
 - are going to have earnings at, or above, the top individual income tax rate as determined by the Australian Taxation Office; **OR**

- For applicants relying on the exemption relating to having completed at least 5 years of full-time study in a secondary and/or higher education institution where all of the tuition was delivered in English:
 - letters from the relevant educational institution(s) confirming that you were a full-time student of the school for at least 5 years and during that time their tuition was delivered entirely in the medium of English;

- Evidence that the migrating dependent family members who are 18 years of age or older have a functional level of English.
Ways to demonstrate the functional level of English language proficiency can be found in booklet 5.

See: [Booklet 5](#)

Disclaimer

1) The information contained in this checklist is provided for information purposes only and does not guarantee any particular outcome and does not direct the applicant to undertake certain action; 2) the information in this checklist is not a substitute for professional advice specific to your circumstances. We recommend you exercise your own judgment and carefully evaluate the material in this checklist; 3) the information is current as at the date of this checklist, however, please note that because legislation and/or policy is subject to change without notice the information in this checklist may no longer be correct for the applicant's circumstances at the time of application; and 4) we recommend you check the relevant department website for the latest information.