

Subclass 186 - Employer Nomination Scheme Applicant Document Checklist

Please provide the following documents by email which will be used to support your application for a subclass 186 Employer Nomination Scheme visa (Direct Entry). Please note that you will need to provide acceptable English translations for any documents that are not in English.

Please tick the boxes on this check sheet to show what documents you have provided. We have stated 'N/A' where you do not need to provide documents for an applicant.

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
IDENTITY			
Current passport(s)			
Birth certificate (or family register) showing full birth details, including parents' names			
If married, divorced or widowed: Marriage certificate(s), divorce certificate(s), death certificate(s) (as applicable)			
If in a de facto relationship: Evidence that you have been in this relationship for at least 12 months			
If previously changed legal name: Evidence of the legal name change e.g. name change deed			
SKILLS			
Skills assessment from the relevant assessing authority for your nominated occupation		N/A	N/A
Evidence of English language ability	Please refer to further information provided below	Please refer to further information provided below	N/A if under 18 years old
Up-to-date resume/CV (in Word format if possible)		N/A	N/A
Certificates and academic transcripts for ALL formal qualifications		N/A	N/A
Written and signed work references for at least a 3 year period of employment		N/A	N/A

<i>If licensing/registration required for your occupation:</i> Evidence of your ability to meet licensing or registration requirements		N/A	N/A
CHARACTER			
If you have lived here for more than 12 months during the last 10 years: Australian Federal Police (AFP) National Police Certificate dated within the last 12 months. Must be 'Complete Disclosure'			N/A if under 16 years old
Police clearance certificates for ALL other countries in which you have lived for more than 12 months during the last 10 years (dated within the last 12 months)			N/A if under 16 years old
<i>If previously carried out military service:</i> Military service discharge document			
OTHER			
<i>If one/both parents of a dependent applicant are not included in this application:</i> custody/guardianship documents and written consent of other parent(s) to child being included in the application	N/A	N/A	
<i>If dependent applicant is 18 years or older:</i> evidence of dependency e.g. studying, living at home, relying on financial support of primary applicant/their spouse	N/A	N/A	
Recent payslips if you are currently working with your sponsor		N/A	N/A
NOTE: ALL applicants will also need to undergo health examinations (Please see below for further details)			

WE CAN HELP YOU OBTAIN YOUR DOCUMENTS

Please let us know if you require assistance in obtaining any of these documents, including:

- **English translations of any documents that are not in English:** We can obtain quotes from translators accepted by the Department of Home Affairs (DOHA).
- **Australian Federal Police (AFP) National Police Certificate:** We will send you the relevant details in order to apply for an AFP clearance in due course.
- **Police clearance certificates for overseas countries:** The Department of Immigration only accepts very specific police clearances from overseas countries. We will advise you which document to apply for, and provide you with instructions on how to obtain the relevant clearances in due course.
- **Health examinations:** We can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examinations.

EVIDENCE OF ENGLISH LANGUAGE ABILITY

Primary Applicant

You will be required to evidence your English language ability by way of an English language test, unless you meet one of the following criteria:-

- Hold a passport from the UK, Canada, United States, New Zealand, Republic of Ireland; or

If you don't meet the exemptions above you will be required to complete an English language test by completing one of the following and achieving the required results:-

- **IELTS** – score of at least 6 in each of the four test components - single sitting
- **TOEFL iBT** – achieved the following minimum test scores in each of the four test components: 12 for listening, 13 for reading, 21 for writing and 18 for speaking - single sitting
- **PTE Academic** – a test score of at least 50 in each of the four test components (speaking, reading, listening and writing) – single sitting
- **CAE** - a test score of at least 169 in each of the four test components (speaking, reading, listening and writing) – single sitting
- **OET** – a score of at least 'B' in each of the four test components

Tests must have been undertaken within the **three years before the day on which the application is made.**

Dependents who are over 18 – Functional English language ability

All adult dependents who are over 18 years of age will need to demonstrate 'functional' English language ability. This can be demonstrated in a number of ways:

- Complete all years of primary education and at least 3 years of secondary education at educational institutions in which all instruction was conducted in English; or
- Complete at least 5 years of secondary education at institutions in which all instruction was conducted in English; or
- Achieve English examination results outlined below; or
- Complete in Australia at least 1 year of full-time study or equivalent part-time study towards a degree, higher degree, diploma, or associate diploma at an institution or institutions where all the instruction was conducted in English; or
- Hold an award (being a degree, a higher degree, a diploma or a trade certificate) that required at least 2 years of full-time study or training; and all instruction (including instruction received in other courses for which the person was allowed credit) for that award was conducted in English.
- A positive assessment by an Adult Migrant English Program service provider in Australia that you have functional English.

Required scores to establish Functional English are as follows:

- **IELTS** - an average band score of at least 4.5 based on the four test components of speaking, reading, listening and writing.
- **TOEFL iBT** - a total band score of at least 32 based on the four test components of speaking, reading, writing and listening.
- **PTE Academic** - an overall band score of at least 30 based on the four test components of speaking, reading, writing and listening

- **CAE** - an overall band score of at least 147 based on the four test components of speaking, reading, writing and listening and the test must have been taken on or after 1 January 2015.

Tests must have been undertaken **within 12 months of visa application lodgement or can be completed during visa application processing.**

FREQUENTLY ASKED QUESTIONS

What if I cannot provide all of these documents?

We can lodge your application even if some of your documents are not currently available. However, this may delay the DOHA processing of your application. Where possible, please provide all of the documents listed above that are relevant to your situation.

Can I email you scanned copies of my documents?

Where possible, please **email** scanned copies of all of your documents to the agent dealing with your application.

When emailing scanned copies of your documents, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (if possible);
- **colour** is preferable if possible
- there is a **MAXIMUM of one document per scanned page** (e.g. do not scan two different passports onto one page).

I already have a National Police Certificate from the AFP. Can I use this for my subclass 186 visa application?

Yes, if you used the correct code when applying for the National Police Certificate (Code 33) and it is dated within the last 12 months. However, if it is over 12 months old by the time the Department of Immigration and Border Protection makes a decision regarding your application, you may be asked to provide a new National Police Certificate.

I recently had a medical examination for my temporary visa application. Can I use this for my subclass 186 application?

No. You will need to have a new medical examination for your subclass 186 application, as the medical requirements are different for a permanent visa.

How do I obtain a skills assessment? What is the relevant assessing authority for my nominated occupation?

The Department of Immigration specifies which assessing authorities are able to conduct skills assessments for each occupation. If you do not already have a suitable skills assessment, we will prepare and lodge your skills assessment application with the relevant assessing authority.