

## Subclass 482 - Temporary Skill Shortage Visa Applicant Document Checklist

Please provide the following documents by email which will be used to support your application for a subclass 482 Temporary Skill Shortage (TSS) visa. 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
<b>IDENTITY</b>			
Current <b>passport(s)</b>			
Recent passport-sized photograph <b>NOTE:</b> Photograph must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera & taken during the last 12 months			
<b>Birth certificate</b> (or family register) showing full birth details, including parents' names	N/A	N/A	
<b><i>If married, divorced or widowed:</i></b> Marriage certificate(s), divorce certificate(s), death certificate(s) (as applicable)			
<b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed			
<b>SKILLS</b>			
Evidence of <b>English language</b> ability e.g. IELTS test results (dated within the last 3 years)	Please refer to further information provided below	N/A	N/A
Up-to-date <b>resume/CV</b> (in Word format if possible)		N/A	N/A
Diploma or degree <b>qualification certificate</b> ***		N/A	N/A

Written and signed <b>work references</b> for periods of employment (may be required)		N/A	N/A
<b>Skills assessment</b> from the relevant assessing authority for your nominated occupation (if required). You will be informed if this is required		N/A	N/A
<b>If licensing/registration required for your occupation:</b> Evidence of your ability to meet licensing or registration requirements		N/A	N/A
<b>OTHER</b>			
Evidence that you have an <b>adequate health insurance policy</b> for your intended period of stay in Australia			
<b>Police clearance certificates</b> for ALL countries in which you have lived for more than 12 months during the last 10 years (dated within the last 12 months)			17 years and older
<b>If one/both parents of a dependent applicant are not included in this application:</b> custody/guardianship documents and written consent of other parent(s) to child being included in the application	N/A	N/A	
<b>If dependent applicant is 18 years or older:</b> evidence of dependency e.g. studying, living at home, relying on financial support of primary applicant/their spouse	N/A	N/A	
<b>NOTE: Applicants MAY also be required to undergo certain health examinations</b> (Please see below for further details)			
***If you <b>do not</b> have formal qualifications, please provide references from your previous employers which verifies your work experience. <i>This reference should be on company letterhead and include the name, title and contact details of the referee. References should include details of the position/s performed and exact dates of service.</i> We will advise you whether 3 or 5 years of employment references will be required.			

#### EVIDENCE OF ENGLISH LANGUAGE ABILITY:

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

- Earn a base salary over AUD\$96,400.00; or
- Hold a passport from the UK, Canada, United States, New Zealand, Republic of Ireland; or

- Have completed at least 5 years of consecutive full-time study in a secondary or higher education institution where instruction was in English (i.e. a letter from your school can assist with this requirement)
- You are nominated for an occupation which will be performed at a diplomatic or consular mission of another country or an Office of the Authorities of Taiwan located in Australia
- Your occupation requires you to hold a licence, registration or membership and:
  - to be granted the licence, registration or membership you must demonstrate a level of English language proficiency that is equivalent to or better than the level described on the previous page (test/scores), and
  - you have been granted the licence, registration or membership

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** – overall 5 (minimum 4.5 in each component) - single sitting
- **TOEFL iBT** – overall 36 (minimum 3 in each component - single sitting
- **PTE Academic** – overall 36 (minimum 30 in each component) – single sitting
- **CAE** overall 154 (minimum 147 in each component) – single sitting – test taken on or after 1 January 2015
- **OET B** in each component

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

#### **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).
- **Health insurance:** We can apply on your behalf for a health insurance policy that satisfies the DOHA's requirements for Temporary Work (Skilled) visa applicants. Alternatively, we can provide you with guidance on what policies meet these requirements, if needed.
- **Health examinations (if required):** We can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examination(s).

#### **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's 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).

### **Do I need a skills assessment? If so, what is the relevant assessing authority for my nominated occupation?**

The DOHA requires certain applicants to obtain a skills assessment. This is used to determine whether or not the applicant is sufficiently skilled to be employed in the nominated position in Australia.

Currently skills assessments are required where an applicant is nominated for a position in the trades and is relying upon an overseas qualification and/or work experience to meet the skill requirement for that position. Applicants nominated for the positions of Project and Program Administrator or Specialist Manager are also required to obtain skills assessments. The DOHA is able to use its discretion to request skills assessments from applicants nominated for other positions, if this is deemed necessary during processing of the relevant application.

The DOHA specifies which assessing authorities are able to conduct skills assessments for each occupation. If you do not already have a suitable skills assessment, we can provide advice on which authority to approach for your assessment. If needed, we are also able to prepare and lodge your skills assessment application with the relevant assessing authority. An additional professional fee applies for this service – please contact us for further details.

You will be informed if you are required to undergo a skills assessment.

### **Do I need to have a health examination?**

The DOHA requires visa applicants from certain countries to undergo a chest x-ray (and, in some instances, a medical examination). We will advise you if you are required to have any health examinations based on the DOHA's current criteria.

If you are required to have a health examination, we can provide advice on how and when to organise this examination. We can also assist you with completing the necessary administrative steps prior to your examination.