

## DOCUMENT CHECKLIST

### Temporary Work (Short Stay Activity) Visa, Subclass 400

Please provide the following documents by email which will be used to support your application for a subclass 400 Temporary Work (Short Stay Activity) Visa. Please note that you will need to provide acceptable English translations for any documents that are not in English.

DOCUMENTS REQUIRED	Primary Applicant	*Spouse/ Partner	*Dependent Applicants
<b>IDENTITY</b>			
Current <b>passport(s)</b>			
<b>National Identity Card</b> (if applicable)			
<i><b>If married or de facto relationship:</b></i> Marriage certificate(s), independent evidence that you have been in the relationship for at least 12 months (example: joint bank account statements, billing accounts in joint name, rental agreement.)			
Evidence of personal financial status (example: <b>Bank Statement, Payslip, Letter from Accountant</b> )		N/A	N/A
<b>Assignment Offer Letter</b> from Australian company signed by both the company and employee. The offer must include applicant's role, financial arrangements and period of stay.		N/A	N/A
Employment reference as <b>evidence of your current employment</b> in your home country		N/A	N/A
Up-to-date <b>resume/CV</b> (in Word format if possible). Your CV should include full contact details, including residential address, contact numbers and e-mail address.		N/A	N/A
Diploma or degree <b>qualification certificate/s</b>		N/A	N/A
<b>Travel Itinerary</b> (if available)		N/A	N/A

\*Please note that although your partner and dependent children may be included in your application, they will not be allowed to work in Australia.

## 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).