



Australian Government
Department of Immigration and Citizenship

Visitor visa (subclass 600)
Business Stream
Application document checklist

This document lists the information and supporting documents required to lodge a complete application. It also lists additional documents that you may need to provide depending on your individual circumstances.

More information about this visa is available.

See: [About this Visa](#)

Important: 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.

You should ensure that you lodge a completed visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: 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.

After completing this checklist, please attach it to the front of your application.

Forms, fees and charges	✓
A completed form 1415. See: Form 1415 Application for a Visitor Visa – Business Visitor Stream	
Visa application charge. See: Visa Charges (93KB PDF file) Or provide the following documents to show that you do not need to pay the charge: <ul style="list-style-type: none">to act as a representative of a foreign government: a Third Party Note from your ministry	
Personal documents	✓
Notarised copies of <u>all</u> pages of your passport (unless requested to send original passport).	
Certified copies of birth certificate, showing names of both parents.	
One recent passport sized photograph (45mm x 35 mm)	

Children younger than 18 years of age	✓
If you are younger than 18 years of age: evidence that every person with a legal right to decide where you live consents to your travel to Australia on this visa. If you will not have one or both parents come with you, provide: <ul style="list-style-type: none"> • a statutory declaration giving their permission • Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years (125 kB PDF). If you use this form, you will have to attach a certified copy of your parent's or guardian's government-issued identification document (such as a passport or driver's licence) with their photograph and their signature. 	
If you are younger than 18 years of age and you will stay in Australia with someone other than a parent, legal guardian or relative: a declaration signed by the person who will be responsible for you Australia <ul style="list-style-type: none"> • Form 1257 Undertaking declaration (125 kB PDF). 	
Health and Character documents	✓
All applicants must meet character requirements. See: Character and penal clearance requirements	
You may be asked to undergo medical and x-ray examinations. See: Health requirements	
AusAID student or recipient	✓
A letter of support from the AusAID Minister.	
Financial documents	✓
You should provide evidence of sufficient funds (bank statements, letter from financial institution concerning your financial position etc).	
Other Documents	✓
Evidence of why you need to visit Australia on business, such as: <ul style="list-style-type: none"> • a letter of invitation from the host organisation in Australia • conference registration details • a letter from your employer stating the reasons for your visit • your itinerary, with contact details of the business parties involved • your employment contract. 	
Your educational or professional qualifications.	
Your current employment and your role during your visit to Australia.	
Details of previous contacts with Australian businesspeople or organisations in Australia.	
Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report.	