



Australian Government
**Department of Immigration
and Citizenship**

**VOCATIONAL EDUCATION AND TRAINING VISA (SUBCLASS 572)
ASSESSMENT LEVEL 3
APPLICATION DOCUMENT CHECKLIST**

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

Important: Visa application requirements differ from one country to another. If you are applying outside Australia, you must contact your nearest departmental office and **check exactly how to submit your application and what documents to provide.**

See: <http://www.immi.gov.au/contacts/overseas/index.htm>

You may also need to provide additional documentation on request from the department.

Important: Do **not** provide original documents unless requested. You must provide certified copies of original documentation. Documents not in English must be accompanied by accredited English translations. For more information on certified documents and English translation:

See: <http://www.immi.gov.au/students/students/572-3/important-information.htm>

Complete applications are likely to be processed more quickly. Incomplete applications may be delayed or, in some cases, refused. The department is not required to contact you if your application is incomplete.

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

For more information on how to apply.

See: <http://www.immi.gov.au/allforms/pdf/1025i.pdf>

DOCUMENTS REQUIRED TO SUBMIT A COMPLETE APPLICATION	
1. FORMS AND FEES REQUIRED	Check Box
<p>a) For a further student visa application complete form 157A <i>Application for a student (temporary) visa</i>.</p> <p>See: http://www.immi.gov.au/allforms/pdf/157a.pdf</p> <p>If you are lodging an application for a further visa in Australia you may apply online. See: http://www.immi.gov.au/e_visa/students.htm</p>	
<p>b) The electronic Confirmation of Enrolment (eCoE) certificate(s) and/or letter of offer issued by your education provider for the course(s) you are undertaking.</p>	
<p>c) Visa application charge – payable to the Department of Immigration and Citizenship (DIAC) by credit card, debit card, bank cheque or money order.</p> <p>For the current charge. See: http://www.immi.gov.au/allforms/990i/students.htm</p>	
<p>d) Certified copies of passport or travel documents of all people included in the application. Passports must not have expired. If you are asked to attend a DIAC office you must bring your passport.</p>	
<p>e) If you are under 18 and are applying in Australia for a student visa you will need to show evidence that appropriate arrangements are in place for your welfare at the time you lodge your application. Please refer to Section 8 – Welfare for Students Under 18 for information on what is considered acceptable evidence.</p>	
2. PERSONAL DOCUMENTS	Check Box
<p>a) Four recent passport sized photographs (45mmx35mm) of you and any other person included in the application.</p> <ul style="list-style-type: none"> • These photographs should be of the head and shoulders only against a plain background. • Print the name of the person on the back of each photograph. 	
<p>b) Evidence of the relationship between yourself and all members of your family unit.</p> <p>Example:</p> <ul style="list-style-type: none"> • Certified copies or notarised copies of birth certificates (including those who are not joining you in Australia). • Marriage certificate. 	
<p>c) If you are living in a de facto relationship, independent evidence that you have been in the relationship for at least 12 months.</p> <p>Example:</p> <ul style="list-style-type: none"> • Joint bank account statements. • Billing accounts in joint names. 	
<p>d) If you or anyone included in the application has been divorced or widowed, a certified copy of the divorce decree absolute or the death certificate of the deceased spouse (as appropriate).</p>	

PERSONAL DOCUMENTS - CONTINUED	Check Box
<p>e) If anyone in the application has changed his or her name, certified copies of documents verifying the name change.</p> <p>Example:</p> <ul style="list-style-type: none"> • Marriage or deed poll certificate. • A certified copy of evidence of the name change. 	
<p>f) If any dependent child included in the application is adopted, certified copies of the adoption papers.</p>	
<p>g) Certified copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents or legal custodians are included in the application.</p>	
<p>h) If your family members have turned 5 years of age, but have not yet turned 18, and are remaining with you in Australia, you will need to provide evidence of enrolment in an Australian school, including payment of any required fee.</p>	
3. HEALTH DOCUMENTS	Check Box
<p>If you are applying from outside Australia and are undertaking a Pre Visa Assessment, the office processing your application will advise you if you need to undertake a health examination.</p> <p>All other applicants must provide one of the following:</p> <p>a) Medical and x-ray examinations for yourself and any family unit member planning to remain with in you Australia or</p> <p>b) Evidence of a booking, or receipt, from Heath Services Australia (HSA) for your medical and x-ray examinations.</p> <p>Further information about Health is available. See: http://www.immi.gov.au/allforms/health-requirements/index.htm</p>	
4. OTHER HEALTH AND CHARACTER DOCUMENTS	Check Box
<p>a) Evidence you have adequate health cover for the duration of your stay in Australia.</p>	
<p>b) You may be required to provide a penal clearance for any country you have lived in for 12 months, or longer, in the last ten years, since reaching 16 years of age. If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers. The office processing your application will advise you if they require these documents.</p>	

5. ACADEMIC DOCUMENTS		Check Box
Academic transcripts that show you have completed Year 11 (or its equivalent).		
If you must undertake an ELICOS (or other English language bridging course) before commencing your course, provide a Confirmation of Enrolment or letter of offer in an ELICOS of no more than 30 weeks duration.		
6. ENGLISH PROFICIENCY		Check Box
You must provide one of the following.		
	<p>IELTS Certificate</p> <p>IELTS Test Score of:</p> <ul style="list-style-type: none"> • 5.5 or above for direct entry into a course or • 4.5 and a Confirmation of Enrolment or letter of offer in an ELICOS with a duration of no more than 30 weeks. <p>Note: If you are required to provide the results of an IELTS test you must sit the test before you apply for a student visa. Tests older than two years are not acceptable.</p>	
or	<p>Letter of sponsorship from one of the following:</p> <ul style="list-style-type: none"> • your home country's government • a multilateral agency (eg. World Bank) • the Australian Government • an Australian State or Territory government. 	
or	Academic transcripts that show you have in Australia and not more than 24 months prior to your visa application completed a senior secondary certificate of education.	
or	<p>Academic transcripts showing that you have successfully completed a substantial part of a course leading to a qualification from the Australian Qualifications Framework at Certificate IV level or higher as the holder of a student visa not more than 2 years before your visa application.</p> <p>Note: This does not include foundation courses.</p>	
or	Academic transcripts that show you have in Australia and not more than 24 months prior to your visa application completed a foundation course.	
or	Academic transcripts that show you have studied in English for 5 years or more in Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom, the United States of America or South Africa.	

7. FINANCIAL DOCUMENTS	Check Box
<p>Provide evidence that you have sufficient funds to cover yourself and your family members for the first 24 months of your stay in Australia for:</p> <ul style="list-style-type: none"> • living costs • tuition costs • school costs for any school-age children. 	
<p>Declare on your student visa application that you have access to sufficient funds to cover the same costs for the remainder of your stay.</p>	
<p>Provide evidence that you have access to funds to cover travel costs to and from Australia.</p>	
<p>Information on financial requirements is available. See: http://www.immi.gov.au/students/students/572-3/financial.htm</p>	
<p>Evidence of funds. Please provide at least one of the following:</p>	
<p>a) Money deposit from:</p> <ul style="list-style-type: none"> • A financial institution <ul style="list-style-type: none"> - in your name or the name of another individual - funds in a money deposit must be held for at least 3 months immediately prior to the lodgement of your visa application. <p>Note: The 3 months saving history requirement does not apply if you are applying for a further student visa to finish a course of study, and you have successfully completed at least 75% of that course;</p>	
<p>b) Loan from:</p> <ul style="list-style-type: none"> • A financial institution <ul style="list-style-type: none"> - in your name or the name of another individual • The government of your home country. 	
<p>c) Scholarship from your Australian Education Provider</p>	
<p>d) Scholarship or Financial Support from:</p> <ul style="list-style-type: none"> • The government of your home country • The government of a foreign country • Employer • Multilateral agency • Gazetted organisation (Rotary International, Ford Foundation, National Red Cross and Red Crescent Societies) • Australian Government • Australian State or Territory Government • Acceptable non-profit organisation. 	
<p>a) Tax Statement</p>	
<p>b) Income Statement</p>	

Evidence of funds continued. Please provide at least one of the following:	
c) Business Statement	
d) Savings history or other evidence of regular income	
8. WELFARE FOR STUDENTS UNDER 18	Check Box
a) If you are under 18 years of age you must provide evidence that every person with a legal right to decide where you live consents to your proposed studies in Australia	
If you are under 18 years of age you must provide evidence of either (b), (c) or (d).	
	b) If you intend to reside in Australia with a parent, or a person who has custody of you, you must provide evidence of the relationship, evidence that they have the right to remain in Australia for the period of your stay, or until you turn 18 years, whichever is the lesser period.
or	c) If you intend to reside in Australia with a relative nominated by a parent or a person who has custody of you, you must provide evidence of the relationship, evidence that the relative is at least 21 years old, police clearance/s, and evidence that the relative has the right to remain in Australia for the period of your stay, or until you turn 18, whichever is the lesser period. Police clearances do not need to be submitted at the time you lodge your application but will need to be submitted before your visa can be granted. Further information on police clearances is available. See: http://www.immi.gov.au/allforms/character-requirements/index.htm
or	d) If you will not be residing in Australia with one of the above mentioned persons, you must provide a signed statement from your education provider confirming that appropriate arrangements have been made for your accommodation, support and general welfare during your stay in Australia. Further information about eligibility is available. See: http://www.immi.gov.au/students/students/572-3/eligibility-student-18.htm