

NationalVisas

Personalised Visa Guide

Visitor Visa Program

**Visitor Visa
(Class TR Subclass 676)**

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Introduction

1st July, 2010

Rashed Almheiri
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UNITED ARAB EMIRATES

Client No: 415262

Visa Information Pack

Thank you for choosing National Visas to assist you in making a valid Visitor (e676) Visa Application to DIAC (Australian Department of Immigration and Citizenship).

The **Visa Guide** is a step-by-step guide through the Australian immigration process. Our service takes the confusion and frustration out of the immigration process – immigration made easy.

If you need any clarification about the advice provided, you can submit a question to one of our Registered Migration Agents by simply visiting the Member area of our website and follow the prompts to the “**Online Immigration Centre**” section of the website (extra fees apply after the free 15 day subscription period expires). This service allows you to submit a question at anytime. All your immigration queries will be responded to within two (2) to three (3) working days. Alternatively you can call our office by phone where we can offer advice over the phone for up to 30 minutes (extra fees apply after the free 15 day subscription period expires).

Once again, we look forward to assisting you to the very best of our ability in order for you to achieve your goal.

Regards

Ivanna Cheng
Migration Advisor
Registered Migration Agent Number - 1066462

Visa Guide Overview

This service comprises of an easy to understand Visa Guide that contains all you need in order to self manage your Australian Visa Application.

The Visa Guide includes the following information:

- Your Online Assessment Results;
- The requirements that you have to meet in order to be eligible to apply for the visa;
- Advice on what essential steps and procedures you need to complete **before** your visa application is lodged;
- All of the relevant forms that must be completed;
- Advice on how to complete the forms correctly;
- Advice on the documents you need to submit with the application;
- A checklist to ensure you have not overlooked anything;
- Advice on how to complete a Cover letter to support the visa application;
- Advice on how to submit your visa application in the preferred DIAC format;
- Where to submit your visa application and the costs involved;
- Advice on what to expect while your visa application is being processed;
- Advice regarding documents you may be requested to submit after the initial visa application has been submitted.

The Visa Guide has several main sections:

SECTION 1 – VISITOR VISA

This section provides information that is required for all Visitor Visa applications and an “Eligibility Calculator” that you can use to confirm your personal situation before lodging your visa Application.

SECTION 2 – ADDITIONAL INFORMATION

This section provides information on what extra documentation may be required for your Visitor Visa application.

SECTION 3 – LODGEMENT / PROCESSING / DIAC DECISION

This section provides information on the lodgement, processing and decision making of the Visitor Visa application. This section also provides some extra information on the visitor Visa conditions and entitlements.

SECTION 1 – VISITOR VISA

1. Visitor Visa Overview

A Visitor Visa (Short Stay) is normally granted for a period of stay in Australia of up to 3 months. However, Visitor Visas for 6 and 12 months are also available in some excumstances.

Visitor Visas are generally granted for single entry only. However, a multiple entry Visitor Visa may be granted.

To lodge a valid Visitor Visa application you will need to do the following:

- Complete the Online Visa Application Form.
- You will need to show you are genuine visitor to Australia to be granted this visa.
- You **may** be requested to show documental evidence to prove you meet the “Basic Requirements” for this visa. These basic requirements are:
 - Health;
 - Financial Capacity;
 - Incentive to Return (Genuine Visitor);
 - Character.

1.1. Online Visitor Visa Lodgement Restrictions

Applying for your Online (e676) Visitor Visa:

When you apply for your Online Visitor Visa you MUST apply for the visa from outside Australia (Offshore).

You must also ensure that you:

- Meet the basic requirements for the visa;
- Do NOT have any debts to the Commonwealth of Australia;
- Are outside Australia when the visa is granted.

2. Self Assessment

The following table indicates the result of your Online Assessment. This assessment is based on some of the DIAC requirements.

Your results are:

How long do you want to visit Australia for?

3 to 6 months

What is the reason for your visit to Australia?

As a tourist (Holiday / Vacation)

What is your Nationality (passport nationality you use for travel)?

United Arab Emirates

What type of assistance would you like with your Visa to Australia?

I would like to prepare my own visa application with your assistance

Our Advice:

The Online Assessment results indicate you may be able to apply for the Visitor (Subclass e676) Visa and you can take the next step.

3. Basic Requirements

The “Basic Requirements” you must satisfy to be able to make a valid visa application are:

- Health;
- Financial Capacity;
- Incentive to Return (Genuine Visitor);
- Character.

PLEASE NOTE: IF YOU DO NOT MEET ALL THE “BASIC REQUIREMENTS” YOU CANNOT APPLY FOR THIS VISA.

4. Understanding the Basic Requirements for Visitor Visas

This section of your Visa Guide outlines in detail how to meet the visa basic requirements and **OUR ADVICE** on the information you have provided in the Online Assessment and Consultation.

The **OUR ADVICE** section includes information on:

- Detailed descriptions on how you meet **or** what you need to do to meet a requirement;
- The documentation you should provide to meet a requirement of the visa;
- Information on relevant sections of the visa application forms that relate to a particular requirement.

Eligibility Calculator

We have included an Eligibility Calculator, at the end of each section, to enable you to confirm your results before you lodge your Visitor Visa Application with DIAC.

This will ensure that your application is accurate and current at the time of lodging.

4.1. Health

Australia enjoys some of the best health standards in the world.

In order to help maintain these standards you must satisfy the health requirements specified in the Migration Regulations before you can be granted a visa for Australia.

Australia's health requirements are designed to:

- Minimise public health and safety risks to the Australian community;
- Contain public expenditure on health and community services, including Australian social security benefits, allowances or pensions; and
- Maintain access of Australian residents to health and other community services.

Our Advice:

Upon reviewing your results from the information provided in the Online Assessment and Consultation it is very unlikely you will be requested to undertake any chest x-rays and/or Medical Examinations as your trip is for less than 12 months.

However, please be aware you still may be requested to undertake any chest x-rays and/or Medical Examinations in the following instances:

- You are only required to undertake any chest x-rays if:
 - You have spent more than 3 consecutive months in the last 5 years in a country or countries considered to be of a very high health risk (please refer to Form 1163i for very high risk country list) in terms of tuberculosis; or
 - You are likely to enter an Australian hospital or health care area (including nursing homes).
- You are only required to undertake any chest x-rays and Medical Examinations if:
 - You indicate you may not meet the health requirement (if you select YES for any of the Health Section Questions).

If you are required to complete a chest x-ray and/or medical examination you will receive a message to "**Download forms required to complete your application**" when you complete the Online Visa Application.

You may also be requested during the processing your visa application for a chest x-rays and/or Medical Examination. If this is the case the Case Officer processing your visa application will provide you with documentation on the steps you will need to take.

For a more detailed description of the Medical Examination process please refer to Section 6.2 of the Visa Guide.

Please confirm your details below.

Eligibility Calculator:

Do you meet the health requirements (please circle)?

Yes

No

If you do NOT meet the health requirements you do not meet the Basic Requirements for this visa. YOU CANNOT proceed with this Visa Application.

IF REQUESTED TO PROVIDE DOCUMENTATION:

When you complete the Online Visa Application you will need to provide the Health documentation required for your personal circumstances, discussed earlier in this Section.

4.2. Financial Capacity

Visitor Visas are granted with a "NO WORK" condition. Because of this, you **MAY** be requested to show that you have enough money to pay for your travel expenses for the duration of your time in Australia.

Our Advice:

Upon reviewing your results from the information provided in the Online Assessment and Consultation it is very unlikely you will be requested to provide any documentation to meet this requirement.

However, please be aware you **may** be requested during the processing of this visa for financial capacity documentation.

If you are required to provide documental evidence to show your financial capacity you will receive a message to "**Download forms required to complete your application**" when you complete the Online Visa Application.

You may also be requested during the processing your visa application to provide documental evidence to show your financial capacity. If this is the case the Case Officer processing your visa application will provide you with documentation on the steps you will need to take.

If you are requested for documentation you will need to show that you have enough money for you, your spouse and all of your children aged less than 18 years (if applicable), whether or not they will be coming to Australia with you.

You should have enough money to pay for:

- Living costs for you, your spouse, and your children aged under 18 years;
- Your travel costs to and from Australia (including any accompanying family members).

As you have selected **3 to 6 months** in the Online Assessment you MAY be requested show you will have the following funds for your trip:

- It is generally taken to mean at least **AU\$10,000** in addition to funds for return travel.

FRIEND IN AUSTRALIA PROVIDING FUNDS:

If you do not personally have the finances to cover your trip to Australia, you do have the following option to show financial capacity:

If you have a friend residing in Australia (that is an Australian Citizen or Permanent Resident of Australia) who is willing to help financially support your trip to Australia you can provide the following documentation:

A **Statutory Declaration** (Affidavit) to be completed by your friend confirming:

- Your friend is willing to support you financially (**they MUST declare the exact dollar amount in Australian dollars AU\$XXX.XX**) for your trip to Australia;

Your friend will also need to provide:

- A certified copy of their passport or birth certificate / drivers licence that confirms they are an Australian citizen, permanent resident of Australia;
- Certified copies of recent "active" bank account statements (last 3 months) showing a balance that will show the declared funds are available.

Please note this person should also be submitting a "Letter of Invitation" for you trip to Australia. Please refer to Section 6.1 for more information on "Letter of Invitation".

Please confirm your details below.

Eligibility Calculator:

Do you meet the financial requirements (please circle)?

Yes

No

If you do NOT meet the financial requirements you do not meet the Basic Requirements for this visa. YOU CANNOT proceed with this Visa Application.

IF REQUESTED TO PROVIDE DOCUMENTATION:

You will need to provide certified copies of:

- Bank account statements by you or your partner (if married) providing financial support for your trip to Australia (Documentation must show the 3 month period before the lodgement of the visa application).
- Recent payslips (if employed).
- Investments, trusts etc (if required).
- "Friend in Australia Providing Funds" documentation mentioned earlier in this Section (if required).

The funds available must show a TOTAL balance of at least the minimum recommended funds amount mentioned earlier in this section.

4.3. Incentive to Return

This is a very important requirement for all Visitor Visa applicants. You MAY be requested to provide documentation that will prove you will return to your own country.

Our Advice:

Upon reviewing your results from the information provided in the Online Assessment and Consultation it is very unlikely you will be requested to provide any documentation to meet this requirement.

However, please beware you may be requested during the processing of this visa for incentive to return documentation.

If you are required to provide documental evidence to show your incentive to return you will receive a message to "**Download forms required to complete your application**" when you complete the Online Visa Application.

You may also be requested during the processing your visa application to provide documental evidence to show your incentive to return. If this is the case the Case Officer processing your visa application will provide you with documentation on the steps you will need to take.

If you are requested for documentation you will need to show you can to prove that you will return to your own country.

Everybody's life situation is different, but the type of evidence required is:

- Previous Travel;
- Employment / Study or Business Ties;
- Family and Cultural Ties.

IF REQUESTED TO PROVIDE DOCUMENTATION:

Previous Travel:

You will need to provide documentary evidence of previous holidays / travel (not limited to Australia) that clearly shows you have returned to your homeland after a holiday.

As a guide:

- Airplane boarding passes (including the return leg).

IF REQUESTED TO PROVIDE DOCUMENTATION:

Employment / Study or Business ties - Documentation Required:

If you are employed:

You will need to provide documentary evidence of employment (such as recent pay slips) and confirmation of leave.

As a guide:

- Make sure the documents are written or typed on official company letterhead (stationery) and contains the full address and contact details of the company.
- The name and position of the person authorised to sign the letter should be printed below their signature and this person's telephone number should be included in the letter.
- The letter must detail the dates of leave granted and should contain exact dates of your employment, the nature of your employment (i.e. permanent, temporary, full time, part time etc), the type of position you have held (i.e. your job title), your main duties and responsibilities and the salary you earned.
- You should also include a copy of a pay slip from your most current employer.

If you are studying:

You will need to provide documentary evidence of your course of studies (such as recent results, letter from the study institution confirming course dates and proof of payment for the next term of study) and confirmation of leave.

As a guide:

- Make sure the documents are written or typed on official study institution letterhead (stationery) and contains the full address and contact details of the study institution.

If you have business ties (self employed / company ownership):

You will need to provide documentary evidence of self employment / company ownership.

As a guide:

- Recent tax returns or business statements and company tax returns that clearly show ownership of the business and that the business is actively trading.
- Letters from suppliers confirming they regularly trade with your company: Make sure the documents are written or typed on official company letterhead (stationery) and contains the full address and contact details of the company.
- Your National Government company Registration documentation.

IF REQUESTED TO PROVIDE DOCUMENTATION:

Family and Cultural Ties - Documentation Required:

If you have Family / Cultural ties:

You will need to provide documentary evidence of your direct family members residing in your home country (such as bother, sisters, mother, father, children, uncles, aunts, grandparents).

As a guide:

- Provide a "Family Tree" that shows the family members relationship to you.
 - **Provide a Statutory Declaration** (Affidavit) to be completed by yourself confirming:
 - The names, date of birth and current addresses of your family members in your current country of residence.
 - You will need to provide certified copies of passports and birth certificates for each family member in your current country of residence.
 - You will need to provide certified copies of documents that show your family members are settled in the countries you have indicated:
 - Passport, citizenship or residence certificate (visa);
- Optional:
- Loan agreements for real estate or car (including residential property and leases);
 - Recent Active bank accounts (last 3 months);
 - Utility accounts (electricity, water, gas, telephone).

Please confirm your details below.

Eligibility Calculator:

Do you meet the Incentive to Return requirements (please circle)?

Yes

No

If you do NOT meet the Incentive to Return requirements you do not meet the Basic Requirements for this visa. YOU CANNOT proceed with this Visa Application.

IF REQUESTED TO PROVIDE DOCUMENTATION:

You will need to provide the documents required for your personal circumstances, discussed earlier in this Section.

4.4. Character

Everyone who wishes to enter Australia must be of "good character". To be of "good character", applicants must pass the character test.

You must disclose all convictions including spent convictions as these are all counted under the character test.

You will not pass the character test if:

- You have a substantial criminal record; or
- You are associated with a person or group that is suspected to have been or is involved in criminal conduct; or
- Due to your past and present criminal and/or general conduct, you are not of good character; or
- There is significant risk that if you were to enter or remain in Australia you would engage in:
 - Criminal conduct; or
 - Harass another person in Australia; or
 - Vilify a segment of the Australian community; or
 - Incite discord in the Australian community; or
 - Become involved in activities that are disruptive or bring harm to the Australian community or a segment of that community.

Generally, unless you have a criminal record which carried a sentence of at least 12 months or a combined sentence of 2 years, this should not lead to your application being rejected.

DIAC officials take into account all relevant circumstances of a case, including evidence of rehabilitation and recent good conduct. To support your application, you may wish to include some character references from reputable sources: past employers, friends, doctors, priests, lawyers, business people, politicians etc (non-family members) you have known for at least 5 years, who have a high standing in society.

If you have any doubts about meeting the requirements of this section we would recommend contacting your nearest [Australian Diplomatic Office](#) to confirm if your personal situation will allow you to be granted a visa before you lodge a visa application.

Our Advice:

Upon reviewing your results from the information provided in the Online Assessment and Consultation it is unlikely you will be required to take any action to meet the character requirements.

However, please be aware you may be required to provide extra character documentation / information if:

- You indicate you may not meet the character requirement (if you select YES for any of the Character Section Questions in the visa Application Form);

- You may also be requested during the processing your visa application for extra documentation to meet the character requirements (such as police certificates).

If this is the case the Case Officer processing your visa application will provide you with documentation on the steps you will need to take.

For a more detailed description of the Character Clearance – Obtaining Police Clearance(s) please refer to Section 6.3 of the Visa Guide.

Please confirm your details below.

Eligibility Calculator:

Do you meet the character requirements (please circle)?

Yes No

If you do NOT meet the character requirements you do not meet the Basic Requirements for this visa. YOU CANNOT proceed with this Visa Application.

Form Completion Advice:

Relevant Section of the Visa Application Form (48R):

You will be asked to complete some preliminary questions about character in **Part E**.

Documentation Required (if requested):

You will need to provide the Character documentation requested by DIAC.

5. Confirm Your Result

Section	Yes/No
Health	
Financial Capacity	
Incentive to Return	
Character	

If you have selected “YES” for all the questions you may be able to apply for the Visitor Visa (Subclass 676) Visa and you can take the next step in the application process.

PLEASE NOTE: IF YOU DO NOT MEET ALL THE “BASIC REQUIREMENTS” YOU CANNOT APPLY FOR THIS VISA.

SECTION 2 – ADDITIONAL INFORMATION

6. Additional Documentation

This section details extra action to take and documentation you may be requested to provide during the processing of the visa and/or we recommend you include in your visa application to help improve the chances of your visa application being processed quickly and increase the chances of the visa application being approved.

6.1. Australian Trip Itinerary / Events

Upon reviewing your results from the information provided in the Online Assessment and Consultation you **MAY** be requested to provide any documentation to be granted a visa.

If this is the case the Case Officer processing your visa application will provide you with documentation on the steps you will need to take.

You **MAY** be requested to provide a “travel itinerary”.

- As a guide your itinerary should state the reason for the trip and/or activities you will doing on the trip:
 - Going to a special event (wedding / birthday party / sporting event);
 - Helping (caring) around the home after the friends birth of a baby;
 - Australian tourist sites you intend to visit.

IF REQUESTED TO PROVIDE DOCUMENTATION:

You will need to provide a travel itinerary that details what you intend to do on your trip to Australia.

If you are visiting a friend residing in Australia the friend can provide a “**Letter of Invitation**”.

The “**Letter of Invitation**” should be a **Statutory Declaration** (Affidavit) to be completed by your family member or friend confirming:

- Name and address of yourself (visa applicant) and your Australian friend;
- State that they know you;
- State that “I am writing this letter of invitation to “**insert your name**” to invite you to Australia”.
- State the support to be provided; such as accommodation and meals.
- State the reason for the trip and/or activities you will doing on the trip:
 - Going to a special event (wedding / or birthday party);
 - Helping (caring) around the home after the friends birth of a baby;
 - Australian tourist sites you intend to visit.

Your friend will also need to provide:

- A certified copy of their passport or birth certificate / drivers licence that confirms they are an Australian citizen, permanent resident of Australia;
- Recent Pay Slips and letter from current employer confirming employment;
- If attending a special event provide a certified copy of the invitation;
- Certified copy of the birth certificate of the baby.

6.2. Health

The medical examination is conducted by, a doctor approved by the Australian government and a chest x-ray with an approved radiologist.

If pregnant, you are advised **not** to be x-rayed until after the birth of your baby, which means your application will not be finalised until then. Alternatively, although this is not recommended, you could discuss with your radiologist the use of a lead shielded x-ray.

Health conditions that may affect the success of your application are tuberculosis, HIV, Aids, Cancer, Type 1 Diabetes, Epilepsy, Heart Disease, Arthritis or any other condition that requires ongoing treatment that is in short supply or represents a significant cost to the Australian community. Your intention to pay for your own health treatment or to take out private health insurance in Australia does not provide an exemption to the health requirement. The guidelines also state that if you have an addiction to illegal or prescribed drugs, or you have had a 'major' operation during the last 5 years, you may have difficulty satisfying the health requirement.

If you have a condition that may affect the outcome of your visa application, you should consider having a Preliminary Medical Examination with one of the approved Panel doctors.

To take a Medical Examination contact an Australian panel doctor in your country.

Please refer to the following link to find the latest updated list of Immigration Panel Doctor's to find your nearest doctor.

Immigration Panel Doctor Link: <http://www.immi.gov.au/allforms/doctors/index.htm>.

For more information on the Health requirements refer to Form 1163i.

IF REQUESTED TO PROVIDE DOCUMENTATION:

You will need to provide the Health documentation required for your personal circumstances, discussed in Section 4.1.

PLEASE REFER TO SECTION 8.2 FOR INFORMATION ON HOW TO SEND DOCUMENTS WITH YOUR VISA APPLICATION.

6.3. Character Requirements

If you have any doubts about your character we would recommend contacting your nearest **Australian Diplomatic Office** and confirm if any Character Tests will be required.

If requested to obtain Police Certificates you generally required to take the following steps:

- To satisfy the character requirement, **you and all family members over the age of 16 years included in the application** will need to obtain a police clearance from each county you have lived in for 12 months or more during the last 10 years.
- You will **require the Character Requirements & Penal Certificates Information Form**, which contains instructions about how to obtain your police clearance(s).
- You and each family member included in your application over the age of 16 will also be required to complete a character assessment on **Form 80 Personal Particulars for Character Assessment**.
- If you need these Forms please email a request to: info@nationalvisas.com.au

Documentation Required (if requested):

You will need to provide ORIGINALS of Police Clearances required for your personal circumstances, discussed earlier in this Section.

6.4. Debts to the Commonwealth

To enter Australia (or continue your stay in Australia), you must have:

- No outstanding debts to the Commonwealth of Australia; or
- Made acceptable arrangements to repay any outstanding debts to the Commonwealth of Australia.

Our Advice:

Upon reviewing your results from the information provided in the Online Assessment and Consultation you should meet this requirement.

However, if you believe that you may have an outstanding debt, you should contact the relevant Government agency to arrange repayment before lodging a visa application.

6.5. Passport

You must have a current passport valid for your period of stay in Australia.

Your passport should be valid for the total period of your stay in Australia **plus** at least 6 months' to prevent any travel difficulties.

You must also ensure that the personal details (full name, date of birth etc) and passport details you give in your visa application exactly match the details in your passport.

6.6. Including Family in your Application

You need to submit separate Online Visa Applications for each family member travelling to Australia. Make sure you submit the visa applications at the same time.

Children can be included in the one application if the child is included on the parent's passport.

6.6.1. Custody Arrangements for Children Under 18 Years of Age

You will only be allowed to bring your children to Australia if:

- Both parents are traveling with the children; or
- Written consent is provided from the parent NOT traveling to Australia.

Documentation Required:

- You will also need to provide evidence of funds to support the child (As a guide you would need to show extra funds of \$1,000.00 per month for each child).

Form Completion Advice if one parent traveling with child(ren):

Relevant Section of Visa Application Form (1229):

If one parent is travelling to Australia with their child - the non-travelling parent MUST complete this form.

SECTION 3 – LODGEMENT / PROCESSING / DIAC DECISION

7. Preparing your Application

Now that you have confirmed you meet the basic requirements and are aware of the extra documentation you may be required to include with your visa application, you are now ready to lodge your Visa Application.

7.1. Determining the Costs Associated with your Application

	Fee	Notes
Visa Application Charge	AU\$105.00.	This fee includes the visa applicant and any other dependent members included on the visa applicants passport. Payment must be made at the time of application and it is non-refundable.
OTHER COSTS YOU <u>MAY BE</u> REQUIRED TO PAY		
Medical Examination	Approx. AU\$350.00	This fee is payable for each person included in your application and must be paid directly to the doctor conducting your examination.
Character Clearance (police check)	Varies	This fee is payable to the police authorities in the countries where you have lived for 12 months or more.
Original documents	Varies	This fee is payable to the body responsible for issuing your original documents.
Certification / Translation of documents	Varies	This fee is payable to the person responsible for certifying / translating your documents.
Postage / Courier costs	Varies	These are the costs you will incur by sending your application forms to DIAC.

7.2. Including your Payment

The application charge for the Visa application lodged electronically on the Internet must be paid by credit card.

The following credit cards are accepted:

- Visa;
- Mastercard;
- American Express;
- Diners Club International;
- Bankcard; and
- JCB.

7.3. Transaction Reference Number / Email Address

Transaction Reference Number (TRN):

Once you have submitted your completed application, the bank has accepted your payment and the Department has accepted your application, a '**Transaction Reference Number**' (TRN) will be generated for your application and advised on screen.

You must obtain and keep a record of their Transaction Reference Number (TRN).

You can use the TRN to inquire about the status of your application at any time by selecting the online visa enquiry facility.

The TRN is also used if you are required / requested to lodging extra documentation.

Maintain your current email address with DIAC:

You must maintain your current email address with DIAC. If you do not provide the DIAC with your current email address, all communication will be sent to the contact address you provide in your visa application. This will result in delays in receiving communication about your application. You should regularly manage your mailbox so that it does not exceed its limit. This will ensure that your mailbox will receive all communication about your application (including the Visa Grant Notification). You should also ensure that your email account will not reject any communication about your application that DIAC sends you.

8. Lodging your Application

8.1. Lodging an Online Visa Application (eVisa)

Visitor Visas can be made using the Internet (eVisa).

To make an Online Visa Application please refer to the following link:

http://www.immi.gov.au/e_visa/visitors.htm

8.2. Including Documentation in an Online Visa Application

If you are required / requested to lodge extra documentation:

- Please do not send original documents unless DIAC makes a specific request for them after you have lodged your application;
- To help DIAC process your application quickly you can electronically scan your documents and use the **electronic attachment facility** on the eVisa system to send the documents.

ELECTRONIC ATTACHMENT FACILITY is available at the following link:

http://www.immi.gov.au/e_visa/visitors.htm

If you are unable to provide the documents using the electronic attachment facility, you may use any of the following options:

- Scan and email documents to eVisa.676.Helpdesk@immi.gov.au.

IMPORTANT INFORMATION:

- You must ensure EACH relevant document **is a certified copy** (Unless you are specifically advised to supply an original document). **Please refer to Section 8.3 for more information on certifying your documents.**

- You must also ensure EACH relevant document **is in English, or correctly translated into English. Please refer to Section 8.4 for more information on translating documents.**

- **You must include your Transaction Reference Number with each of your documents.**

8.3. Certifying your Documents

If you are requested to provide documentation with your Online Visa application you should provide the documents in the format detailed in this section.

Unless you are specifically advised to supply an original document, you should send '**certified copies**' of your originals.

An authorised person confirms a certified copy as a true and correct copy of an original document.

If you are in Australia, there are a range of people authorised in the community to certify documents including a **Justice of the Peace, Police Officer, Medical Doctor, Solicitor, Bank Manager, Pharmacist** and so forth.

If you are outside of Australia, a **Notary Public, a Justice of the Peace, or an Embassy Official** are able to certify your documents, however you should first check with the authorities in your home country.

Simply present the original document and the authorised person will sign and certify the copy as true and correct (usually with a stamp).

We advise you to obtain two (2) certified copies of each original document, as you will need to send one copy to DIAC and keep one copy for yourself. Once you have sent documents to support your application, they will generally not be returned to you.

Please note this is not a DIAC requirement. However, if DIAC misplace a document and request another certified copy you can simply send the document to DIAC without causing much delay in the processing of your application.

8.4. Translating Your Documents into English

Documents which are in languages other than English must be translated by an accredited translator or translating service. In Australia, translators must be registered with the National Accreditation Authority for Translators and Interpreters (NAATI).

You can visit NAATI's website on: <http://www.naati.com.au>.

Outside Australia, you should check with your closest Australian Embassy or Consular Office to ensure you use a recognised translating service.

We advise you to obtain two (2) certified copies of your documents in their original language and two (2) certified copies of the translated document, as DIAC may wish to verify the content of your translated documents against the originals.

9. Awaiting the Decision on your Visa Application

9.1. Processing Time

DIAC usually processes electronic Visitor Visa Applications **within 10 working days**. If you are required to undertake medical examinations and/or x-ray, or provide other information and documentation, processing may take longer.

It is in your interest to respond to requests to undertake medical and x-ray examinations, or to provide additional information and documentation, as soon as possible to avoid delays in processing your application.

9.2. Communicating with DIAC

When DIAC wishes to communicate with you, it means they wish to impart some important information. It is therefore important that you are able to receive and respond to their requests by the specified dates. You should decide who is best placed to receive this correspondence, especially if you are not always at your designated address. It could be you, a Migration Agent or another authorised person.

IMPORTANT: Applicants are advised to wait for notification that their visa has been granted before booking travel to Australia. Please note that if your electronic visa application is lodged outside Australia, you must also be outside Australia at the time of visa grant. Refunds are not available if clients enter Australia on another type of visa before a Working Holiday visa application has been decided.

9.3. Finding Out if your Visa Has Been Approved

You can use your **Transaction Reference Number** to check the progress of your application at any time prior to finalisation of your application.

Applicants should go to the **online visa enquiry page** in the first instance to check on the status of their visa application.

Online visa enquiry page: http://www.immi.gov.au/e_visa/visitors.htm

Note: The Online visa enquiry page can tell you the date that your visa has been granted. However, you may not receive the grant letter until the following day.

If your visa is approved, you will receive a visa approval letter at your nominated e-mail or postal address. This letter will confirm your visa approval, advise you of your **Visa Grant Number** and detail the validity date of your visa and conditions. While this letter is not evidence of your visa approval, it is strongly recommended that you keep it for your records.

If your application has been refused the letter will include reasons for the refusal. You will also be advised of any review rights and the process to be followed.

9.4. Evidencing your Visa

When a visa is granted, a unique number called **Visa Grant Number** is assigned to the visa. You will be given the number in your grant notification letter.

It is recommended that you keep the visa grant number with you, as you may have to provide it as a reference number to the Department. As you will not have a visa label placed in your passport, the visa grant number is an important means to identify you as the holder of a valid visa in the Department's computer systems.

Please print a copy of the grant notification letter as it describes the conditions that apply to your visa.

As this visa is granted electronically, you will not have a visa label placed in your passport. Your visa and passport details are electronically recorded on the Australian Entry System for visitors. When you arrive at an airport to check-in on a flight to Australia, the airline check-in staff can electronically confirm that you have authority to board the flight to Australia.

As your visa is linked to the passport number you used in your application, you must use the same passport to travel to Australia

10. Visa Entitlements and Duration of Visa

10.1. Visa Entitlements

You will **not** receive entitlement to either public healthcare (Medicare) or social security payments, including sickness and unemployment benefits.

10.2. Duration of Visa

A Tourist (Short Stay) normally allows a stay in Australia of up to 3 months.

However, 6 and 12 month visas are available.

It may be granted for a single entry or multiple entries.

11. Visitor Visa Conditions

Conditions that you must comply with while visiting Australia will be attached to your visa.

Mandatory conditions are attached to all Visitor visas, while discretionary conditions are attached according to individual circumstances.

Mandatory Conditions:

Condition Number	Description
8101	You cannot work in Australia.
8201	Maximum 3 months study in Australia.
8205	If you intend to study in a classroom environment for more than four weeks, a chest x-ray is required.

Discretionary Conditions:

Condition Number	Description
8503	No Further Stay - You are not entitled to apply for another whilst in Australia on this visa

Disclaimer

This document contains personal information and is only for the person named in this document. The Online Assessment and advice contained in this document is based upon Australian Immigration legislation current at the time of preparation. National Visas does not accept any responsibility for future changes in legislation that may alter or otherwise change the outcome of the advice. If you have any doubts to the advice contained in this document you should contact DIAC prior to lodging any visa application. National Visas provides links to other websites in this document. National Visas accepts no responsibility for the accuracy and / or content contained on those other websites.