



# Australia's Most Trusted Migration Agent

## Checklist for 400- Temporary Work (Short Stay Specialist) visa

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Please provide **coloured scanned** copies of the following documents.

1. Current passport (front and back)
2. Secondary Identity Document
  - a. Birth certificate or matriculation certificate, which has your date of birth and name of both of your parents or
  - b. National Identify card (Aadhar Card/ Pan card etc.)
3. Overseas police checks<sup>1</sup>
4. All relevant work Experience documents: (whichever applicable)
  - a. Employment reference Letters\*\*
  - b. Employment contracts,
  - c. Pay slips,
  - d. Tax returns,
  - e. Group certificates
  - f. Superannuation statements
5. Any Awards or Licence relevant with occupation (If applicable)
6. Relevant educational documents:
  - a. Degree certificate
  - b. Transcript
  - c. Completion letters

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**\*\*Employment reference letter** must fulfil the following requirements:

- i. You must be on a company letterhead (including name and location details)
- ii. include the date of document,
- iii. duration of employment (with dates)
- iv. nature of the employment (incl your job title)
- v. the name and position of author

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<sup>1</sup> For you and your dependents who are over 16 years, even if they are not migrating. It must be from every country where you have spent a total of 12 months in last 10 years since turning 16.

7. Resume
8. Financials
  - a. Bank Statement
  - b. Tax returns
  - c. Current Employment Contract (If applicable)

#### **From Business**

9. ABN Certificate
10. Specialised Work Details
11. Letter of Offer- Employment

#### **From Partner (If applicable)**

12. Copy of marriage certificate or relationship registration
13. Current passports (front and back)
14. National ID card
15. If your name has changed or the name of anyone included in your application has changed: evidence of the name change.
16. Birth certificate or matriculation certificate, which has your date of birth and name of both of your parents.
17. National Police Check<sup>2</sup>

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<sup>2</sup> For anyone who has spent a total of 12 months or more in any country since turning 16 years of age.

**We Are Here To Serve You**

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