

Checklist for 186 Employer Sponsor Visa

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

1. Current passports (front and back)
2. Passport-sized photograph
3. If your name has changed or the name of anyone included in your application has changed:
 - a. evidence of the name change.
4. Birth certificate or matriculation certificate, which has your date of birth and name of both of your parents.
5. If you are married or in a de facto relationship, provide scanned colour copy of marriage certificate or relationship registration for you and your partner.
6. Overseas police checks¹
7. Australian National Police Check²
8. Evidence of functional English for your dependents³
9. English language ability
10. The last 10 years before you were invited to apply:
 - a. Your resume
 - b. Employment contracts,
 - c. Pay slips,
 - d. Tax returns,
 - e. Group certificates
 - f. Superannuation statements
 - g. Employment reference Letters**

¹ 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.

² For anyone who has spent a total of 12 months or more in Australia since turning 16 years of age.

³ Who is over 18. If the applicant does not have evidence of having Functional English, you will need to provide a statement indicating your intention to pay the second instalment of the visa application charge.

11. Educational documents, for all education completed since Year 12:

- a. Degree certificate
- b. Transcript
- c. Completion letters



****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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