

Checklist for General Skilled Migration visa

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

1. Current passports (front and back)
2. 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.
3. For each dependent child their passport
4. Evidence of functional English for your dependents¹
5. English language ability
6. **Skilled employment:** 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**
7. For self-employed, please provide
 - a. Your business details such as visiting cards, advertising materials, photos
 - b. Business bank statement
 - c. Profit and loss statement
 - d. BAS statement
 - e. Tax returns
8. Skill assessment
9. Educational documents, for all education completed since Year 12:
 - a. Degree certificate

¹ 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.

- b. Transcript
- c. Completion letters

10. If you are claiming points for Partner skills:

- a. Your partner's personal documents that prove they are under 50 years of age.
- b. Competent English proof at the time of invitation
- c. A suitable skills assessment from the relevant assessing authority for your partner's nominated occupation

11. **Professional year in Australia:** documents that prove you completed a specified professional year of 12 months in Australia in the four years before you were invited to apply.

12. **CCL/ NAATI certificate, if you have.**

****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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