



Australian Government
Department of Immigration and Citizenship

Sponsored Business (Short Stay) Visa (Subclass 459)

Application Document Checklist

This document lists the information and supporting documents required by the business visitor and the sponsor to lodge a complete application. It also lists additional documents that may be required depending on individual circumstances.

More information about this visa is available.

See: [About this Visa](#)

Important: Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.

Complete applications

You should ensure that you lodge a completed application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

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

Forms, fees and charges – applicant	✓
Form 1238 <i>Application for a Sponsored Business Visitor (short stay) visa (for a stay of up to 3 months)</i> A completed form 1238.	
Visa application charge See: Business Visits Visa Charges	
Personal documents	✓
A certified copy of the personal particulars page of your passport and of passports for accompanying family members included in the application.	
Certified copies of birth certificates, showing names of both parents, for all persons included in the application.	
One recent passport size photograph for each person included in your passport and travelling with you.	

<p>If you have a defacto partner, you must provide:</p> <ul style="list-style-type: none"> • co-habitation evidence • joint bank account statements • joint ownership/leasing of property • other legal documents. 	
<p>If you have dependants 18 years of age or over (other than partner), you must provide:</p> <ul style="list-style-type: none"> • form 47A • bank statements • residential details (such as mail addressed to dependant) • school enrolment details. 	
<p>If you have dependants under the age of 18 where only one parent or guardian is included in the application:</p> <ul style="list-style-type: none"> • form 1229 • other parent or guardian's passport copy • custody papers • court documents • adoption papers • letter of consent from non-migrating parent. 	
Business related documents	✓
Evidence of your proposed business in Australia such as a letter of invitation, conference registration details.	
Evidence of overseas employment such as employment contract.	
<p>Evidence of your overseas business:</p> <ul style="list-style-type: none"> • evidence of plans in relation to investment opportunities in Australia • further information about the business you run in your country of origin – what type of projects or work does your business undertake? • evidence of the establishment of your business in country of origin • evidence of your role or position in the business. 	
<p>Evidence that your business background is relevant to your proposed business in Australia</p> <p>Examples:</p> <ul style="list-style-type: none"> • evidence of educational qualifications • evidence of current employment position and your role during the visit • details of previous contacts with Australian business people or organisations • documentation indicating the company is an actively operating business (business registration certificate, annual report). 	
<p>Evidence that there is a need for you to be in Australia for business</p> <p>Examples:</p> <ul style="list-style-type: none"> • letter from your employer detailing the reasons for your visit • letter of invitation from the host organisation in Australia • an up-to-date schedule or time-table of proposed activities • travel itinerary with contact details for the business parties involved. 	

Health and Character documents	✓
<p>Evidence of your character. You and any secondary applicants may be asked to provide penal clearance certificates for each country that you and any secondary applicants have resided in for 12 months or more over the last 10 years. See: Character and penal clearance requirements</p> <p>You and secondary applicants may be asked to undergo medical and x-ray examinations. See: Health requirements</p>	
Evidence of Medical or travel insurance	
Financial documents	✓
Evidence of adequate funds for person support during your period of proposed stay in Australia.	
Evidence of business support during the period of stay in Australia.	
Evidence of plans in relation to investment opportunities in Australia	
Evidence of adequate funds for investment purposes	
Evidence of any investments in Australia to date	
Forms and fees required - sponsor	✓
<p>Form 1235 <i>Application for sponsorship for Sponsored Business Visitors (short stay)</i></p> <p>The sponsor must complete and submit form 1235.</p>	
<p>Visa application charge: the sponsor lodges the visa application charge on behalf of the business visitor. See: Business visits visa charges</p>	