



Australian Government

Department of Immigration and Border Protection

Visitor visa (subclass 600) Document Checklist

Important:

- a. Please lodge your visa application at least four (4) weeks prior to your intended travel date. Application forms should be completed and all relevant supporting documentation provided. In most cases a decision on a visa application is made solely on the information provided at the time of application.
- b. A separate visa application form and fee is required for each person (including children).
- c. **You do not need to provide a translation for Vietnamese language documents.** All other foreign language documents **must** be accompanied by a certified English translation.
- d. Certified copies must be authorised or stamped as being true copies of the original document by the local authority in Laos or Vietnam. In Australia, documents may be certified by a person before whom a statutory declaration may be made under the Statutory Declarations Act, 1959. Do not send photocopies of certified documents. See: [www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx)
- e. We recommend that you do not enter into any binding financial commitments, such as purchasing airline tickets, before you have been notified of the decision on your visa application.
- f. If you are an APEC Business Travel Card (ABTC) holder, please email our office with your full name and passport number before you lodge a Visitor visa application. Email address: [immigration.hanoi@dfat.gov.au](mailto:immigration.hanoi@dfat.gov.au)

Lodging your visa application:

You will need to call or email the Australian Visa Application Centre in your area to **make an appointment** before you lodge your visa application.

Hanoi - VFS Global	Ho Chi Minh City - VFS Global
<p>Australian Visa Application Centre Vinafor Building (Level 11) 127 Lo Duc Street, Dong Mac Ward, Hai Ba Trung District <b>Call Centre:</b> 1900.565.639 (for clients calling within Vietnam - local call charge) 84.8.3521.2000 (for clients calling from overseas) <b>Email:</b> <a href="mailto:info.auvi@vfshelpline.com">info.auvi@vfshelpline.com</a> <b>Website:</b> <a href="http://www.vfsglobal.com/australia/vietnam">www.vfsglobal.com/australia/vietnam</a></p> <p><b>Hours of operation:</b> Application Lodgement: Monday to Friday, 8:30am - 3pm Document Collection: Monday to Friday, 8:30am - 5pm</p>	<p>Australian Visa Application Centre Resco Tower (Level 2) 94 – 96 Nguyen Du Street, District 1 <b>Call Centre:</b> 1900.565.639 (for clients calling within Vietnam - local call charge) 84.8.3521.2000 (for clients calling from overseas) <b>Email:</b> <a href="mailto:info.auvi@vfshelpline.com">info.auvi@vfshelpline.com</a> <b>Website:</b> <a href="http://www.vfsglobal.com/australia/vietnam">www.vfsglobal.com/australia/vietnam</a></p> <p><b>Hours of operation:</b> Application Lodgement: Monday to Friday, 8:30am - 3pm Document Collection: Monday to Friday, 8:30am - 5pm</p>

Vientiane – Australian Embassy	Hours of Operation
<p>Visa &amp; Citizenship Office KM 4, Thadeua Road, Watnak <b>Telephone:</b> +856 2 135 3800 <b>Email:</b> <a href="mailto:immigration.vientiane@dfat.gov.au">immigration.vientiane@dfat.gov.au</a> <b>Website:</b> <a href="http://www.laos.embassy.gov.au/vtan/Visas_and_Migration.html">www.laos.embassy.gov.au/vtan/Visas_and_Migration.html</a></p>	<p>Telephone Enquiries: Monday to Friday 1:30pm – 4pm Application lodgement: Monday, Wednesday and Friday 9:00am – 12noon</p>

## Visitor visa (subclass 600) Document Checklist

Please indicate which stream you wish to be considered for:

- ☐ **Tourist stream:** for people travelling to Australia for a holiday, recreation or to visit family and friends.
- ☐ **Business Visitor stream:** for people travelling to Australia for a short business visit. This includes making a general business or employment enquiry, negotiations or participating in a conference.

**\*Please print this checklist and attach it to your application.**

**\*\*Vietnamese language documents are acceptable.**

Mandatory forms	tick where included	Official (SDP) use only
<ul style="list-style-type: none"> <li>Tourist stream: <a href="#">Form 1419</a> <b>or</b> Business Visitor stream: <a href="#">Form 1415</a></li> <li><a href="#">Details of Relatives Form</a></li> </ul>		
If you are using a Migration Agent or an authorised representative: <ul style="list-style-type: none"> <li>Form 956: <a href="#">Advice by a migration agent/exempt person of providing immigration assistance</a></li> <li>Form 965A: <a href="#">Appointment or withdrawal of Authorised Recipient</a></li> </ul>		
<b>Application Fee</b>		
Check the method(s) of payment accepted for your country of residence: <a href="#">methods of payment</a> Find the fee for the Visitor (subclass 600) visa: <a href="#">Visa Pricing Estimator</a>		
<b>Information about your identity</b>		
One passport size photograph (this photograph must not be more than six months old)		
Certified copy of your Birth Certificate		
Certified copy of your passport identity page and each page that has a visa label and entry/exit stamps for any country.  <b>Important:</b> Your original passport may be requested if additional checks are required.		
Certified copy of your National Identity Card		
Certified copy of all pages of the Household Registration Book		
<b>Evidence of your income and financial position</b>		
<b>Evidence of your financial status, including:</b> <ul style="list-style-type: none"> <li>Recent bank statements</li> <li>Recent credit card statements showing available balance</li> <li>Income from rental properties, shares or other income generating investments</li> <li>Certified copies of any asset ownership certificates (such as house and land) you would like us to consider when assessing your visa application.</li> </ul> <b>If you are employed by a company that you do not own, please provide:</b> <ul style="list-style-type: none"> <li>Details of your employment including; position, salary/wage, contact details of your current employer (address, telephone number and contact name).</li> <li>A letter from your employer confirming that leave has been approved for the time you intend to be in Australia.</li> </ul> <b>If you are self-employed, please provide:</b> <ul style="list-style-type: none"> <li>A certified copy of your business licence and personal/business income tax statements for the previous financial year.</li> </ul>		

<p><b>If you are a student over 18 years of age, please provide:</b> Your current academic enrolment record (we may verify this with your school/university)</p>		
<b>Additional information required for children under 18 years of age</b>		
<p><b>If the visa applicant is under 18 years of age, and intends on travelling without one or both of their parent(s) or legal guardian(s) please provide the following:</b></p> <ul style="list-style-type: none"> <li>• A completed <a href="#">Form 1229</a> signed by any non-accompanying parent(s) or legal guardian(s) certified by the local authorities, <b>or</b></li> <li>• An original letter signed by any non-accompanying parent(s) or legal guardian(s) consenting to the grant of the visa. This letter must clearly state the child's name, name of the consenting parent(s)/guardian(s), and consent for the child to travel to Australia with the person accompanying them certified by the local authorities, <b>or</b></li> <li>• A court order from Australia, Laos or Vietnam permitting the removal of the child, <b>and</b></li> <li>• A certified copy of the National Identity Card of the non-accompanying parent or legal guardian.</li> </ul>		
<b>If applying under the Tourist stream:</b>		
<ul style="list-style-type: none"> <li>• Your itinerary for your stay in Australia, <b>or</b></li> </ul> <p><b>If intending to visit a relative, partner or friend in Australia:</b></p> <ul style="list-style-type: none"> <li>• Evidence of the visa applicant's relationship to the person they intend to visit, <b>and</b></li> <li>• A letter of invitation from the person the applicant intends to visit. If your relative, partner or friend is paying for your visit, evidence of their personal funds and income, <b>and</b></li> <li>• A copy of the relative/partner or friend's passport identity page or other evidence of their identification such as a driver's licence.</li> </ul> <p><b>If intending to study for three months or less in Australia:</b></p> <ul style="list-style-type: none"> <li>• Details of the course you have enrolled in.</li> </ul>		
<b>If applying under the Business Visitor stream:</b>		
<p><b>If you hold an Official or Diplomatic Passport:</b></p> <ul style="list-style-type: none"> <li>• A copy of your passport (please do not submit original passports);</li> <li>• A letter of invitation from the Australia-based company or organisation; and</li> <li>• An original or certified copy of the Third Person Note from the Consular Department of the Ministry of Foreign Affairs in Hanoi, or the Department of External Relations in Ho Chi Minh City (or your Embassy/Consulate) showing the reason for your travel as a government official</li> </ul> <p><b>All other Passport holders:</b> evidence of why you need to visit Australia on business and the type(s) of business activity you will undertake while in Australia, <b>including;</b></p> <ul style="list-style-type: none"> <li>• A letter of invitation from the host organisation in Australia</li> <li>• If you are attending a conference, your conference registration details</li> <li>• A letter from your employer stating the reasons for your visit to Australia</li> <li>• Your schedule in Australia, with contact details of the companies involved</li> <li>• Evidence of your educational and professional qualifications</li> <li>• Evidence of your previous contact with business people or organisations in Australia</li> </ul>		

For further information, please refer to information on our websites:

**HCMC:** [www.hcmc.vietnam.embassy.gov.au/hchi/visas\\_and\\_migration.html](http://www.hcmc.vietnam.embassy.gov.au/hchi/visas_and_migration.html)

**Hanoi:** [www.vietnam.embassy.gov.au/hnoi/Visas\\_and\\_Migration.html](http://www.vietnam.embassy.gov.au/hnoi/Visas_and_Migration.html).

**Department of Immigration and Border Protection:** [www.immi.gov.au/visitors](http://www.immi.gov.au/visitors)