

# General Checklist – Australia Migration Visa

## IMPORTANT NOTES:

### 1. CLIENT RESPONSIBILITY FOR ACCURACY OF INFORMATION

1.1 You are responsible for providing documents and information that are **true, correct, complete, and not misleading**.

1.2 This obligation applies to:

- All documents you submit
- All answers provided in forms
- All information provided verbally or in writing

1.3 You must ensure consistency across all documents and forms. Contradictory or incomplete information may adversely affect your application.

### 2. NO INDEPENDENT VERIFICATION BY THE FIRM

2.1 The Firm relies entirely on the information and documents you provide.

2.2 The Firm does **not** independently verify, investigate, or cross-check:

- The authenticity of documents
- The accuracy of factual claims
- Information provided by third parties

2.3 Legal advice and submissions are prepared strictly on the basis of the material supplied by you.

### 3. PUBLIC INTEREST CRITERION (PIC) 4020 – FALSE OR MISLEADING INFORMATION

3.1 Your visa application may be refused if you or any member of your family unit:

- Fail to satisfy the Department as to your identity
- Provide bogus documents
- Provide information that is false or misleading

3.2 PIC 4020 may apply to:

- Your current visa application, or
- Any visa application made in the 12 months prior

3.3 Consequences may include:

- A non-grant period of up to **10 years**, or
- A non-grant period of **3 years** in certain circumstances

3.4 These consequences may also apply to members of your family unit.

# CHECKLIST

	Document / Evidence required	Yes/No
	<b>SECTION 1 – ENGAGEMENT &amp; AUTHORITY (MANDATORY FOR ALL CLIENTS)</b>	
1.1	Cost Agreement	
1.2	Protocol Communications & Standard of evidence	
1.3	956 Form – Appointment of a Migration Lawyer	
	<b>SECTION 2 – IDENTITY &amp; PERSONAL DETAILS (MANDATORY)</b>	
2.1	Identity documents & Age – <a href="#">See the disclaimer for the note from the Department of Immigration and Border Protection</a>	
2.1.1	Passport	
2.1.2	Birth certificate showing <b>both parents</b>	
2.1.3	National identity card (if available) (Both Sides)	
2.2	<b>Proof of name change (IF APPLICABLE)</b>	
2.2.1	Marriage or Divorce certificate	
2.2.2	Change of name certificate	
2.2.3	Other official documents showing name change	
	<b>SECTION 3 – PHOTOGRAPHS (MANDATORY)</b>	
3.1	<b>One passport-style photograph per applicant</b> <ul style="list-style-type: none"> <li>• 45mm x 35mm</li> <li>• Taken within the last 6 months</li> <li>• Plain light background</li> <li>• Name and date written underneath</li> </ul>	
	<b>SECTION 4 – FAMILY MEMBERS</b>	
4.1	<b>Relationship documents (Partner) – IF APPLICABLE</b> <i>Please refer to the link for the “Evidence for Spouse Visa” information required:</i> <a href="https://dlegal.com.au/articles/migration/australian-visas/partner-spouse-visa-australia/spouse-partner-visa-prospective-marriage-immigration-australia/">https://dlegal.com.au/articles/migration/australian-visas/partner-spouse-visa-australia/spouse-partner-visa-prospective-marriage-immigration-australia/</a>	
4.1.1	Partner passport	
4.1.2	Partner birth certificate	
4.1.3	Police Clearance Certificates from all applicable countries	
4.1.4	Marriage certificate OR de facto relationship evidence	
	<b>4 Pillar Evidence</b>	
4.1.5	Financial aspects (joint accounts, shared expenses)	
4.1.6	Nature of household (same address, joint lease/bills)	
4.1.7	Social aspects (photos, statements from friends/family)	
4.1.8	Commitment (statements explaining relationship history)	
	<b>If partner is <b>not migrating or intending to join you in the future</b> :</b>	
4.1.9	Written Statement explaining why they are not migrating	
4.1.10	Written statement indicating the future intention	

<b>4.2</b>	<b>Dependent children under 18 (IF APPLICABLE)</b> For <b>each child</b> :	
4.2.1	Passport (if available)	
4.2.2	Birth certificate	
4.2.3	Character and Health documents (if required)	
<b>4.3</b>	<b>Non-migrating family members (IF APPLICABLE)</b> For each person:	
4.3.1	Identity documents	
4.3.2	Proof of relationship (birth/marriage certificate)	
<b>4.4</b>	<b>Parental responsibility (IF APPLICABLE)</b> Required where one parent is not migrating:	
4.4.1	<a href="#">Form 1229 – Download PDF</a>	
4.4.2	Statutory declaration of consent	
<b>4.5</b>	<b>Dependants over 18 documents (IF APPLICABLE)</b> For every dependant 18 years and over:	
4.5.1	Identity Documents	
4.5.2	Documents about other relationships, if applicable	
4.5.3	Character documents	
4.5.4	<a href="#">Form 47a – Download PDF</a>	
4.5.5	Proof of relationship (birth/marriage certificate)	
4.5.6	Proof that they live with you	
<b>SECTION 5 – SKILLS, QUALIFICATIONS &amp; POINTS CLAIMS</b>		
<b>5.1</b>	<b>Qualifications (IF CLAIMING POINTS OR REQUIRED FOR VISA)</b>	
5.1.1	Certified Academic transcripts	
5.1.2	Certified copy of your degree, diploma or trade certificate	
5.1.3	A letter of completion from your educational institution which details: <ul style="list-style-type: none"> <li>· <i>the name of your course</i></li> <li>· <i>the course duration</i></li> <li>· <i>the qualification you have obtained</i></li> <li>· <i>the pattern of study – full time versus part time</i></li> <li>· <i>the medium of instruction was in English</i></li> </ul>	
<b>5.2</b>	<b>Work experience – Australian &amp; Overseas (IF CLAIMING POINTS)</b> Provide evidence for <b>each employment period claimed</b> .	
5.2.1	<b>Employer reference letter (MANDATORY):</b> <ul style="list-style-type: none"> <li>· On official letterhead</li> <li>· Exact employment dates</li> <li>· Full-time / part-time status</li> <li>· Salary paid</li> <li>· At least five main duties</li> </ul> Signed by authorised person with contact details	
<b>Tier 1 – Supporting evidence (MANDATORY)</b>		
5.2.2	Bank Statements	

5.2.3	Tax Returns	
5.2.4	Superannuation information and evidence <i>(Eg: EPF/ETF evidence)</i>	
	<b>Tiers 2 and 3 evidence</b>	
5.2.5	Contracts and Employment Confirmation Letter	
5.2.6	Payslips	
5.2.7	Affidavit or Statutory Declaration	
5.2.8	Group certificates	
	<a href="#">Download – Employment evidence chart</a>	
5.3	<b>Recognised Professional Year (IF APPLICABLE)</b>	
5.3.1	Professional Year completion certificate	
5.3.2	Transcript or official completion letter	
<b>SECTION 6 – ENGLISH LANGUAGE REQUIREMENTS</b>		
<b>You do not need to provide an English test if you hold a valid passport from:</b>		
<ul style="list-style-type: none"> <li>• United Kingdom</li> <li>• United States of America</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Republic of Ireland</li> </ul>		
6.1	<b>English test results (IF NOT EXEMPT)</b>	
6.1.2	English test report (official result)	
<b>SECTION 7 – HEALTH AND CHARACTER REQUIREMENTS (MANDATORY)</b>		
7.1	<a href="#">Online health declaration completed for each applicant</a>	
7.2	Medical examinations (when requested by the Department)  <b>Do not arrange medicals unless instructed.</b>	
7.3	Police clearance certificates from all countries lived in for 12+ months (cumulatively) in the last 10 years <b>(For each applicant aged 16 or over)</b>	
7.4	Form 80 completed (aged 18+)	
<b>SECTION 8 – AUSTRALIAN VISA HISTORY</b>		
8.1	Provide your current visa details/grant to Australia	
8.2	Provide any past visa grants to Australia	
<b>SECTION 9 – ADDITIONAL LEGAL REQUIREMENTS</b>		
9.1	<b>Australian Values Statement</b> – <a href="#">Please see disclaimer at the bottom</a>	
9.2	<b>Health Insurance</b> – <i>We recommend you take out health insurance to cover any unforeseen medical treatment you might need in Australia. You are personally liable for all your healthcare costs while you are in Australia. Insurance can help limit your financial liability.</i>	
9.3	<b>Visa history accurately disclosed (refusals/cancellations)</b>	
9.4	<b>No outstanding Australian Government debts OR repayment plan in place</b>	

## DISCLAIMER SCHEDULE

### Australian Migration & Visa Matters

This Disclaimer Schedule forms part of, and must be read together with, the Cost Agreement, Client Instructions, and any Document Checklist provided to you. By proceeding with your matter, you acknowledge and accept the disclaimers set out below.

#### 1. IDENTITY VERIFICATION REQUIREMENTS

1.1 You must provide sufficient evidence to establish your identity to the satisfaction of the Department.

1.2 If you cannot establish your identity:

- Your visa application may be refused
- You may be prevented from being granted another visa for up to 10 years
- Family members included in your application may also be affected

1.3 Identity evidence commonly required includes:

- Passport bio-data page
- Birth certificate showing both parents, or acceptable alternatives

#### 2. SCOPE OF THE FIRM'S WORK

2.1 Based on the information and documents you provide, the Firm will:

- Provide migration legal advice
- Guide you on evidence requirements
- Prepare and finalise submissions
- Lodge applications where agreed

2.2 The Firm will not:

- Complete forms based solely on verbal instructions
- Assume responsibility for factual accuracy
- Obtain documents on your behalf unless expressly agreed

#### 3. FORM COMPLETION RESPONSIBILITIES

3.1 You must complete all forms accurately and in accordance with instructions.

3.2 **Form 956:**

- A separate form is required for **each applicant and sponsor**
- Forms must be correctly completed and signed

3.3 **Form 80** and other departmental forms:

- **Must be completed electronically**
- Inaccurate or incomplete forms may result in delays, refusal, or additional professional fees

#### 4. HEALTH REQUIREMENTS & DISCLOSURE

4.1 Each applicant must complete their own health declarations.

4.2 If you answer "Yes" to any health-related question, full details must be provided.

4.3 Medical examinations must only be undertaken when requested by the Department or advised by the Firm.

4.4 Providing false, misleading, or incomplete health information may result in visa refusal.

#### 5. CHARACTER REQUIREMENTS (SECTION 501)

5.1 All applicants must satisfy the character test under section 501 of the Migration Act 1958.

5.2 You must provide police clearance certificates from all countries where you have lived:

- For 12 months or more (cumulatively)
- In the last 10 years

- Since turning 16 years of age, or earlier if required

## 6. ENGLISH LANGUAGE REQUIREMENTS

6.1 Where English language evidence is required, it is your responsibility to ensure:

- The correct test is taken
- The required score is achieved
- The test is valid at the relevant time

6.2 Expired, incorrect, or invalid test results cannot be relied upon.

<https://dlegal.com.au/articles/english-language/>

## 7. VISA ELIGIBILITY & ONSHORE STATUS

7.1 Onshore applicants must ensure they:

- Hold a substantive visa (unless an exception applies)
- Are not subject to restrictive conditions such as 8503, 8534, or 8535, unless waived or otherwise permitted

7.2 Failure to meet eligibility requirements may result in refusal.

## 8. AUSTRALIAN VALUES STATEMENT

8.1 Applicants aged 18 years or over must:

- Read or have explained the Life in Australia material
- Sign the Australian Values Statement

8.2 Failure to comply may result in visa refusal.

## **9. GOVERNMENT DEBTS & FINANCIAL OBLIGATIONS**

9.1 If you or any family member owes money to the Australian Government:

- The debt must be repaid, or
- An approved repayment arrangement must be in place

9.2 Unresolved debts may result in visa refusal.

## **10. BEST INTERESTS OF THE CHILD**

10.1 A visa may not be granted if it is not in the best interests of a child under 18.

10.2 This consideration applies to migrating and non-migrating children affected by the application.

## **11. PARENTAL RESPONSIBILITY & CONSENT**

11.1 Where one parent is not migrating, consent must be obtained from any person with legal parental responsibility.

11.2 Acceptable evidence includes:

- Form 1229
- Statutory declaration of consent
- Court orders

11.3 Failure to provide required consent may result in refusal.

## **12. TRANSLATION & DOCUMENT PREPARATION**

12.1 All non-English documents must be translated into English.

12.2 Translations must include the translator's:

- Full name
- Address and contact details
- Qualifications and experience

12.3 Documents must be:

- Clear and legible
- Scanned in colour
- Uploaded as one file per document

## **13. FINAL ACKNOWLEDGEMENT**

13.1 You acknowledge that:

- Migration decisions are discretionary
- Meeting criteria does not guarantee visa grant
- Providing false or misleading information may result in refusal and future visa bans

13.2 By continuing with your matter, you confirm that you have read, understood, and accepted this Disclaimer Schedule.