



SHORT STAY BUSINESS VISA (456) (for a stay of up to 3 months)

Short Stay Business Visas are intended for genuine business visitors seeking entry to Australia for a stay of up to 3 months, to undertake business activities such as official visits, attending conferences, business meetings, training, building inspections or equipment installation of a one-off nature where the work cannot be done by an Australian citizen or permanent resident. The visa is not intended to be a work visa.

A single-entry or multiple-entry visa may be issued, depending on the needs and circumstances of the applicant. This is entirely at the discretion of the decision maker.

Attached is an application checklist to assist you in lodging a subclass 456 application. Please complete and submit this checklist along with a completed and signed application form (Form 456).

Previous travelers to Australia – If you have previously travelled to Australia and have abided with all visa conditions, weight may be given to your previous travel history in deciding a new application, however you must still provide the documentation requested overleaf.

Persons with no travel history to Australia – If you have never traveled to Australia, you must provide all the additional documentation listed overleaf.

Applications can only be processed quickly if all appropriate supporting documentation is provided at the time of lodgment. *Due to the high volume of visa applications received, a decision may be made on the information available without requesting further documentation, therefore it is in your interests to submit a complete application.*

Visa application charge – Please contact VFS for payment options and current immigration visa application charge amounts. VFS will charge a service fee above the visa application charge.

Visa application charge exemption for EU passport holders - If you are applying as the holder of a valid EU passport, you do not have to pay a visa application charge. Please refer to <http://www.immi.gov.au/allforms/990i/business-visits.htm> to see if your EU passport is exempt from paying the visa application charge. Please note that VFS will still charge a service fee to handle your application.

If you are a crew member wishing to join a ship in Australia – you must apply for a Maritime Crew Visa (MCV), then apply for an Australian transit visa. For information on applying for a Maritime Crew Visa, please refer to <http://www.immi.gov.au/sea/mcv/about.htm>.

Please note that an airline ticket is not a visa requirement and does not in itself lead to a visa being granted. Do not make unalterable or non-refundable travel bookings as there is no guarantee that your visa will be issued.

Further information regarding Australian visas is available on the Australian Department of Immigration and Citizenship website: www.immi.gov.au.

Please Note: The Australian High Commission, Pretoria, reserves the right to request further information, if deemed necessary.

ALL SUPPORTING DOCUMENTATION MUST BE IN ENGLISH, OR ACCOMPANIED BY A CERTIFIED TRANSLATION.

**PLEASE SEE AND COMPLETE REVERSE SIDE OF SHEET
AND HAND IN WITH VISA APPLICATION FORM**

BUSINESS (SHORT STAY) VISA (456)

APPLICATION CHECKLIST

With your completed and signed application form 456, you **must** include the following:

- | | | |
|--|----------|--------------------------|
| <ul style="list-style-type: none"> ➤ Current valid passport with at least 6 months validity. | ✓ Here | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ A recent (no older than 6 months) passport-sized photograph of yourself and of any persons accompanying you on this visa. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at www.vfs-au.co.za OR if the Visa Application Charge has been paid to an office of the Department of Immigration and Citizenship in Australia, the original pink copy of the receipt must be submitted. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Have you previously travelled to Australia? | Yes / No | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ A photocopy of the biodata page of your current valid passport. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Original or certified letter from employer/company in your country of usual residence detailing the duration and purpose of your travel to Australia. This letter must also include a full business itinerary, training schedules, whether the employing company will be covering all costs and expenses for the trip. If you are personally covering the costs for the trip – 3 months of your original bank statements must be provided. See ** below.
This letter must be signed by the author - not marked 'PP'. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Original, faxed or e-mailed invitation letter from the company in Australia indicating the purpose of your visit and the duration of stay. If you are attending a conference – proof of paid conference registration must be provided.
This letter must be signed by the author - not marked 'PP'. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ If you are self-employed, the ORIGINAL or CERTIFIED COPY of your company registration showing your involvement in the business must be provided. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Itinerary from travel agent with proposed arrival and departure dates | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ If you have been charged with or convicted of any offences in any country, an original police certificate from the police authorities of the relevant country (no older than 12 months). If you have served in the armed forces (army, navy, air-force, reserves) in any capacity in the last 10 years, a discharge certificate indicating the period you served and the date of discharge. | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ If you are visiting a hospital/patients for any period, a chest x-ray and report from an Australian approved panel radiologist (see list at http://www.immi.gov.au/contacts/panel-doctors/index.htm) | | <input type="checkbox"/> |
| IF YOU ARE 75 YEARS OF AGE OR OLDER: | | |
| <ul style="list-style-type: none"> ➤ An original assessment from an Australian approved panel doctor stating you are fit to travel. See http://www.immi.gov.au/contacts/panel-doctors/index.htm for a list of approved doctors. <i>Please note: A fit to travel assessment is valid for 6 months and therefore should only be obtained within 6 months of your proposed date of travel. The assessment is valid for one visa.</i> | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Evidence of travel or medical/health insurance which, at a minimum, covers emergency medical treatment in, and medical evacuation from Australia. The evidence must include the name/s of the persons covered, period of coverage, which events are covered, the coverage amount and confirm that the coverage applies in Australia. The insurance needs to cover the full period of your intended visit to Australia. | | <input type="checkbox"/> |

If you are including family members in your visa application you will need to provide the following:

- the original or certified copy of the **unabridged** birth certificates of any children under the age of 18; and
- if either of the parents/guardians of a child under 18 is not travelling, a certified signed consent letter must be submitted from the non-travelling parent/guardian showing permission for the child to travel, including dates.
- a certified copy of your marriage certificate.

** *Internet or ATM Bank Statements will not be accepted. Funds MUST be available and not held in term or investment accounts and clearly show the account holder's name, account number, and available balance.*

❖ *If you are travelling with a family member who holds a valid visa, or is an ETA or e-Visitor eligible passport holder, a copy of their passport and visa is required*

I HEREBY ACKNOWLEDGE THAT I HAVE PROVIDED ALL NECESSARY DOCUMENTATION FOR A DECISION TO BE MADE ON MY VISA APPLICATION.

Signed:.....

Date:.....

Print Name:.....