



Australia Document Checklist

Australia Tourist Visa Document Checklist

Name of the Document	Description	Format
Passport	Current and Old Passport scan copy first and last page	
Old passport copy	If any	
Passport photocopied	Copy of entry and exit stamps of all country visited	
National ID	Color Copy of Aadhar card	
Cover letter	Cover letter indicating the purpose of travel, number of days, passport and travel details	Cover Letter Template
Travel itinerary	Day To Day Itinerary	
Bank statement	- Recommended at least 3.5 lakh balance in your bank account - Should be of the last 6 months	
IT return	Income tax returns/Form 16 for the last 2 years	
If self - employed	Any proof of self employment/ownership of business	
If employed	- Pay slips for the last three months - NOC/Leave letter from the employer	Employer NOC Template
If retired	- Proof of Retirement - Proof of regular income generated by ownership of property or business.	
If sponsored	- Sponsorship Letter from sponsor stating the amount, relationship and source of funds - In case your trip is sponsored by someone else, kindly upload your sponsor's last 6 month statements.	Sponsorship Letter Template
If invited	- Invitation is must from Australia mentioning applicant passport details, purpose of visit, address where they will stay, invitee address and contact details. - Invitee Passport first and last page - Valid Resident permit/visa copy of invitee	Invitation Letter Template
If Married	Marriage certificate	
If Minor	- Form 1229 signed by the parents - Birth certificate	Form 1229

Australia Business Visa Document Checklist

Name of the Document	Description	Format
Passport	Current and Old Passport scan copy first and last page	
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If invited	- Invitation is must from Australia mentioning applicant passport details, purpose of visit, address where they will stay, invitee address and contact details. - Invitee Passport first and last page - Valid Resident permit/visa copy of invitee	Invitation Letter Template
If Married	Marriage certificate	
If sponsored by Indian Company Sponsorship Letter	Company Sponsorship Letter (from Indian employer)	Company Sponsorship Letter Template
Business Visit Proof	- A letter of invitation from the host organization in Australia - Conference Registration Details, or - Contract paper	

Australia Additional Information Required

Info	Details
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
What is your employment status?	If Student, mention: name of the Institution, Institute address, Institute address and Institute email If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed, mention last job role and last date of working If Self Employed, mention: Job Title If Retired, mention: Date of retirement If Other, mention details on the other employment status
Will anyone be paying towards the cost of your visit?	If yes, mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying
Name of the person/org who will fund	Name of the Sponsor
Relationship of the person/org who will fund	Relationship with Sponsor
How much money will they be paying?	Cost of Trip
Address of the person/org who will fund	Sponsor Address
What all funds do you have to support your stay in Australia?	Saving A/c, Fixed Deposit
Are you traveling with someone else to Australia?	If yes , accompanying passenger name, date of birth & relation
Does the applicant have any members of their family unit not travelling to Australia who are not Australian citizens or Australian permanent residents?	Family details (Father, Mother, Spouse, Siblings & Children) Name, Date of Birth is required
Do you plan to enter Australia more than once during this period?	If yes , next entry date and purpose of visit
Have you previously traveled to Australia?	If yes , provide entry date
Have you ever been refused a visa?	If yes , provide country name and rejection details
What all country visas have you held in the past?	If yes , previous country visited

