



Australian High Commission
Immigration Section
25 Napier Road
Singapore 258507

Work and Holiday Visa (Subclass 462) – Checklist

The Work and Holiday visa provides a unique, once in a lifetime opportunity for Singaporeans between the ages of 18 and 30 to experience a working holiday in Australia. There is an annual limit of 500 places per year.

All applicants must make an appointment through an online booking system at www.vfsglobal.com/australia/singapore and then personally attend the Australian Visa Application Centre (AVAC) in Singapore to submit their application and supporting documents. Applicants will need to enter their NRIC or passport number to make an appointment. **You must have an appointment to submit your application.**

Your passport is required as proof of identity when you submit your application.

Please use this checklist to ensure that you have the main documents we require to assess your application. While we may ask you to provide additional documents during the processing of your application, a decision on your visa application may be made solely on the information and documentation that you provide at the time of lodgement.

Important:

- Please provide an email address on the application form as this is the easiest way to communicate with you.
- Please do not include any original documents with your application.

You should prepare a **complete and well-documented application** to assist the visa decision maker to reach a clear and favourable decision. If there is information that you are not able to provide, you should include a letter stating why and those reasons will be taken into account. Incomplete or poorly documented applications may be delayed or may be unsuccessful.

Any foreign language documents must be accompanied by official translations into English (please refer to the Yellow Pages for translators).

NOTE – YOU SHOULD TICK THE BOXES TO INDICATE WHAT YOU HAVE INCLUDED WITH YOUR APPLICATION, SIGN AT THE END, AND SUBMIT THIS COMPLETED CHECKLIST WITH YOUR APPLICATION

MANDATORY FOR ALL APPLICANTS

- Fully completed and signed application (**Form 1208**) and application **fee**. If you have paid online through ImmiAccount, include a copy of the receipt.
- Your current original **passport** *and provide a copy of the identity page of your passport*
- One passport-sized **photograph** (see photo specifications on AVAC website)
- A copy of your **Birth Certificate** and **NRIC**
- Evidence of your name change (if any)

- A copy of your marriage certificate or divorce certificate (if any)
- Evidence of military service record or discharge papers (if any)
- Provide evidence that you have or have access to sufficient funds for personal support during your 12 month stay in Australia of at least AUD 5,000. This could include:
 - Copies of your bank statements or deposit books showing your savings history for the last three months; and
 - Copies of your payslips for the last three months (if any);
 - If your parents are providing funds for your stay in Australia, copies of their bank statements or deposit books showing their saving history for the last three months, plus a signed letter of support from the parent and copies of their passport identity/signature pages.
- Provide evidence that you hold an onward travel ticket out of Australia, or have access to sufficient funds to cover travel costs to and from Australia.
Note: This must be in addition to your funds for personal support while in Australia.
- Provide evidence of tertiary qualifications or evidence of having successfully completed at least two years of tertiary study. You must provide:
 - A copy of your graduation certificate from a tertiary institution; and
 - A copy of your academic transcripts from a tertiary institution;
 - If your graduation certificate is awarded by an overseas tertiary institution but you have undertaken the course in a local campus in Singapore, evidence to support that.
- Provide evidence that you have a level of English which is assessed as at least functional. Please note that evidence of high school matriculation in Singapore satisfies this requirement.

If you do not have evidence of high school matriculation in Singapore, you may need to provide further evidence of functional English. This can include a certificate from a specified English language test showing that you meet the English language skill requirement such as IELTS, TOEFL, OET, PTE Academic, or Cambridge Advanced English. For details, including other acceptable evidence of functional English, see:

<http://www.border.gov.au/about/corporate/information/faqs/how-can-i-prove-i-have-functional-english>.

Health Requirements

You are required to meet the health requirements in order to be granted a visa. If you would like to complete your health examination before lodging your application, please refer to **My Health Declaration** see:

<https://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement/health-examinations/my-health-declarations>

This may reduce the time taken to process your visa application. For more information on the Health Requirement, see: <http://www.border.gov.au/Trav/Visa/Heal>

For details of the panel physicians in Singapore see:

<http://www.border.gov.au/about/contact/offices-locations/Singapore>

Character Requirements

You may be required to provide a penal clearance for any country you have lived in for 12 months, or longer, in the last ten years, since reaching 16 years of age. The office processing your application will advise you if they require these documents

IF SOMEONE ELSE WILL COMMUNICATE WITH THE VISA OFFICE ON YOUR BEHALF

- If you **authorise another person** to receive all written communications about your application with the department:
- complete *Part F of Form 1208 – Options for receiving written communications*; and
 - Form 956 *Advice by a migration agent/exempt person of providing immigration assistance*; or
 - Form 956A *Appointment or withdrawal of an authorised recipient*

I acknowledge that I have provided everything above that is relevant to my application, and acknowledge that if required information has not been provided, this may affect the success or processing time of my application. I also understand that the visa case officer is not obliged to seek additional information before making a decision on the application

Signed (visa applicant)

Date