

## Subclass 407 - Training Visa Applicant Documents Checklist

Please provide **high quality, colour scanned copies** of the following **original** documents, which will be used to support your application for a 407 - Training visa. Please note that you will need to provide acceptable English translations for any documents that are not in English.

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>IDENTITY</b>			
<b>TWO</b> recent passport-sized photographs <b>NOTE:</b> Photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera & taken during the last 12 months. The person's name must be printed on the back of the photograph. Scanned copies <b>MUST</b> be in high quality, colour JPEG format.			
Current <b>passport(s)</b> (this includes the identity details page AND all pages showing visas and stamps)			
<b>Birth certificate</b> (or family register) showing full birth details, including parents' names			
<b>National identity card</b> (if applicable)			
<b><i>If married, divorced, widowed or permanently separated:</i></b> Marriage certificate(s), divorce certificate(s), death certificate(s), statutory declaration separation documents (as applicable)			
<b><i>If in a de facto relationship:</i></b> Evidence that you are in a genuine and continuing relationship e.g. joint bank statements, joint leases or mortgages, billing accounts in joint names Relationship registration document (if applicable)			
<b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed			
<b>SKILLS</b>			
Up-to-date <b>resume/CV</b> (in Word format if possible)		N/A	N/A
Certificates and academic transcripts for all formal <b>qualifications</b>		N/A	N/A

SKILLS cont.			
Certificates and academic transcripts for all formal <b>qualifications</b>		N/A	N/A
Evidence of <b>English language</b> ability e.g. acceptable test results dated within the last 12 months <b>Please refer to the 'FAQ' section of this document for further details.</b>		N/A	N/A
<b><i>If licensing/registration is required for you to undertake your training:</i></b> Documents from the relevant Australian licensing/registration authority showing that you meet the necessary registration/licensing requirements  NOTE: The documents must specify the type of registration/licensing held, as well as the name and contact details of the registration/licensing authority		N/A	N/A
<b><i>If you are undertaking a professional development program:</i></b> a signed letter on company letterhead from your current manager, providing details of your current position and duties		N/A	N/A
HEALTH & CHARACTER			
<b><i>If your stay in Australia (including any time already spent here) will amount to at least 12 months:</i></b> Police clearance certificates for ALL countries in which you have lived for more than 12 months during the last 10 years (dated within last 12 months)			
<b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers			
Evidence that you have an adequate <b>health insurance policy</b> for your intended period of stay in Australia			
OTHER			
Evidence that you have <b>sufficient funds</b> to cover your costs during your stay in Australia <b>Please refer to the 'FAQ' section of this document for further details.</b>			
<b><i>If one/both parents of a dependent applicant are not included in this application:</i></b> custody/guardianship documents and written consent of other parent(s) to child being included in the application			
<b><i>If dependent applicant is 18 years or older:</i></b> evidence that they are living with you and have been financially dependent on you for at least the last 12 months			
<b>NOTE: Applicants MAY also be required to undergo certain health examinations</b> (Please see below for further details)			

## WE CAN HELP YOU OBTAIN YOUR DOCUMENTS

Please let us know if you require assistance in obtaining any of these documents, including:

- **English translations of any documents that are not in English:** We can obtain quotes from translators accepted by the Department of Home Affairs (the DOHA).
- **Police clearances:** The DOHA only accepts very specific police clearances, whether issued in Australia or overseas. We can advise you which document to apply for, and help you with the application process if needed. Please refer to the FAQ section below for further details.
- **Health insurance:** We can apply on your behalf for a health insurance policy that satisfies the DOHA's requirements for subclass 407 - Training visa applicants. Alternatively, we can provide you with guidance on what policies meet these requirements, if needed.
- **Health examinations (if required):** We can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examination(s).

## WHERE TO SEND YOUR DOCUMENTS

Please send us high quality, colour scanned copies of all of your documents **as soon as** practicable, either through the **Client Portal**, or by **email**.

If using the Client Portal: Please provide scanned copies of your documents via the Portal, using the login instructions provided in our initial email.

If using email: Please email scanned copies of your documents to [support@dojolegal.com.au](mailto:support@dojolegal.com.au).

**NOTE:** When sending scanned copies of your documents to us, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (where possible);
- they are in **colour**, where the original document is in colour;
- there is a **MAXIMUM of one document per scanned page** (e.g. do not scan two different passports onto one page).

We will notify you if we require hard copies of any of your documents before lodging your application, or if the DOHA requests hard copies during the processing of your application. Please contact us if you have any issues either with uploading documents to the Client Portal, or with sending your documents to us via email.

**THANK YOU!**

