



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

Short Stay Business visas for business purposes are intended for genuine business visitors seeking short-term entry to Australia for a stay of up to 3 months to undertake business activities such as official visits, meetings, training, building inspections or equipment installation.

***Please note: This type of visa does not permit the applicant to engage in work that might otherwise be carried out by an Australian citizen or permanent resident***

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.*

Please note that an airline ticket is not a visa requirement and does not in itself lead to a visa being granted.

Further information regarding Australian visas is available on the Australian Department of Immigration, Multicultural and Indigenous Affairs website: [www.immi.gov.au](http://www.immi.gov.au)

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

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

## SHORT STAY BUSINESS VISA (456)

<b>APPLICATION CHECKLIST</b>
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With your completed and signed application form 456, you **must** include the following:

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|---|---|---|
| ➤ | Current Valid Passport with at least 6 months validity.   | ‘✓’ Here<br><input style="width: 100%; height: 20px;" type="checkbox"/> |
| ➤ | A recent (no older than 6 months) passport-sized photograph of yourself and of any persons accompanying you on this visa. | <input style="width: 100%; height: 20px;" type="checkbox"/>             |
| ➤ | Have you previously travelled to Australia?   | Yes <input type="radio"/><br>No <input type="radio"/>                   |

<b>ADDITIONAL DOCUMENTATION CHECKLIST</b>
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- |   |   |   |
|---|---|---|
| ➤ | <b>Original or certified</b> letter from employer/company in your country of usual residence detailing the duration & 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 etc. If you are personally covering the costs for the trip – 3 months of your original bank statements must be provided. See ** below.<br><b>This letter must be signed by the author - not marked PP.</b> | <input style="width: 100%; height: 80px;" type="checkbox"/> |
| ➤ | <b>Original, certified, faxed or e-mailed</b> letter from the company in Australia indicating the purpose of your visit & the duration of stay. If you are attending a conference – proof of paid conference registration must be provided.<br><b>This letter must be signed by the author - not marked PP.</b>   | <input style="width: 100%; height: 50px;" type="checkbox"/> |
| ➤ | If you are self employed, the <b>ORIGINAL</b> or <b>CERTIFIED COPY</b> of your company registration showing your involvement in the business must be provided.  | <input style="width: 100%; height: 30px;" type="checkbox"/> |
| ➤ | Itinerary from travel agent with proposed arrival & departure dates.  | <input style="width: 100%; height: 30px;" type="checkbox"/> |
| ➤ | If you have served in the armed forces (army, navy, air-force, reserves) <i>in any capacity</i> in the last 10 years, a discharge certificate indicating the period you served and the date of discharge.   | <input style="width: 100%; height: 30px;" 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 & not held in term or investment accounts.

❖ ***If you are travelling with a family member who holds a valid visa, or is an ETA eligible passport holder, a certified 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:.....