

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Employment Visa Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Section A: Standard documents	You	Staff
<ul style="list-style-type: none"> ● Online Application form fully filled available at https://services.vfsglobal.com/aus/en/ind/ <ul style="list-style-type: none"> ○ Download all forms, print and sign where applicable. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. 		
<ul style="list-style-type: none"> ● ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see https://services.vfsglobal.com/aus/en/ind/ for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs). 		
<ul style="list-style-type: none"> ● Current Original passport with a minimum validity of six months from the date of Application and must have at least two blank page and a Photocopy of your current passport (Bio page) must also be submitted. <ul style="list-style-type: none"> ○ Except Czech National – See details under section D 		
<ul style="list-style-type: none"> ● If your occupation selected on your Visa Application form is, "Journalist", you may only apply for a Journalist Visa, even if you intend to travel for tourism or any work or non-work related purpose. Check Occupation on Form. 		
<ul style="list-style-type: none"> ● Appointment Letter:- <ul style="list-style-type: none"> ○ All Applicants visiting the application centre for submitting their applications in person are required to book an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) ○ Visit https://services.vfsglobal.com/aus/en/ind/ to schedule appointment. 		
<ul style="list-style-type: none"> ● Mode of payment:- <ul style="list-style-type: none"> ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be sent by post) 		
Section B : Additional documents based on specific conditions		
Condition 1: For Non – Australian Passport Holders. Have you been a Permanent Resident in Australia for 2 years or more?		
<ul style="list-style-type: none"> ● Proof for your permanent residency in Australia for 2 years or more. This is the primary criterion that needs to be satisfied. If you do not satisfy this criterion you will need to apply from your home country. 		
Condition 2: Other Eligibility Conditions to be satisfied with proof and supporting documents.		
<ul style="list-style-type: none"> ● Contract copy from the Indian Company or employment letter with detailed job position. For short term postings/deployment, a letter from the parent company in Australia stating detailed job position and salary. (Highly skilled senior executive level or managerial position, Performing Artists, Sport Coaches, Sports personnel, Self-employed consultants in the field of engineering, medical, legal or such highly skilled areas, Foreign language teachers and interpreters, Specialists Chefs, Voluntary workers with NGO's) ● Salary must be over US\$25,000 per annum. ● Resume copy stating educational qualifications and professional expertise. 		

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<ul style="list-style-type: none"> • Documentary proof of his/her educational qualifications and professional expertise. • Copy of signed contract with remuneration and scope of work details with contract duration. • Copy of registration of the firm/company in India. • Declaration to pay taxes in India, if required. • Copies of income tax returns filed in India if earlier worked in India on employment visa. 		
Condition 3: Are you Traveling with a person who is on an employment visa to India? (If you are an accompanying family member of a person on an employment visa to India)		
<ul style="list-style-type: none"> • Submit the employment contract copy of the family member • Marriage certificate copy (in spouse case) • Birth certificate copy (in children case) • If you are applying for an Employment visa dependent based on your partner's employment visa (de facto relationship), submit a letter from your partner's employer stating the company "will undertake the responsibility of your stay in India". Approval is the discretion of HCI/CGI concerned. • If your spouse/partner/family member is already in India on an existing Employment Visa, other than the above requirements, submit his/her Passport copy [photo page] and a copy of his/her Indian Employment Visa. 		
Condition 4: Are you planning to apply on a Foreign Passport? [Non- Australian Passport]		
<ul style="list-style-type: none"> • For Non Australian Passport holders, Photocopy of Visa Status showing valid visa OR Residency Proof from DIAC (Department of Immigration and Citizenship) issued within the last 1 month of the current date stating the type of Residency applied for e.g. Bridging Visa A awaiting Permanent Residency 		
<ul style="list-style-type: none"> • EXCEPTION: For example, if you are a DUAL national – Australia and UK, and wish to apply on your UK passport, submit a copy of the photo page of your Australian passport. 		
Condition 5: Do you need to complete FORM D?		
<ul style="list-style-type: none"> • All Australian/Foreign passport holders who were previously nationals of Pakistan, Afghanistan and DPRK must fill in the FORM-D. (Download form at https://services.vfsglobal.com/aus/en/ind/) • All nationals of Iran, China, Macau, Hong Kong, Taiwan, Pakistan, Afghanistan and DPRK (whether Permanent Residents in Australia or not) must fill in the FORM-D. • All foreign nationals who are not Permanent Residents in Australia must fill in the FORM-D. 		
Condition 6: Proof of Renunciation of your Indian Citizenship, if you were previously an Indian National (Indian Passport Law does not permit Dual Citizenship; therefore all Indian Nationals obtaining a Foreign Citizenship must renounce their Indian Citizenship)		
<ul style="list-style-type: none"> • Provide a copy of any consular service availed after 1st June 2010 from the Indian mission in Australia (i.e. Visa / OCI / PIO) OR provide one of the following:- 		
<ul style="list-style-type: none"> o If your Indian passport is officially cancelled, provide a photocopy of the bio page [page with photo and passport details]. 		
<ul style="list-style-type: none"> o If your Indian Passport is not officially cancelled, submit the original Indian Passport for cancellation, copy of Australian/Foreign Citizenship certificate along with One Photograph (2"x2" size), Online Application Form and Form XXII & more information available at https://services.vfsglobal.com/aus/en/ind/ <ul style="list-style-type: none"> • Download and print the online filled form.(Register on the website (https://embassy.passportindia.gov.in/) and create your User Id for filling an online application form) <p>Note: Renunciation and Surrender of Indian passport application will be processed separately.</p> <ul style="list-style-type: none"> o Also provide FORM J if your appearance in the Indian Passport and Australian Passport differs from the form. (Download form at https://services.vfsglobal.com/aus/en/ind/) 		

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<p>o If your name is different in the Australian/ Foreign passport from that of the Indian passport, submit a copy of your name change certificate (attested by a Justice of Peace (JP) or Notary) OR a Statutory Declaration attested by a Justice of Peace (JP) or Notary (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)</p>		
<p>o If your Indian Passport is lost and not in your possession, submit a Statutory Declaration attested by a Justice of Peace or Notary with details on the reason for the passport not being in your possession. Also submit a copy of your Australian OR Foreign Citizenship Certificate and FORM XXII (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)</p>		

Section C : Additional documents for a minor (child under 18 years)

Spouses and children accompanying the applicant are granted Dependent Employment visas on request for the duration of the Assignment. Spouses & Children accompanying the applicant must therefore apply for an “Employment Visa”.

<ul style="list-style-type: none"> ● Copy of Birth certificate of minor. (In case of the minor’s father status being unknown, a Statutory Declaration attested by a Justice of Peace or Notary is required from the mother stating the same.) (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> ● Both parents current Passport copy (Page with photo/signature) 		
<ul style="list-style-type: none"> ● Signature of both parents on the visa application form OR No objection letter (letter of consent) signed by both parents 		
<ul style="list-style-type: none"> ● In the case of single parent/guardian submit additional documentary proof copies such as custody papers / death certificate of the deceased parent / proof of single parent status 		

Section D: Specific Nationality Criteria (Only if you are a national/ex-national or hold dual nationality with one of the countries listed here below)

<ul style="list-style-type: none"> ● If you currently hold dual nationality of Pakistan and another country, both passports need to be submitted. Visa will be issued on your Pakistani passport. 		
<ul style="list-style-type: none"> ● If you are ex-national & do not hold dual nationality of Pakistan and another country, submit a statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Pakistani nationality. ● As a national of Pakistan if you are only visiting one city in India, you must submit your application in quadruplet (four sets). If visiting two cities in India, you must submit in quintuplet (five sets). If visiting three cities in India, you must submit in six sets. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> ● If you currently hold dual nationality of Bangladesh and another country, both passports need to be submitted. Visa will be issued on your Bangladeshi passport. ● If you are ex-national & do not hold dual nationality of Bangladesh and another country, submit a Statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Bangladeshi nationality. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> ● If you currently hold dual nationality of Sri Lanka and another country, both passports need to be submitted. Visa will be issued on your Sri Lankan passport. ● If you are ex-national & do not hold dual nationality of Sri Lanka and another country, submit a Statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Sri Lankan nationality. 		

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(NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary)		
● If you currently hold a New Zealand Passport and are a permanent resident of Australia , submit a copy of your Medicare card.		
● If you currently hold a Czech Republic Passport, you may apply only if you meet the following conditions <ul style="list-style-type: none">○ You must have stayed in Australia, for at least one year, prior to applying.○ Hold a Passport with at least 1 year validity from the date of application.○ Present medical insurance for the entire period of proposed stay in India.		

● I understand that during the process of my application I may be asked to submit some more documents		
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FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
Card Type (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>