



Australian Government

Department of Immigration and Citizenship
Australian Embassy, Beijing

ELICOS Sector: Temporary Visa
(Subclass 570)
Assessment Level 3

MONGOLIAN APPLICANTS OUTSIDE AUSTRALIA

Application Document Checklist

This document lists the information and supporting documents required to lodge your student visa application. It also lists additional documents that you may need to provide depending on your individual circumstances.

Please ensure that you:

- Provide copies of the following documents.
- Don't send any original documents, except for your passport.
- Provide notarised copy of official documents.
- Attach English translations of any documents in Mongolian,
- **Attach the completed checklist to the top of your application.**

FORM AND FEE	CHECK BOX
For a student visa applications please complete and sign the following forms: See: Form 157A Application for a student (temporary) visa http://www.immi.gov.au/allforms/pdf/157a.pdf	☐
Form 54 – Family Composition http://www.immi.gov.au/allforms/pdf/54.pdf completed in English	☐
Form 956 – Appointment of a migration agent or exempt agent or other authorised recipient http://www.immi.gov.au/allforms/pdf/956.pdf Only required if you wish to appoint a migration agent or another person to receive information about your application.	☐
Please, note: See: Addendum to Form 157A - Application for a student visa http://www.immi.gov.au/allforms/pdf/addendum-157a.pdf	☐
Visa application charge – payable to the Department of Immigration and Citizenship (DIAC) by cash or Chinese postal order. See: Visa Application Charge http://www.china.embassy.gov.au/bjng/DIACtemp.html	☐

PERSONAL DOCUMENTS	CHECK BOX
Please provide four recent passport sized photographs (45mmx35mm) • These photographs should be of the head and shoulders only against a plain background • Print the name of the person on the back of each photograph	☐
Certified copies of the National Identity card	☐
Evidence of the relationship between yourself and all members of your family unit remaining in Mongolia. • certified/notarised copies of Birth Certificates and/ Marriage Certificate	☐
If you are living in a de facto relationship, please provide independent evidence that you have been in the relationship for at least 12 months, for example:	☐

evidence of joint bank accounts, joint assets, joint utility bills, evidence of co-habitation.	
If you have been permanently separated, divorced or widowed, please provide a certified copy of the separation certificate, divorce decree absolute or the death certificate of the deceased partner (as appropriate).	☐
If you have changed your name, please provide certified copies of documents verifying the name change. For example: certified copy of evidence of the name change	☐

FINANCIAL DOCUMENTS	CHECK BOX
Provide evidence that you have sufficient funds to cover yourself and your family members for the first 24 months of your stay in Australia for: • living costs • tuition costs • school costs for any school-age children See: <i>Evidence of funds</i>	☐
Declare on your student visa application that you have access to sufficient funds to cover the same costs for the remainder of your stay. Note: The department must be satisfied that an applicant, once in Australia, will have genuine access to the funds they claim to possess to cover the travel, tuition and living costs for themselves and their family members. More information on financial requirements is available. See: <u>Financial Requirements</u> http://www.immi.gov.au/students/students/570-3/financial.htm	☐
Provide evidence that you have access to funds to cover travel costs to and from Australia.	☐
Provide evidence of personal savings history or income of the applicant If employed, a letter from their work unit authorising leave and indicating the length of employment, position held, salary and full contact details of the person who authorised the leave	☐
Official declaration from the applicant's parents / sponsor stating the nature of their relationship to them. They should confirm they will support the applicant financially during their studies in Australia. The applicant must also include full contact details of their parents / sponsor (including residential address and postal address, if different, and telephone numbers).	☐

EVIDENCE OF FUNDS	CHECK BOX
Please provide at least one of the following:	
a) Money deposit from: • a financial institution - in your name or the name of another individual - funds in a money deposit must be held for at least 3 months immediately prior to the lodgement of your visa application.	☐
Evidence of cash deposits that are held in the name of any individual and for at least three consecutive months immediately before the date of their application for AL 3 Sectors, including: - Certificates of deposits that show funds are up to date and were still held by the bank at the time of application; AND - Bank passbooks and / or bank deposit slips.	☐ ☐

b) Loan from: - a financial institution - in the name of the applicant or an individual providing support to the applicant. The purpose of the loan must be for the applicant's study in Australia. Please provide a certified English translation of the Loan Contract.	☐
c) Loan from: the government of the applicant's home country. Provide evidence of the Loan.	☐
d) Scholarship or Financial Support from: - The government of your home country - The government of a foreign country - Multilateral agency - Gazetted organisation (Rotary International, Ford Foundation, National Red Cross and Red Crescent Societies) - Australian Government - Australian State or Territory Government - Acceptable non-profit organisation.	☐ ☐ ☐ ☐ ☐ ☐ ☐

EVIDENCE OF INCOME	CHECK BOX
Please provide the following (check which applies to your circumstances)	
a. Tax Statement	☐
b. Income Statement	☐
c. Social Insurance Booklet	☐
d. Business Statement	☐
e. Loan document	☐

WELFARE FOR STUDENTS UNDER 18	CHECK BOX
If you are under 18 you are required to provide evidence that demonstrates you have appropriate welfare arrangements in place for your stay in Australia. Please refer to the Welfare for Students Under 18 section of this checklist for information on what is considered acceptable evidence.	☐

ACADEMIC REQUIREMENTS	CHECK BOX
Letter of Offer that has been issued by the education provider for the course(s) you are undertaking. The ELICOS course must be less than 50 weeks duration.	☐
Evidence of previous education and a notarised English translation.	☐

HEALTH DOCUMENTS	CHECK BOX
After your visa application has been assessed the office processing your application will advise you if you need to undertake a health examination. The health examination will involve a medical examination and x-ray. See: Health Requirements http://www.immi.gov.au/allforms/health-requirements/	☐

OTHER HEALTH AND CHARACTER DOCUMENTS	CHECK BOX
Evidence you have adequate health insurance for the duration of your stay in Australia.	☐

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. If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers. The office processing your application will advise you if they require these documents.	☐
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WELFARE FOR STUDENTS UNDER 18		CHECK BOX
If you are under 18 years of age you must provide evidence that every person with a legal right to decide where you live consents to your proposed studies in Australia		☐
If you are under 18 years of age you must provide evidence of either (a), (b) or (c):		
	a.) If you intend to reside in Australia with a parent, or a person who has custody of you, you must provide evidence of the relationship, and that they have the right to remain in Australia for the period of your stay, or until you turn 18, whichever is the lesser period.	☐
or	b.) If you intend to reside in Australia with a relative nominated by a parent or a person who has custody of you, you must provide evidence of the relationship, evidence that the relative is at least 21 years old, police clearance/s, and evidence that the relative has the right to remain in Australia for the period of your stay, or until you turn 18, whichever is the lesser period. Further information on police clearances is available. See: <u>Character and Penal Clearance Requirements</u>	☐
or	c.) If you will not be residing in Australia with one of the above mentioned persons, you must provide a signed statement from your education provider confirming that appropriate arrangements have been made for your accommodation, support and general welfare during your stay in Australia. Further information about eligibility is available. See: <u>Students under 18 years of age – additional requirements</u>	☐