

Employer-Sponsored Visa Applicant Checklist

Prepare applicant evidence for an employer-supported visa.

Applicant checklist | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Passport and identity documents	Status / notes
☐	2. Qualifications and transcripts	Status / notes
☐	3. Professional registration or licensing	Status / notes
☐	4. Detailed employment history	Status / notes
☐	5. Employment references and salary evidence	Status / notes
☐	6. English-language evidence	Status / notes
☐	7. Health and character documents	Status / notes
☐	8. Current visa and work rights	Status / notes
☐	9. Family-member documents	Status / notes
☐	10. Explanations for any adverse immigration history	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.