

Employer Sponsorship Readiness Guide

A starting checklist for businesses considering sponsorship.

Employer guide | 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. Business registration and ownership records	Status / notes
☐	2. Financial statements and trading evidence	Status / notes
☐	3. Organisational chart and workforce profile	Status / notes
☐	4. Position description and reporting line	Status / notes
☐	5. Business need for the position	Status / notes
☐	6. Recruitment and labour market evidence where required	Status / notes
☐	7. Salary and employment conditions	Status / notes
☐	8. Work location and employment arrangements	Status / notes
☐	9. Compliance and sponsorship history	Status / notes
☐	10. Internal contact responsible for the matter	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.