



# Training and Research visa (Subclass 402)

## Application Checklist – CHINA

This visa is for people who want to come to Australia on a temporary basis to participate in occupational training, observe or participate in research as a visiting academic, or participate in a professional development program. This is not a work visa.

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

**Important:**

- Please provide an email address on the application form as this is the easiest way to communicate with you.
- Please do not send any original documents.
- Documents not in English must be accompanied by accredited English translations.

<b>Where to lodge</b>	✓
<b>Research stream:</b> lodge your completed application form with all the required documents and pay the visa application charge at any Australian Visa Application Centre (AVAC) in China.	<input type="checkbox"/>
<b>Occupational Trainee stream/Professional Development stream:</b> lodge your completed application form with all the required documents and pay the visa application charge at the <a href="#">Hobart office in Tasmania</a> - attention Specialist Temporary Entry Centre	<input type="checkbox"/>
<b>Lodger's Details</b>	✓
<b>If you are lodging this application in China on behalf of another person</b> , please include this checklist with the application and provide the following details: Full name: ..... Date of Birth: ..... Mobile number: .....PRC ID card or Passport number: ..... Signature:.....	
<b>Official use:</b> PRC ID card or passport sighted by AVAC staff.	<input type="checkbox"/>
<b>Forms and Fees</b>	✓
<b>Form 1402:</b> <i>Application for a Training and Research visa</i> (to be completed in English) <a href="http://www.border.gov.au/Forms/Documents/1402.pdf">http://www.border.gov.au/Forms/Documents/1402.pdf</a> (to be completed by the main applicant). All applicants aged 18 years and over must have signed the Australian Values Statement.	<input type="checkbox"/>
<b>Form 54:</b> <i>Family Composition</i> <a href="http://www.border.gov.au/Forms/Documents/54.pdf">http://www.border.gov.au/Forms/Documents/54.pdf</a> - in both <b>English and Chinese</b>	<input type="checkbox"/>
<b>Form 47A:</b> <i>Details of child or other dependent family member aged 18 years or over</i> (to be completed by anyone included in the application who is 18 years of age or older and is not your partner) <a href="http://www.border.gov.au/Forms/Documents/47a.pdf">http://www.border.gov.au/Forms/Documents/47a.pdf</a>	

<b>Form 956:</b> Advice by a migration agent/exempt person of providing immigration assistance (if appointing a migration agent: <a href="http://www.border.gov.au/Forms/Documents/956.pdf">http://www.border.gov.au/Forms/Documents/956.pdf</a> ; or <b>Form 956A:</b> Appointment or withdrawal of an authorised recipient (if appointing an authorised recipient: <a href="http://www.border.gov.au/Forms/Documents/956a.pdf">http://www.border.gov.au/Forms/Documents/956a.pdf</a> )	
<b>Visa Application Charge:</b> <a href="http://www.china.embassy.gov.au/bjng/DIACtemp.html">www.china.embassy.gov.au/bjng/DIACtemp.html</a>	<input type="checkbox"/>
<b>Sponsorship approval status</b>	<input checked="" type="checkbox"/>
Sponsor approval letter or receipt for lodgement of the sponsorship application (This is a letter that is issued by DIBP to the institution)	<input type="checkbox"/>
A written statement from the sponsor that they will meet the sponsorship obligations for you and all dependent family members included in your application.	<input type="checkbox"/>
<b>Financial Documents</b>	<input checked="" type="checkbox"/>
Evidence of your financial capacity to support yourself and your family while you are in Australia, such as:	
<ul style="list-style-type: none"> <li>• Copies of your bank statements showing your savings history and/or salary</li> <li>• A letter from your financial institution stating your financial position.</li> <li>• Employment contracts</li> <li>• Documents showing allowances, accommodation and stipends from your sponsor while you are in Australia.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If you are currently or were previously a Foreign Affairs supported student: a copy of the letter of support from the Department of Foreign Affairs and Trade	<input type="checkbox"/>
<b>Personal Documents</b>	<input checked="" type="checkbox"/>
<b>Your identity</b>	
<b>Passport:</b>	
<ul style="list-style-type: none"> <li>• If you are lodging in person at the Beijing, Shanghai or Guangzhou AVAC, or by mail or courier to any AVAC, please provide: <ul style="list-style-type: none"> <li>- two copies of the bio-data page of your current passport (including one colour copy); and</li> <li>- <b>if this is your first visit to Australia</b>, please also provide colour copies of the back page of your passport (if signature page) and all pages containing a visa, stamp or signature.</li> </ul> </li> <li>• NB – Do not send your original passport.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Please provide a <b>colour copy</b> of the following documents:	
<ul style="list-style-type: none"> <li>• Your family registration booklet (hukou)</li> <li>• National ID card</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Please provide <b>certified copies</b> of:	
<ul style="list-style-type: none"> <li>• Birth certificates for you and any other person included in the application. The certificates must show the names of both parents of your dependent children.</li> <li>• If your name has changed or the name of anyone included in your application has changed: a certified copy of evidence of the name change.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>Photos:</b> Please provide two passport sized photos of each applicant attached to the front of your application form.	<input type="checkbox"/>
<b>Your relationships</b>	
Certified copies of marriage certificates or relationship registrations for you and anyone else included in your application, even if they are not joining you in Australia	<input type="checkbox"/>
If you are living in a de facto relationship: independent evidence that your relationship is genuine and continuing (for example, joint bank account statements, billing accounts in joint names or joint ownership of major assets).	<input type="checkbox"/>
If you or anyone included in the application has been widowed, divorced or permanently separated: a certified copy of the death certificate, divorce documents, or <a href="#">statutory declaration</a> separation documents.	<input type="checkbox"/>
Evidence of financial dependency for all your family members aged 18 or older:	
<ul style="list-style-type: none"> <li>• a certified copy of their birth certificate and proof of their relationship to you</li> <li>• proof that they live in your household</li> <li>• proof that they have been financially dependent on you for at least the 12 months immediately before you lodge your application.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Your children</b>	
Certified copies of birth certificates or the family book showing the names of both parents of all your dependent children.	<input type="checkbox"/>
If any dependent child included in the application is adopted: certified copies of the adoption papers.	<input type="checkbox"/>
If you want to bring a child younger than 18 years of age with you to Australia, and that child's other parent is not included in the application: documentary evidence that you have the legal right to bring that child to Australia, such as: <ul style="list-style-type: none"> <li>certified copies of official legal documents, such as a court-issued parental responsibility (custody), access or guardianship order</li> <li><a href="#">Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years</a> together with a certified copy of the other parent's government-issued identification document (such as a passport or National ID card).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>Military service</b>	√
If anyone included in the application has served in the armed forces of any country: certified copies of their military service record or discharge papers.	<input type="checkbox"/>
<b>Penal Certificate</b>	√
If your stay in Australia, including any time already spent in Australia is more than 12 months, you must provide the ORIGINAL police clearance for each applicant who is 16 years of age or older	<input type="checkbox"/>
<b>Health Insurance</b>	√
Evidence with your visa application that you have adequate health insurance for the duration of your stay in Australia. Evidence of insurance may be: <ul style="list-style-type: none"> <li>A certification letter from your health insurer or broker</li> <li>Evidence that you have enrolled with Medicare if your country has a <a href="#">reciprocal health arrangement</a> with Australia</li> <li>The health insurance standard template letter completed by your insurance provider see: <a href="#">Health Insurance Standard Template Letter</a></li> </ul> <p>Note: as a guide to the level of health insurance the department will accept as adequate, review 'Attachment A' to the health insurance standard template letter.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Purpose of Visit</b>	√
This visa has three streams: <ul style="list-style-type: none"> <li><b>Research stream:</b> for professional academics invited to visit Australia to observe or participate in an Australian research project at an Australian tertiary or research institution. This can be lodged in China.</li> <li><b>Occupational Trainee stream:</b> for people who need structured workplace-based training to enhance their skills in their current occupation, area of tertiary study, or field of expertise.</li> <li><b>Professional Development stream:</b> for professionals, managers or government officials invited to participate in a professional development training program in Australia. The program must have been arranged by an employer outside Australia and usually lasts up to 18 months.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Please refer to the additional stream specific documentary requirements for your purpose below.</b>	
<b>Research stream</b>	√
<ul style="list-style-type: none"> <li>Letter of invitation from the office of the Registrar (or equivalent administrative office) of the relevant institution or research organisation for the purpose of observing or participating in an Australian research project at the institution in collaboration with other academics employed by the sponsoring institution. This is not a letter issued by the relevant faculty but from the central administrative office of the institution.</li> <li>The letter should identify the Australian research project*, including : <ul style="list-style-type: none"> <li>the title of the Australian research project</li> <li>the Australian research project identification number (if available)</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> <li>- the nature of the Australian research project</li> <li>- funding sources for the Australian research project</li> <li>- your duty statement or responsibilities in observing or participating in the Australian research project</li> </ul> <ul style="list-style-type: none"> <li>• The letter should also indicate the following: <ul style="list-style-type: none"> <li>- proposed period of stay</li> <li>- weekly hours of employment or activity</li> <li>- statement of essential skills and qualification required for the position</li> <li>- proposed allowance, if any, from the inviting institution</li> </ul> </li> </ul> <p><b>*Please note: If you are not able to identify the Australian research project, this is not the appropriate visa subclass and/or stream for your purpose.</b></p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Evidence of your academic employment: <ul style="list-style-type: none"> <li>- a statement from your home institution acknowledging the invitation; or</li> <li>- evidence that you were previously employed as an academic at a tertiary or research institution. Specify academic title (ie Professor, Associate Professor, Lecturer).</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Evidence that you have a significant record of achievement in your field, including: <ul style="list-style-type: none"> <li>- your current curriculum vitae (CV)</li> <li>- a list of published work.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Completed Form 1221</li> </ul>	<input type="checkbox"/>
<b>Occupational Trainee stream</b>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• If you are sponsored by a Commonwealth agency: a copy of the invitation to participate in the training.</li> <li>• If you are not sponsored by a Commonwealth agency: a copy of the nomination approval letter or receipt for lodgement of the sponsorship application.</li> <li>• A copy of your qualifications and curriculum vitae (CV).</li> <li>• If registrations or licences are required for you to do the training: copies of registrations or licences.</li> <li>• If you hold or have held a Student visa: evidence of successful completion of the principal course.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Professional Development stream</b>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• A letter of offer from your sponsor inviting you to participate in the professional development program.</li> <li>• A statement from your sponsor confirming that they are satisfied: <ul style="list-style-type: none"> <li>- that you are doing the professional development training specified in the application</li> <li>- with your level of English language proficiency for the purposes of the program</li> <li>- that you have relevant managerial or other professional skills and work experience to participate in the program.</li> </ul> </li> <li>• A signed letter on company letterhead from your current manager detailing your current position and duties.</li> <li>• A copy of your qualifications and curriculum vitae (CV)</li> <li>• If not directly employed by the Government body listed in the 1402A form, the overseas Government body must provide a letter of invitation confirming that they support your participation in the program.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>