



**Australian Government**  
**Department of Home Affairs**

**Student Subsequent Entrant Visa Application Checklist**  
**Subclass 500**

**IMPORTANT:**

- All Student Subsequent Entrant (Subclass 500) visa applications **must** be lodged online.
- Please lodge your visa application at least two (2) months prior to your intended travel to Australia. It is important that you lodge a complete application with all requested documents, or your application could be refused or a decision on your visa could be delayed.
- All non-English documents uploaded with your application must have a certified English translation, unless otherwise stated. Please scan and upload original documents **in full colour**.
- If you are lodging visa applications in Vietnam, regardless of nationality, you will be required to provide your personal identifiers (biometrics). In Vietnam, the collection of biometrics is conducted at the Australian Visa Application Centres in Ho Chi Minh City, Da Nang or Hanoi. For further information on biometrics, please see <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/biometrics>.
- Please complete your health examination **before** you lodge this visa application. This will ensure that your visa application is processed without delay. See below for further information.

**AUSTRALIAN HEALTH REQUIREMENT**

You will need to meet Australia's health requirement in order to be granted a Student visa. Please complete your health examination **before** you lodge this visa application.

From your ImmiAccount generate your own Health Assessment Portal (HAP) ID and medical request letter and then take this letter to a panel medical clinic to complete your health assessment.

Generate your own Health Assessment Portal (HAP) ID: <http://www.homeaffairs.gov.au/Trav/Visa/Immi>

Once you have generated your own HAP ID, please include this information in your application.

**WHERE TO APPLY:**

**Online using ImmiAccount** - <http://www.homeaffairs.gov.au/Trav/Visa/Immi>. For further information, please see: [https://hcmc.vietnam.embassy.gov.au/hchi/visas\\_and\\_migration.html](https://hcmc.vietnam.embassy.gov.au/hchi/visas_and_migration.html)

Once the online application is complete and all supporting documentation has been attached, **please do not** send hard copies of documents, email documents or contact the processing office in Vietnam to ask if the documents have been received. This takes time away from processing and may cause delays to the outcome of your visa application.

## Step by Step Checklist – Subclass 500 (Subsequent Entrant)

**Step 1:** Create or log in to your ImmiAccount to start your application:

<http://www.homeaffairs.gov.au/Trav/Visa/Immi>

**Step 2:** Complete your health examination before you lodge your visa application and provide your HAP ID below.

**HAP ID:** \_\_\_\_\_

**Step 3:** Find out the level of financial documentary evidence you need to provide with your Subsequent Entrant Student visa application by referring back to the financial documentary evidence of the associated student's application.

**Step 4:** Ensure you complete all relevant questions in the online visa application form and attach all relevant supporting documentation as listed below. **Note:** it is important that applications contain all requested information at time of lodgement. Incomplete or poorly documented applications are likely to be refused.

### Documentation required of all Student visa applicants

If you are using a Migration Agent or an Authorised Recipient:

- Form 956 - Advice by a migration agent/exempt person of providing immigration assistance at <https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>
- Form 956A - Appointment or withdrawal of an Authorised Recipient at <https://immi.homeaffairs.gov.au/form-listing/forms/956a.pdf>

Details of Relatives Form at

<https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012018.pdf>

A Curriculum Vitae certified by the local authorities

Identity documents, including:

- Birth Certificate;
- Passport identity page and each page that has a visa label and immigration stamps for any countries;
- National Identity Card; *and*
- All pages of the Household Registration Book

**Note:** *English translation not required.*

Evidence of relationship to the associated student such as Birth Certificate(s) and/or Marriage Certificate  
(*English translation not required*)

Evidence from the education provider that the associated student is currently studying

If the student is the recipient of Department of Foreign Affairs and Trade (DFAT) or Department of Defence scholarship, a letter of no objection from the respective agency is required.

Valid Overseas Student Health Cover (OSHC) for you and any dependent family members included in the application for the proposed duration of the student visa.

Please see the Departmental website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility> under **Eligibility - Have adequate health insurance**

**A personal statement** in English addressing the genuine temporary entrant (GTE) requirement covering:

- Your circumstances in Vietnam;
- Your potential circumstances in Australia; and
- Your previous visa applications for Australia or other countries including any visa refusals or cancellations

**Supporting evidence** for information provided in the GTE statement. Please see the Departmental website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant> for the types of evidence that you can provide to support your claims.

## Dependent family member(s) included in your visa application

Evidence of their relationship to you such as Birth Certificate(s) (*English translation not required*)

If the accompanying family member is your child who is of school age, evidence of enrolment in an Australian school including payment

If the accompanying family member is your child under 18 years of age and their other parent is not travelling to Australia with you, please provide the following:

- An original letter signed by any non-accompanying parent(s) or legal guardian(s) consenting to the grant of the visa with signature witnessed by local authority. This letter must clearly state the child's name, name of the consenting parent(s)/guardian(s), and consent for the child to travel to Australia. Please use the template available here [https://hcmc.vietnam.embassy.gov.au/files/hchi/Minor\\_Consent\\_Form.pdf](https://hcmc.vietnam.embassy.gov.au/files/hchi/Minor_Consent_Form.pdf); **or**
- Form 1229 at <https://immi.homeaffairs.gov.au/form-listing/forms/1229.pdf> if the non-accompanying parent is in Australia; **or**
- A court order from Australia or Vietnam permitting the removal of the child, **and**
- Identity evidence (National Identity Card or passport) that is cited in the consent letter or Form 1229

## Financial Evidentiary requirements (If applicable)

Evidence of sufficient funds and access to funds at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo> Step 2 - **Gather your documents**, click on **Show steps** and check **Evidence you have enough money for your stay**.

## Step 5: Biometrics collection

You will need to call or email the Australian Visa Application Centre – VFS in your area to **make an appointment** before you provide your biometrics enrolment.

For the collection of your biometrics you will need to first lodge your visa application online via ImmiAccount. A biometrics request letter will then be sent to you containing a Visa Lodgement Number (VLN) number. You will need to take that letter with you or VFS might refuse to undertake biometrics collection for you at the absence of your VLN number contained in the letter.

## Vietnam - VFS Global

For VFS office locations in Vietnam and to schedule an appointment, please see:  
[https://www.vfsglobal.com/australia/vietnam/schedule\\_an\\_appointment.html](https://www.vfsglobal.com/australia/vietnam/schedule_an_appointment.html)

### Call Centre:

1900565639 (within Vietnam)  
84-28-35212000 (outside Vietnam)

**Email:** [info.auvi@vfshelpline.com](mailto:info.auvi@vfshelpline.com)

**Website:** [www.vfsglobal.com/australia/vietnam](http://www.vfsglobal.com/australia/vietnam)

### Hours of operation:

Biometrics collection: Monday to Friday, 8:30am – 3:00pm (or otherwise advised by VFS)  
Document collection: Monday to Friday, 8:30am – 5:00pm

**For further information, please refer to information on our website:**

Vietnam: [https://hcmc.vietnam.embassy.gov.au/hchi/visas\\_and\\_migration.html](https://hcmc.vietnam.embassy.gov.au/hchi/visas_and_migration.html)

Department of Home Affairs: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>