



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

**Student Guardian Visa Application Checklist**  
**Subclass 590**

**IMPORTANT:**

- All Student Guardian (subclass 590) visa applications **must** be lodged online.
- Please lodge your visa application at least two (2) months prior to your course commencement date. 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. You are not encouraged to lodge your application more than four (4) months prior to your course commencement date.
- 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 590

**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:** 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 Guardian visa applicants	
<p>If you are using a Migration Agent or an Authorised Recipient:</p> <ul style="list-style-type: none"> <li>Form 956 - Advice by a migration agent/exempt person of providing immigration assistance at <a href="https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf">https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf</a></li> <li>Form 956A - Appointment or withdrawal of an Authorised Recipient at <a href="https://immi.homeaffairs.gov.au/form-listing/forms/956a.pdf">https://immi.homeaffairs.gov.au/form-listing/forms/956a.pdf</a></li> </ul>	
<p>Details of Relatives Form at <a href="https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012018.pdf">https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012018.pdf</a></p>	
<p>A Curriculum Vitae certified by the local authorities</p>	
<p>Form 157N at <a href="https://immi.homeaffairs.gov.au/form-listing/forms/157n.pdf">https://immi.homeaffairs.gov.au/form-listing/forms/157n.pdf</a></p>	
<p>Identity documents, including:</p> <ul style="list-style-type: none"> <li>– Birth Certificate;</li> <li>– Passport identity page and each page that has a visa label and immigration stamps for any countries;</li> <li>– National Identity Card; <b>and</b></li> <li>– All pages of the Household Registration Book</li> </ul> <p><b>Note:</b> <i>English translation not required.</i></p>	
<p>Evidence of relationship to the associated student such as Birth Certificate(s) and/or Marriage Certificate (<i>English translation not required</i>)</p>	
<p>Valid Overseas Visitors Health Cover (OVHC) for you and any family members included in the application for the proposed duration of the guardian visa.</p> <p>Please see the Departmental website at <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590#Eligibility">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590#Eligibility</a> under <b>Eligibility – Have adequate health insurance</b></p>	
<p>Police certificate from each country where you (since turning 16 years of age) have resided for a total of 12 months or more in the last 10 years.</p> <p><b>Note:</b> For Vietnam - the Judicial Record Certificate Number 2 issued by the local Service of Justice is required.</p> <p>If an Australian National Police Check (NPC) from the Australian Federal Police (AFP) is required, only a "Complete Disclosure" NPC is acceptable. When completing the Australian NPC application form, Code 33 must be used at Question 1.</p> <p>See: <a href="https://www.homeaffairs.gov.au/Trav/Visa/Char">https://www.homeaffairs.gov.au/Trav/Visa/Char</a>;</p>	

**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-590#HowTo> under **Step 2 - Gather your documents**, click on **Show steps** and check **Be a genuine temporary entrant** for further information.

<b>Financial Evidentiary requirements</b>	
Evidence of sufficient funds and access to funds as per the Departmental website at <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590#HowTo">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-590#HowTo</a> under <b>Step 2 - Gather your documents</b> , click on <b>Show steps</b> and check <b>Evidence you have enough money for your stay</b> .	
<b>Family members included in your visa application</b>	
A Student Guardian visa applicant cannot bring other family members to Australia with them, unless they have dependent children who are under 6 years of age <u>and</u> compassionate and compelling circumstances exist. If this applies to you, please provide: <ul style="list-style-type: none"> <li>• Birth Certificate(s) of the accompanying dependent child(ren);</li> <li>• If the family member is your child and the other parent is not applying to travel, consent from the other parent for the child to travel to Australia with signature witnessed by the local authorities. 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: <a href="https://hcmc.vietnam.embassy.gov.au/files/hchi/Minor_Consent_Form.pdf">https://hcmc.vietnam.embassy.gov.au/files/hchi/Minor_Consent_Form.pdf</a>;</li> <li>• Evidence of sufficient funds to support the child's stay in Australia; and</li> <li>• Evidence of compassionate and compelling circumstances for taking the child to Australia.</li> </ul>	
<b>Dependent children not included in application or holders of student visas</b>	
If you have dependent children who are under 6 years of age and who are not accompanying you to Australia, you must provide evidence that compassionate and compelling circumstances exist for the grant of the visa.	
If you have dependent children who are under 18 years of age and who are not student visa holders, you must provide evidence that you have made appropriate arrangements for the accommodation, support and general welfare of these children for the period of your proposed stay in Australia.	

#### Step 4: 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.

<b>Vietnam - VFS Global</b>	
For VFS office locations in Vietnam and to schedule an appointment, please see: <a href="https://www.vfsglobal.com/australia/vietnam/schedule_an_appointment.html">https://www.vfsglobal.com/australia/vietnam/schedule_an_appointment.html</a>	
<b>Call Centre:</b>	1900565639 (within Vietnam) 84-28-35212000 (outside Vietnam)
<b>Email:</b>	<a href="mailto:info.auvi@vfshelpline.com">info.auvi@vfshelpline.com</a>
<b>Website:</b>	<a href="http://www.vfsglobal.com/australia/vietnam">www.vfsglobal.com/australia/vietnam</a>
<b>Hours of operation:</b>	
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: [www.hcmc.vietnam.embassy.gov.au/hchi/visas\\_and\\_migration.html](http://www.hcmc.vietnam.embassy.gov.au/hchi/visas_and_migration.html)

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