



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

**Temporary Work (Short Stay Specialist) visa (subclass 400)**

**Document Checklist, Vietnam**

**Information about this visa:** <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-work-400>

**Important:**

- Please apply early prior to your intended travel date. Information on current global processing times is available at Visa processing times (see: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-processing-times> )
- A decision is often made solely on the information that you provide with your application at time of lodgement. If all the items in this checklist are not provided, **the visa application may be refused.**
- If any of your supporting documentation is not in English, you will need to include a **translation in English** as well as a copy of the original document. Each translated document must include (in English) the translator's:
  - full name, address and telephone number; and
  - qualifications and experience in the language they are translating.
- If you are applying for an APEC Business Travel Card (ABTC) and wish to travel to Australia, please visit <https://www.apec.org/Groups/Committee-on-Trade-and-Investment/Business-Mobility-Group/ABTC>

**How to Apply:**

- You must apply for this visa online
- Create or log in to your ImmiAccount (see: <https://online.immi.gov.au/lusc/login>) to start your application
- Upload high quality colour scanned copies of supporting documents

You can check your application status online via your ImmiAccount. Do not send any documents by email or post.

For more information, see <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online>

**Biometrics Collection:**

Most applicants in Vietnam, regardless of their nationality, will need to provide their biometrics (fingerprints and a digital facial photograph). Biometrics are provided by appointment at an Australian Biometrics Collection Centre.

For more information, see: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/biometrics>

For applicants under 18 years old, a parent or legal guardian will need to be present when the biometrics are collected.

Persons exempt from biometrics collection: Government officials and senior officials of international inter-government organisations when travelling to Australia as a representative of their country or organisation; Sovereigns, Heads of State and members of their families forming part of their household; serving Government Ministers and their immediate family members when travelling officially; Diplomats and consular officers accredited to Australia and their dependants; Diplomatic Couriers; Special Purpose Visa (SPV) holders; APEC Business Travel Card applicants.

Australian Biometrics Collection Centres are managed by VFS Global. For more information on their opening hours, locations and how to book an appointment, please see <https://visa.vfsglobal.com/vnm/en/aus/>

## Temporary Work (Short Stay Specialist) visa (subclass 400) Checklist Vietnam

### Application

Complete the online application through your **ImmiAccount** (see: <https://online.immi.gov.au/lusc/login>)

If you are using a Migration Agent or an authorised representative:

- Form 956: Appointment of a registered migration agent, legal practitioner or exempt person (see: <https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>)
- Form 965A: Appointment or withdrawal of an authorised recipient (see: <https://immi.homeaffairs.gov.au/form-listing/forms/956a.pdf>)

### Visa Application Charge

Current Visa Application Charges are found on the Department of Home Affairs website: **Visa Pricing Estimator** (see: <https://immi.homeaffairs.gov.au/visas/visa-pricing-estimator>) (if you are visiting as a government representative, there is no visa application charge)

For more information about payment methods, see: **Methods of payment** (<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online/how-to-pay>)

### Identity

Your passport identity page and each page that has a visa label or entry / exit stamp for any country

One passport size photograph (less than six months old)

Details of Relatives Form

([https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012\\_018.pdf](https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012_018.pdf))

*Note: If you are visiting as a government representative, you do not need to provide this form or the rest of the identity documents in this section below*

Your Birth Certificate

Your National Identity Card

All pages of the Household Registration Book

### Government representatives

Government representatives should provide evidence that you are intending to visit and work as part of your duties representing a government:

- A letter of invitation from the Australia-based company or organisation; **and**
- Vietnamese officials: A Third Person Note from the Consular Department of the Ministry of Foreign Affairs in Hanoi, or the Department of External Relations in Ho Chi Minh City showing the reason for your travel as a government official
- Other representatives of foreign governments should provide a letter from your Embassy/Consulate, or government
- Information provided should indicate the details of the work and the reason you are required in Australia

*Submit your application: You do not need to provide any further information below from this checklist.*

## Evidence of your employment and qualifications

### Evidence of your employment history and qualifications;

- Your Curriculum Vitae, including details of education background and employment history
- Your educational and professional qualifications

### If you are employed by a company that you do not own, please provide:

- Details of your employment including position, salary/wage, contact details of your current employer (address, telephone number and contact name)
- A letter from your employer confirming that leave has been approved for the time you intend to be in Australia

### If you are self-employed, please provide:

- Your business licence and personal/business income tax statements for the previous financial year

## Evidence that you have access to sufficient funds to support the purpose of your visit

- Recent bank statements
- Recent credit card statements showing available balance
- Income from rental properties, shares or other income-generating investments
- Any asset ownership certificates (such as house and land) you would like us to consider when assessing your visa application

Funds can be provided by you (the applicant) or another person, including the relevant company or host organisation in Australia or your employer in Vietnam

## Minor applicants under 18 years of age

### If the visa applicant is under 18 years of age, and intends on travelling without one or both of their parent(s) or legal guardian(s):

- An original letter signed by any non-accompanying parent(s) or legal guardian(s) consenting to the grant of the visa; or the form "Consent to grant an Australian visa to a child under the age of 18 years" available on our website [https://hcmc.vietnam.embassy.gov.au/files/hchi/Travel\\_consent\\_form.pdf](https://hcmc.vietnam.embassy.gov.au/files/hchi/Travel_consent_form.pdf)

and

- Identity documents (National Identity Card or Passport) of the non-accompanying parent(s) or legal guardian(s) who consents the minor applicant to travel to Australia

The consent letter/form must clearly state the child's name, name of the consenting parent(s)/guardian(s), and consent for the child to travel to Australia. This letter/consent must be certified by the local People's Committee or a notary office in Vietnam (or relevant country) that they have confirmed the identity of the persons providing the consent and that the consent documents have been signed before them.

Please note that under the Vietnamese relevant laws, consent for visa grant is still required from legal parents who are divorced or separated, uncontactable or declared to be missing by courts, unless a specific court order has been obtained permitting the removal of the child.

In the case, the above-mentioned documents can not be submitted, a court order from Australia or Vietnam permitting the removal of the child is required as evidence that the minor applicant can be granted a visa.

### **If you are applying under the Highly Specialised Work stream**

- A letter of job offer or your employment contract showing details of the position, the duration of work, your role or duties and the reason you are required in Australia
- Evidence that your employment conditions satisfy Australian workplace standards and that your activities will not adversely affect Australian workers
- If you are doing freelance work, a copy of your proposed itinerary
- Evidence of your qualifications or experience related to the highly specialised work you intend to undertake
- If you are applying to work in an entertainment industry production, evidence the production will not be shown in Australia, such as a distribution contract