



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:

- We recommend that you lodge your visa application at least **four (4) weeks** prior to your intended travel date. We recommend that you do not enter into any binding financial commitments, such as purchasing airline tickets, before you have been notified of the decision on your visa application.
- 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**.
- You do not need to provide a translation for Vietnamese language documents. All other foreign language documents **must** be accompanied by a certified English translation.
- 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 (<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online>) to start your application
- Upload supporting documents

You can check your application status online. 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 Visa Application Centre (see below).

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 Visa Application Centres (AVAC):

Australian Visa Application Centres are managed by VFS Global. You can book an appointment via their website and obtain more information about their locations and opening hours.

Website: <https://www.vfsglobal.com/australia/vietnam/>

Call Centre: 1900 565 639 (for clients calling within Vietnam) or 84 28 3521 2000 (from overseas)

Email: info.auvi@vfshelpline.com

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Information about your identity	tick where included
Certified copy of your passport identity page and each page that has a visa label or entry / exit stamps for any country	
One passport size photograph (less than six months old)	
<p>Details of Relatives Form https://vietnam.embassy.gov.au/files/hnoi/Details%20of%20Relatives%20for%20VN%2010012018.pdf</p> <p><i>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</i></p>	
Certified copy of your Birth Certificate	
Certified copy of your National Identity Card	
Certified copy of all pages of the Household Registration Book	
Government representatives	
<p>Government representatives should provide evidence that you are intending to visit and work as part of your duties representing a government:</p> <ul style="list-style-type: none"> • A letter of invitation from the Australia-based company or organisation; and • Vietnamese officials: An original or certified copy of the 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 <p><i>Submit your application: You do not need to provide any further information below from this checklist.</i></p>	
Evidence of your employment and qualifications	

<p>Evidence of your employment history and qualifications;</p> <ul style="list-style-type: none"> Your Curriculum Vitae, including details of education background and employment history, certified by the local authority or your employer Certified copies of your educational and professional qualifications <p>If you are employed by a company that you do not own, please provide:</p> <ul style="list-style-type: none"> 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 <p>If you are self-employed, please provide:</p> <ul style="list-style-type: none"> A certified copy of your business licence and personal/business income tax statements for the previous financial year 	
<p>Evidence that you have access to sufficient funds to support the purpose of your visit</p>	
<ul style="list-style-type: none"> Recent bank statements Recent credit card statements showing available balance Income from rental properties, shares or other income generating investments Certified copies of any asset ownership certificates (such as house and land) you would like us to consider when assessing your visa application <p>Funds can be provided by the applicant or another person, including the relevant company or host organisation in Australia or your employer in Vietnam</p>	
<p>Additional Information required for children under 18 years of age</p>	
<p>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) please provide the following:</p> <ul style="list-style-type: none"> An original letter signed by any non-accompanying parent(s) or legal guardian(s) consenting to the grant of the visa (you may use the form available on our website https://hcmc.vietnam.embassy.gov.au/files/hchi/Minor_Consent_Form.pdf. 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 with the person accompanying them certified by the local authorities, or A court order from Australia or Vietnam permitting the removal of the child, and A certified copy of the National Identity Card of the non-accompanying parent 	
<p>If you are applying under the Highly Specialised Work stream</p>	
<ul style="list-style-type: none"> 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 impact 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 	