



# Temporary Work (Short Stay Activity) Visa (subclass 400)

## Application Checklist (Thailand and Laos)

### Who should apply for a Temporary Work (Short Stay Activity) visa Subclass 400?

This visa is for people who want to travel to Australia to:

- do short-term, highly specialised, non-ongoing work
- in limited circumstances, participate in an activity or work relating to Australia's interests.

You must:

- be invited, or supported, by the organisation you will be working for
- have specialist skills, knowledge or experience that is needed but cannot be found in Australia

See: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-work-400>

### I am taking my family with me; can they be included in my application?

Each family member you want to bring with you to Australia must be included in your visa application (even if they will join you later in Australia). You must provide evidence of their relationship to you. Your family members must also meet Australia's health and character requirements. Family members included in your application are not permitted to work in Australia. Therefore, you must be able to show that you and your family have enough money to support yourselves while in Australia.

### What if I want to extend my stay in Australia?

Generally you can stay in Australia for up to three months where required, but depending on your work or activity a longer period of up to six months may be allowed in limited circumstances.

You cannot extend this visa after you arrive in Australia. If you would like to migrate or spend longer periods in Australia, you should consider other visa options.

We will tell you how many times you can enter Australia on this visa.

### Can I work on a Temporary Work (Short Stay Activity) visa?

Work is allowed under the highly specialised work stream, however, the work or activity must be non-ongoing. This means that you can finish it in six months or less. Do not make arrangements to stay in Australia any longer than that. You also should not agree to being rotated through a position on a short-term basis as one of a number of overseas workers. Instead, you need to consider a Temporary Skill Shortage (TSS) visa (subclass 482) if the position is ongoing, even if your contract is for less than six months.

You usually cannot work in the entertainment industry on this visa, or undertake workplace-based training on this visa.

Your work or activity cannot have an adverse impact on the employment, training or conditions of employment in Australia.

## What is highly specialised work?

The visa is not for short-term employment in an ongoing position, nor for undertaking generic skilled duties that can be done by available Australian skilled workers with similar experience and qualifications

You can apply for this visa if you have specialised skills, knowledge or experience that:

- can assist Australian business and
- cannot reasonably be found in the Australian labour market.

Specialised skills is work that either:

- is done by people with an occupation listed in Major Groups 1, 2 or 3 of the Australian and New Zealand Standard Classification of Occupations (ANZSCO);
- includes skills and knowledge that are specific to an international company, such as installing imported equipment, after-sales service or emergency repairs.

Generally, it is expected that the work is completed within three months but in some cases this may be up to six months. If a period of more than three months is required a strong business case must be provided. The business case should provide information on the following:

- the nature, size, duration and importance of a project to the local community
- evidence that specialist advice/expertise from overseas is required
- the number of Australians being employed on the project and/or by the business
- time available for an Australian to be trained to do the proposed work over a longer period
- remuneration paid in accordance with Australian wages and conditions.

## How long can I spend in Australia doing highly specialised work?

Generally, a total stay of no more than three months in any 12 month period may be allowed. This can be one visit for three months or numerous visits for short periods over the 12 months. Where the cumulative stay in any 12 month period will exceed three months a strong business case must be provided to explain the further return visits.

## How do I lodge my application?

You can lodge your application online through ImmiAccount, which you can access via [www.homeaffairs.gov.au/Trav/Visa/Immi](http://www.homeaffairs.gov.au/Trav/Visa/Immi).

If you lodge your application online through [ImmiAccount](#), you **must** upload all supporting documents into the system **at the time** of lodgement.

## Biometrics collection

Most applicants lodging visa applications in Thailand, regardless of nationality, need to attend in person to provide their biometrics (fingerprints and a digital facial photograph) as part of the visa application process. The collection of biometrics is conducted at an AVAC in Bangkok or Chiang Mai. Please take your original passport with you. For further information on biometrics, see: <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/biometrics>.

Bangkok	Chiang Mai
The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua, Wattana, Bangkok 10110 (NANA BTS station, exit 3)	Siriphanich, 191 Huaykaew Road, Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)
Telephone: 02 118 7100 Email: <a href="mailto:info.auth@vfishelpline.com">info.auth@vfishelpline.com</a>	Telephone: 02 118 7100 Email: <a href="mailto:info.auth@vfishelpline.com">info.auth@vfishelpline.com</a>

Bangkok

Chiang Mai

Further information on the Australia Visa Application Centres in Thailand, please see:  
[www.vfsglobal.com/Australia/Thailand](http://www.vfsglobal.com/Australia/Thailand)

### How much will this visa cost?

There is a charge for this application. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it.

VFS Global will charge fees for biometrics collection in addition to the scheduled fee charged by the Australian Government for visa applications.

For Australian Government fees, see: <https://immi.homeaffairs.gov.au/visas/visa-pricing-estimator>

For VFS Global fees, see: [www.vfsglobal.com/Australia/Thailand](http://www.vfsglobal.com/Australia/Thailand)

### How long will it take?

Global visa and citizenship processing times will be updated monthly, providing you with an indicative timeframe for processing applications. Processing times are impacted each month by changes in application volumes, seasonal peaks, complex cases, and incomplete applications. Processing times include applications lodged online and by paper.

For current processing times, please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-processing-times/global-visa-processing-times>.

Please note that we are unable to provide any updates on the progress of your application if it is within the global processing time.

Do not make arrangements to travel to Australia until you are advised in writing that you have been granted a visa. We are unable to expedite visa applications on the grounds of pre-booked travel commitments.

### Should I provide original documents?

Do not provide original documents unless specifically requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations. 'Certified copies' are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside.

For further information on certifying translating documents see: <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy>

### What if my circumstances change after I lodge my visa?

If there are any changes in your circumstances following lodgement of your application, you are obliged to inform us about them. You may use Form 1022 Notification of Changes in Circumstances for this purpose.

### What will help me get my application processed faster?

You should ensure you lodge a complete application with all relevant information and supporting documents.

A decision on your application may be made without further requests for information.

**Note:** the Visa Application Charge (and any other associated service fees) will not be refunded if a decision is made to refuse to grant the visa because you did not satisfy the criteria for grant of the visa.

## Do I need to have a health examination?

Generally, applicants for this visa are not required to have a medical examination. A medical may be requested if you:

- are likely to enter a hospital or health care area, including nursing homes, for any purpose
- are over the age of 75
- present any indications you may not meet the health requirement
- wish to stay in Australia for 6 months or more.

The Department uses an online health system to record your health examination results and conduct your health assessment. Generally, medical examinations can be conducted only after a visa application has been validly lodged with the Embassy. After the application is lodged, the case officer will provide you with a “Health Assessment” letter (by email, mail or fax). The Panel Physician will need to see this letter as part of the medical examination process and you should take the letter with you when you go to the Panel Physician for your examination.

Medical examinations must be undertaken by a doctor from a list of approved doctors provided by the Department of Home Affairs. A list of these doctors is on the Department’s website:

<https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>

**Please note:** Applicants may be asked to attend a health examination more than once if further examination or follow-up is required.

## Do I need to provide police clearances?

You may be requested to provide police clearances, depending on your circumstances. If requested, applicants need to provide police clearance certificate(s) from every country the applicants (if aged 16 years and over) have resided in for a total of 12 months or more during the last 10 years. For instructions on obtaining a certificate from an overseas government or law enforcement authority, refer to the relevant country information on our website: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list>.

If you are required to provide an Australian police clearance certificate, you must complete the Australian Federal Police (AFP) National Police Check application form which is available at the AFP National Police Checks page on the AFP website: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>.

## About your visa

We electronically record all visas issued to non-citizens providing them permission to travel, enter and/or remain in Australia. The Australian Government does not provide visa labels.

When you receive your Australian visa you are issued with a visa grant notification letter that explains the conditions of your visa including period of validity and entry requirements. You should retain this for your own reference and may wish to carry it with you when you travel as it contains important information about your visa. The information contained within the visa grant notification letter will help you check your visa details online using the Department’s Visa Entitlement Verification Online service, known as VEVO.

## Can I ask another person to deal with the Department on my behalf?

Australian privacy law prevents the Department from responding to enquiries from people not authorised by the visa applicant. This includes the person providing support to the application. If you want to authorise another person to be able to discuss your application with this office, or receive correspondence about your application, you must do so in writing. If you have not advised of an authorised recipient appointment in your visa application form you can:

- Submit a completed Form 956 or 956A which **must be** signed by the both applicant and authorised person, or,

- Advise the Department in writing (for example, by email or letter) and include the name and address of the authorised recipient.

For further information on appointment an authorised recipient visit: <https://immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/overview>

For more information on appointing a Migration Agent visit: <https://immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/using-a-migration-agent>

## Application Document Checklist

You must provide all relevant documents when you apply. Some documents could take time to obtain. You should have them ready and submit them when you apply. We can make a decision using the information you provide when you lodge your application. It is in your interest to provide as much information as possible with your application.

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application.

You may also need to provide additional information if the Department requests it.

If you lodged online, you should submit (upload) additional documentation online via your ImmiAccount. To attach documents to your application, please login to your ImmiAccount, find the application details page and click on the Attach Document button on the right hand side of the screen. **The maximum size for each file you attach is 5MB.** Additional information regarding the attachment process can be found here: <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online>

### Checklist

- Online application form for a Temporary Work (Short Stay Activity) (subclass 400) visa.
  - For anyone included in the application who is 18 years of age or older and is not your partner: Form 47A - *Details of child or other dependent family member aged 18 years or over.*
- Visa Application Charge.
- A clear photocopy of your passport biodata page (the page with your photo), along with all stamped pages in your passport. Your passport should be valid for the total period of your stay in Australia, or for a minimum of 6 months
- One recent passport sized photograph (45mmx35mm), no more than six months old, of you this should be of the head and shoulders only against a plain background. Print your name on the back of your photograph.
- Copy of your National Identification Card
- Evidence of family (copy of House Registration Certificate, family book or similar), employment and other ties to your country of usual residence
- Evidence that you have adequate fund or access to adequate funds to support yourself, (and any family members travelling with you) during the period of intended stay, for example, a current bankbook, bank statement or a letter of financial support from your employer.

### Doing highly specialised work

- Letter of job offer or your employment contract showing details of the position, the duration of the work, your role or duties and the reason you are required. The evidence should also include that your employment conditions satisfy Australian workplace standards and that your activities will not adversely impact Australian workers

### Applicants under 18 years of age

Where children under 18 years of age intend to travel to Australia, their non-accompanying parent(s) or person(s) with parental responsibility (anyone who can lawfully determine where the child/children is/are to live) may be required to sign a consent form to give permission for the child/children to be granted an Australian visa for the purpose of travel to stay temporarily or permanently in Australia. If one parent, or person(s) with parental responsibility, has lawfully been made solely responsible for making decisions as to where the child/children is/are to live, then only that parent or person needs to sign the consent form.

See: <https://immi.homeaffairs.gov.au/form-listing/forms/1229.pdf>.

**Applicants may need to provide:**

- Form 1229 to be completed by both parents (or persons with parental responsibility), with evidence of their signatures (ie bio-data pages of passport or other document containing evidence of their signature).
- If Form 1229 cannot be signed by both parents (or persons with parental responsibility), the following should be included:
  - Evidence of sole custody, or permission from the relevant court authority permitting removal of the child from Thailand or Laos for example:
    - A court order from Thailand or Laos permitting the removal of the child, or
    - A Por Kor 14 covering the custodial circumstances of the applicant, or
    - Death certificate, or
    - Divorce certificate with memorandum covering the custodial circumstances of the applicant.

**Department of Home Affairs**

**Australian Embassy, Bangkok**

**[www.thailand.embassy.gov.au](http://www.thailand.embassy.gov.au)**