



Australian Government
Department of Home Affairs

Student Visa Application Checklist
Subclass 500

IMPORTANT:

- All Student (subclass 500) 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:
[http://vietnam.embassy.gov.au/files/hnoi/20170617%20Client%20Fact%20Sheet Biometrics Vietnam.pdf](http://vietnam.embassy.gov.au/files/hnoi/20170617%20Client%20Fact%20Sheet%20Biometrics%20Vietnam.pdf).
- 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: [Online visa lodgement](#)

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

(please upload the relevant pages of the checklist with your application)

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 English language and financial documentary evidence you need to provide with your Student visa application by selecting your Education Provider and Country of Passport using the online **Document Checklist Tool** available at: <http://www.homeaffairs.gov.au/Trav/Visa-1/500->

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 - Form 956A: Appointment or withdrawal of an Authorised Recipient
Details of Relatives Form
Birth Certificate (<i>English translation not required</i>)
Passport identity page and each page that has a visa label and immigration stamps for any countries
National Identity Card (<i>English translation not required</i>)
All pages of the Household Registration Book (<i>English translation not required</i>)
A Curriculum Vitae certified by the local authorities
Valid electronic Certificate of Enrolment (CoE) for courses being undertaken, please note: - CoE(s) for all intended courses in Australia - CoEs dates should not overlap and the study gap should be no more than 2 or 3 months over the Australian end of year break.
A statement to satisfy the decision maker that you have a genuine intention to stay in Australia temporarily, including: - Your circumstances in Vietnam; - Your potential circumstances in Australia; - The value of the course to your future; and - If you have previously travelled to Australia, the reasons for that travel and the duration of your stay For further information on the Genuine Temporary Entrant (GTE) criteria, please see here
Evidence of qualifications and associated transcripts of any courses completed <i>and/or</i> attempted <i>and/or</i> currently studying. Note: Please scan and upload all original documents in colour . Translation is not required for Vietnamese academic transcripts.
Evidence of any scholarship(s) awarded for the study you will be commencing in Australia

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.

See: <http://www.homeaffairs.gov.au/Trav/Stud/More/Health-Insurance-for-Students>

Evidence of your employment history

Student visa applicants under 18 years of age

If you are under 18 years of age, and intend to travel without one or both of your parent(s) or legal guardian(s) please provide the following:

Parental Consent

- Consent letter(s) 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](#), **or**
- A court order from Australia or Vietnam permitting the removal of the child, **and**
- Identity evidence (National Identity card or passport) of both parents that are cited in the consent letter(s).

Note: *English translation not required.*

If welfare arrangements are provided by your education provider, Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) must be linked with your CoE.

Note: Students undertaking a package of courses with different providers must submit separate CAAW from each provider, and must ensure that there are continuous welfare arrangements in place between courses.

If you intend on living with any relative in Australia, including your parents, you must provide:

- Details of your nominated guardian in [Form 157N](#)
- Evidence of the relationship between you and your nominated guardian;
- Evidence that your nominated guardian is at least 21 years of age;
- Evidence that your nominated guardian has the right to remain in Australia for the period of your stay, or until you turn 18 years, whichever is the lesser period;
- Police certificate from each country where your nominated guardian (since turning 16 years of age) has resided for a total of 12 months or more in the last 10 years.

Note: 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.

For Vietnam - the Judicial Record Certificate Number 2 issued by the local Service of Justice is required. See: <http://www.homeaffairs.gov.au/Trav/Visa/Char>;

or

If you are accompanied by your guardian from Vietnam, please refer to the visa application checklist for Subclass 590 (Student Guardian).

Family members included in your visa application

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

A Curriculum Vitae certified by the local Authorities

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:

- Consent letter(s) signed by any non-accompanying parent(s) or legal guardian(s) consenting to the grant of the visa 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, **or**
- A court order from Australia or Vietnam permitting the removal of the child, **and**
- Identity evidence (National Identity Card or passport) of both parents that are cited in the consent letter(s)

Financial Evidentiary requirements (IF APPLICABLE)

A signed financial undertaking from the individual(s) providing the funds, outlining the relationship between you and the financial sponsor(s).

Evidence of identity of financial sponsor(s):

- identity card, **or**
- passport, **or**
- driver license

Please provide evidence of **ONE of the following:**

1. Evidence of funds

If you choose to provide evidence of funds to cover travel to Australia and 12 months living, course and schooling costs (for school aged dependents), you are encouraged to upload the following documents relevant to your situation:

- bankbook or bank statements
 - If funds are from Australia, a copy of full bank statement which details full name of account holder, no more than 3 months old.
- credit line agreement together with relevant supporting documents, such as:
 - Notarised property mortgage contract
 - Notarised copy of house ownership certificate/land use right certificate acknowledges the mortgage registration of the property as secured asset to obtain the above credit line agreement
 - Property evaluation minutes
 - Receipt of handling the ownership of mortgaged property
 - Evidence of secured transaction registration
 - Debit note
 - Disbursement voucher
 - Money transfer telex

AND

Evidence of genuine access to funds

If showing evidence of funds, to ensure you and your accompanying family members have genuine access to the funds shown in your application, you need to provide the evidence of income, assets and employment documentation for you or the other person who is providing the funds.

OR

2. Evidence of annual income

If you choose to provide evidence of meeting the annual income requirement (at least AUD60,000 or AUD70,000 if you are accompanied by family members) the following documentation is required, such as;

- Evidence of income stream from Australia at least two previous years' Notice of Assessment by the Australian Taxation Office
- Official evidence of income from Vietnam, such as Government-issued documentation.

OR

3. Acceptance Advice of Secondary Exchange Students (AASES) form

OR

4. Letter of support from the Department of Foreign Affairs and Trade (DFAT) or Department of Defence.

Important: *No English translation required for Vietnamese credit line documents or tax receipts
Hand-written business records or invoices are not acceptable.*

English Language Requirements (IF APPLICABLE)

English language test certificate that was taken less than 2 years before date of lodgement of application. See the link for the types of English testing accepted:

<http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>

Step 5: Biometrics collection

You will need to call or email the Australian Visa Application Centre 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 this 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:** [VFS Vietnam](#)

Call Centre:

1900.565.639 (for clients calling within Vietnam)

84.28.3521.2000 (for clients calling from overseas)

Email: info.auvi@vfshelpline.com

Website: www.vfsglobal.com/australia/vietnam

Hours of operation:

Biometrics collection: Monday to Friday, 8:30am - 3pm (or otherwise advised by VFS)

Document Collection: Monday to Friday, 8:30am - 5pm

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

Vietnam: www.hcmc.vietnam.embassy.gov.au/hchi/visas_and_migration.html

Department of Home Affairs: <http://www.homeaffairs.gov.au/Trav/Visa-1/500->