

# LPA Guide



## 408 Visa: LPA Information Pack

### Contents

Contents.....	1
Overview .....	2
Application process.....	3
Timeframes .....	4
Documentation .....	5
Sponsorship.....	8
Letter of invitation .....	9
Union consultation.....	9
Further information .....	10
Appendix 1 – Check list for 408 visa applications .....	11
Appendix 2 – Letter of Authorisation template.....	13
Appendix 3 – Step-by-step Immi Account guide .....	15
Appendix 4 – How to download a PDF of your Immi application.....	32
Appendix 5 – How to lodge How to lodge 408 visa applications in Immi .....	33
Appendix 6 – How to attach evidence documents after an application has been lodged.....	33

## Overview

This Guide provides Members with detailed information about how to apply for a Temporary Activity visa (subclass 408) Entertainment Activities and how we assist with the process.

### Who needs a 408 visa?

Anyone wishing to enter Australia to work in the entertainment industry on film, television or live productions as a performer, musician, creative (e.g. Director, Choreographer, Writer) or production/support staff must apply for a Temporary Activity visa (Subclass 408) under the Entertainment Activities stream (**408 visa**).

An Applicant may apply for a 408 visa under the following categories:

- Performing in a film or television production subsidised by government or not subsidised by government
- Performing other than in film or television i.e. live performance
- Working in a production role
- Working as support staff for an entertainer/group of entertainers
- Working as a performer or support staff for a not-for-profit engagement
- Working on a documentary or commercial for an overseas market

The 408 visa is a multiple entry visa. Applicants can enter Australia on multiple occasions while their visa is valid.

### Does it cover family members?

Yes. Accompanying family members can also be included in a 408 visa application.

### How long is it valid for?

The Department of Home Affairs (**Department**) bases the length of an Applicant's visa on the activity that they will be participating in.

The maximum stay for this visa is 2 years.

### What does it cost?

The visa costs **\$415 (including GST)** per Applicant

There is also a charge for each accompanying family member.

You may also have to pay additional costs for health checks, police certificates and biometrics.

## Concessions and fee waivers

You may be eligible to have your visa fee waived if you are a registered charity with the Australian Charities and Not-for-profits Commission, foreign government agency, embassy, consulate or a state, territory or commonwealth government agency. The Department may also offer a concession, if you will be undertaking a government-funded event or are an organisation specified by the minister in a legislative instrument. LPA will let you know if this is the case before you lodge your application. Contact LPA for further information.

## Application process

### How do I apply for a 408 visa?

All applications must be lodged through an Immi Account on the Department's website. As an authorised recipient, LPA can receive written correspondence and communicate on the applicants behalf with Home Affairs.

#### You will need to:

1. Set up an Immi Account and email your log in details to LPA (see appendix for a [step-by-step guide](#).)
2. Input all relevant information in relation to your application/s into your Immi Account
3. Save a copy of the application in **PDF form** (see instructions below)
4. Gather all relevant documentation (**see list below**)
5. Send all relevant documentation to LPA to check (**including the PDF copy of the IMMI application/s**) (**see list below**)

**PLEASE NOTE: ONLY SEND APPLICATIONS TO LPA ONCE YOU HAVE ALL THE REQUIRED DOCUMENTS, HAVE COMPLETED THE DATA ENTRY AND DOWNLOADED A PDF COPY OF THE APPLICATION. APPLICATIONS THAT ARE MISSING ANY DOCUMENTS WILL NOT BE REVIEWED.**

#### LPA will then review and process your application/s by:

- Consulting with the relevant union (MEAA or Musicians Union)
- Reviewing your completed application in the pdf file
- Checking your documents and evidence are correct (you will need to attach the documents yourself via IMMI where prompted)
- Confirming when your application can be lodged
- Corresponding with the Department on your behalf where needed including preparing submissions and responding to requests for further information

## Timeframes

### When must Members send all required documents to LPA?

- For citizens of countries eligible for ETA (Electronic Travel Authority): **10 weeks**
- For citizens of other countries: **12 weeks**

*Countries eligible for ETA (also referred to as low risk countries):*

Andorra	Austria	Belgium
Brunei	Canada	Denmark
Finland	France	Germany
Greece	Hong Kong (SAR of China)	Iceland
Ireland	Italy	Japan
Liechtenstein	Luxembourg	Malaysia
Malta	Monaco	Norway
Portugal	Republic of San Marino	Singapore
South Korea	Spain	Sweden
Switzerland	Taiwan	The Netherlands
United Kingdom – British Citizen	United Kingdom – British National (Overseas)	United States
		Vatican City.

Any country not listed above is considered a **high-risk country**.

Members should provide the following documentation if an applicant is a citizen of or travelling from a high-risk country:

- A flight itinerary with return flight details
- A copy of the applicants CV
- A link to the applicant or group's professional website

### How long does it take for the Department to grant a visa?

The Department's website states they process Temporary Activity visas (subclass 408)

Entertainment Activities as follows:

- 50% within 24 days
- 90% within 52 days

**If the Applicant has character or health issues**, allow an additional 4 weeks for the processing of the visa application.

**If the Applicant requires biometrics**, allow an additional 4 weeks for the processing of the visa application.

## Documentation

### What do I need to supply?

You will need to gather the following documentation which you will upload onto your application/s in your Immi Account ([please refer to Step-by-step Immi Account guide - Appendix 3](#)):

- A completed and signed [Letter of Authorisation](#)
- A completed [956A form](#) signed by each Applicant
- A [signed Letter of Invitation](#) on your organisation's letterhead
- A completed [NEB statement \(Net Employment Benefit Statement\)](#)
- A contract of employment/performing contract
- A clear colour scan of each Applicant's passport photo page
- A [Union Consult Personnel List](#) that includes each Applicant's name and role
- Travel/insurance documents providing evidence of cover (in English)
- A PDF copy of the IMMI application
- Where relevant, [a 1229 parental consent form](#) if accompanying family members are under 18 years of age.
- Where relevant, a return flight itinerary, copy of the applicants CV and a link to the applicant or group's professional website, if the applicant is from a high-risk country.

### What do I need to supply if an Applicant has character issues?

**If an Applicant has character issues**, you will need to provide a [Commonwealth Statutory Declaration Form](#) detailing all previous charges and the outcomes, such as a fine, jail term etc.

- **If the Applicant is from the United States** you will also need to provide an FBI report\* and a State Police Clearance\*\*
- **If the Applicant is from the United Kingdom** you will also need to provide a Police Clearance Certificate\*\*

\*An FBI report provides details of a person's criminal record and arrest data.

\*\*A State Police Clearance (US)/Police Clearance Certificate (UK) is a background check. The report may include arrest details, convictions and pending criminal proceedings. The Australian equivalent is a National Police History Check.

**What do I need to supply if an Applicant has been in Australia for 12 months or more cumulatively in the last 10 years or will be in Australia for 12 months or more?**

The visa Applicant must obtain an [Australian Federal Police Check](#) (AFP). For the purpose of the check, use code 33 'Immigration/Citizenship- for supply to the Department of Home Affairs'. This will ensure you receive the correct certificate titled 'Immigration/Citizenship Australia'.

**What do I need to supply if an Applicant has suffered from a disease or health condition?**

All visa Applicants must meet the health requirement. To meet the health requirement an Applicant must be free from any disease or health condition. If an Applicant has health issues, they might have to have health examinations to prove they meet the health requirement. The results of the examination will be assessed by a Medical Officer of the Commonwealth (MOC).

A MOC is a registered medical practitioner appointed by the Department. They assess whether Applicants meet the health requirements under the *Migration Regulations*. A MOC may work directly for the Department or be employed by the Migration Medical Services Provider. If an Applicant has a significant medical condition, the MOC will advise the Department whether the condition is likely to:

- threaten public health
- result in significant healthcare and community service costs
- place a demand on healthcare or community services that are in short supply.

Please visit the Department's website by clicking on the following [link](#) for further information.

**How long does an Applicant's passport need to be valid for?**

As with all travellers to Australia, Applicants must have at least six months validity left on their passport beyond the period of intended stay. Airlines have a discretion to refuse entry to persons with less than six months validity on their passports beyond this period.

### Do Applicants need a visa label?

**No.** The Department digitally links visas to passports; visa labels are not provided. Once a visa is approved, LPA receives a Grant Notification letter that contains a visa grant number. Applicants can use this to access their digital visa record online.

### What are the Biometrics Requirements?

Biometrics are personal identifiers such as digital scanned fingerprints and/or digital facial photographs. A letter requesting biometrics may be sent to a visa applicant after their 408-visa application is submitted.

### What countries are included in the Biometrics program?

Afghanistan	Albania	Algeria
Bahrain	Bangladesh	Bhutan
Bosnia	Herzegovina	Cambodia
Colombia	Egypt	Ethiopia
Fiji	France	Ghana
Greece	Hong Kong	Iran
Iraq	Jordan	Kazakhstan
Kenya	Kuwait	Lebanon
Malaysia	Mexico	Myanmar
Nepal	New Zealand	Nigeria
Oman	Pakistan	Papua New Guinea
Peru	Philippines	Qatar
Republic of Korea	Russian Federation	Samoa
Saudi Arabia	Singapore	Solomon Islands
Somalia	South Africa	Sri Lanka
Thailand	Tonga	Turkey
Uganda	United Arab Emirates	Vanuatu
Vietnam	Yemen	Zimbabwe

### What will the visa applicant need to do if Biometrics are requested?

Applicants will need to arrange an appointment and visit an Australian Visa Application centre (AVAC) or an Australian Biometrics Collection Centre (ABCC) or Service Delivery Partner (SDP) and attend the appointment with the letter that contained a barcode specific to the visa applicant. The appointment must be attended within 14 days of receiving the letter.

A list of office locations and contact details for making an appointment is available [here](#).

## Sponsorship

### Do I need to become a sponsor to invite an Applicant to participate in an event or production?

You will need to apply to be a sponsor if:

- the Applicant intends to stay in Australia for three months or more
- or the Applicant is in Australia at the time of the application.

To sponsor an Applicant, you will need to apply for sponsorship approval online as a temporary activities sponsor. LPA can help you with a sponsorship application. You will have to apply for sponsorship through your Immi Account before LPA lodges your visa application/s. Please contact LPA for further information regarding sponsorship or visit the [Department's website](#) for further information.

If the Applicant's stay is **less than three months**, you/your organisation must meet the *Support test*. In order to prove that you/your organisation meets the *Support test*, a [Letter of Invitation](#) (if an organisation, written on the organisation's letterhead) and the **Applicant's contract of employment/performing contract must be provided to LPA.**

This information will be attached to the visa application and provides evidence to the Department that the Applicant:

- Has been invited to Australia to undertake/participate in entertainment activities in line with their visa conditions and
- Can support themselves and any accompanying family members during this entire period.



## Letter of invitation

The [Letter of Invitation](#) must include the following information:

- The visa Applicant's name and the names of accompanying family members
- The event/s, activity/ies or work that the Applicant will be involved in
- The duties or role the Applicant will be undertaking at the event/s, activity/ies or information on the work the Applicant will be involved in
- The date/s and location/s of the event/s, activity/ies or work.

## Union consultation

**Is it a requirement to consult with the relevant union before lodging an application?**

**Yes.** In accordance with the provisions of the *Migration Act and Regulations*, it is a requirement for the relevant union to be consulted except if your organisation is a registered charity or not-for-profit organisation.

Not-for-profit organisations are organisations that provide services to the community. Not-for-profit organisations may make a profit, but all profits must go back into the services the organisation provides. Therefore, profits must not be distributed to members, even if the organisation is wound up or goes into voluntary administration.

However, there have been instances where the Department has nonetheless asked for consultation to take place on behalf of a registered charity/not-for-profit Member. LPA will consult with the relevant union on your behalf if this occurs.

LPA will send you the union consult letter once we have received it. You will then need to attach this document to the IMMI document/evidence section.

The relevant unions are:

Media, Entertainment & Arts Alliance (MEAA) for actors, creatives, production crew etc.

Musicians Union of Australia for musicians.

## Further information

For more information or queries, please contact:

Eloise Gandolfo, Immigration Services Coordinator

☎ 03 8614 2000 | ✉ [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au)

## Appendix 1 – Checklist for 408 visa applications

**Required LPA processing times:**  
[Citizens of low-risk countries: 10 weeks](#)  
 Citizens of other countries: 12 weeks

**PLEASE NOTE: LPA WILL NOT ENTER DATA OR LOG IN TO IMMI ACCOUNTS TO CHECK APPLICATIONS; ALL APPLICATIONS MUST BE ENTERED BY MEMBERS INCLUDING ATTACHING SUPPORTING DOCUMENTS**

### Step 1: Creation of my Immi Account and data entry

- ☐ Have I created an Immi Account?
- ☐ If I have one, have I successfully logged into my Immi Account, created the 408 application/s
- ☐ Have I answered all the questions in the IMMI application? Please refer to LPA's [Immi Account Guide](#)
- ☐ Have I attached the relevant documentations to the documentation/evidence page?
- ☐ Have I downloaded a PDF copy of the application?

### Step 2: Gathering required documents and evidence

- ☐ Do I have the following documentation to send to LPA
  - ☐ A completed [956a form](#) signed by each applicant
  - ☐ A clear colour scan of each applicant's passport photo page.
  - ☐ A completed and signed [Letter of Authorisation](#)
  - ☐ A [signed Letter of Invitation](#) on my organisations letterhead
  - ☐ A completed [NEB Statement](#)
  - ☐ A [Union Consult Personnel List](#) using the provided template, in CSV file format
  - ☐ A copy of the contract/deal memo
  - ☐ Travel insurance or Overseas Health Care (OVHC) certificate (in English)
  - ☐ A PDF copy of the Immi Application/s
  - ☐ If a family member that is under 18 is accompanying the applicant, a [1229 consent form](#)
  - ☐ If an applicant has character issues, a [Commonwealth Statutory Declaration Form](#) providing details of all previous charges and the outcomes, e.g. a fine, jail term etc
  - ☐ If an applicant is from the United States and has character issues, an FBI report\* and a State Police Clearance\* (along with the Commonwealth Statutory Declaration form)
  - ☐ If the applicant is from the United Kingdom and has character issues, a Police Clearance Certificate\*\* (along with the [Commonwealth Statutory Declaration Form](#))

**Step 3: Lodging my application with LPA**

- ☐ Have I emailed **ALL** my visa application documents to [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au) within the required LPA processing times?
- ☐ Have I received an acknowledgement within 1 business day of emailing my application to LPA?  
If not, please contact LPA on (03) 8614 2000

\*An FBI report provides details of a person's criminal record and arrest data.  
\*\*A State Police Clearance (US) / Police Clearance Certificate (UK) is a background check. The report may include arrest details, convictions and pending criminal proceedings. The Australian equivalent is a National Police History Check.

**Step 4: Approval to lodge the visa application/s in Immi**

- ☐ Have I received confirmation from LPA that I can submit the applications in IMMI

**Step 6: Visa approval/refusal**

- ☐ Have I received the visa grant notification/s?

## Appendix 2 – Letter of Authorisation template

[DATE]

**Mr Eric Lassen**  
Chief Executive Officer  
Live Performance Australia  
Level 1, 15–17 Queen Street  
MELBOURNE  
VIC 3000

**ENTERTAINMENT (SUBCLASS 408) VISA APPLICATION/S**  
**[NAME OF TOUR/PRODUCTION/EVENT]**

Dear Mr Lassen,

This letter is to confirm that the Australian Entertainment Industry Association (AEIA), trading as Live Performance Australia (LPA) is authorised to act on our behalf in receiving written correspondence and communicate on the applicant's behalf with Home Affairs Temporary Activity visa/s (subclass 408) Entertainment activities application/s and associated matters, in respect of the above tour/production/event.

I confirm that Australian Award minimum wages and conditions are being met for the above tour/production/event.

Yours sincerely,

[Nam] [Position/Title]  
[Organisation]

## Appendix 3 – Step-by-step Immi Account guide

Setting up your Immi Account .....	12
Creating a new online application .....	13
Page 1/19 Terms and Conditions .....	13
Page 2/19 Application context .....	14
Page 3/19 Primary Applicant .....	16
Page 4/19 Critical data confirmation .....	17
Page 5/19 Accompanying members of the family unit .....	18
Page 6/19 Contact details .....	19
Page 7/19 Authorised recipient .....	19
Page 8/19 Australian organisation/individual .....	20
Page 9/19 Activity .....	20
Page 10/19 Financial support .....	21
Page 11/19 Previous countries of residence .....	22
Page 12/19 AusAID or Foreign Affairs supported .....	22
Page 13/19 Health insurance .....	22
Page 14/19 Health declarations .....	23
Page 15/19 Character declarations .....	23
Page 16/19 Paying for visa sponsorship .....	25
Page 17/19 Declarations .....	26
Page 18/19 Review Page .....	26
Page 19/19 Attach documents/Provide supporting evidence .....	27

### Setting up your Immi Account

You can set up your own Immi Account through the Department of Home Affairs (Department) website at <https://online.immi.gov.au/lusc/login>. Once finalised, you can email your username and password to LPA.

## Creating a new online application

To start each new application:

Go to the Department's website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

1. Click on 'Immigration and citizenship'
2. Click on 'Our online services'
3. Click 'Immi Account'
4. Click 'Start an application'
5. Click '1. log in to ImmiAccount'
6. Enter your Username and Password
7. Choose 'New Application' on the top left hand of the page under the words 'My application summary'
8. Click on 'Temporary Work (Activity)'
9. Click on 'Temporary Activity Visa (408)'

My applications | My payments ▼ | Manage groups | Related links ▼ | Help and support ▼

### New application

- 482 - Temporary Skill Shortage
- Air & Sea Crew
- APEC
- Citizenship
- Family
- Health
- Labour Agreement
- Refugee & Humanitarian
- Resident Return
- Skilled
- Standard Business Sponsorship**
- Status Resolution
- Student
- Temporary Work (Activity)
  - Sponsorship for Temporary Activities (403, 407, 408)
  - Temporary Activity Visa (408)**
  - Temporary Work - International Relations Visa (403)
  - Temporary Work - Short Stay Specialist Visa (400)
  - Temporary Work and Activity Visas (Subsequent Entrant) (403, 407, 408)
  - Training Nomination (407)
  - Training Visa (407)
  - Temporary Graduate Visa (476, 485)
  - Temporary Graduate (Subsequent Entrant) Visa (476, 485)
- Visa pre-application registration
- Visitor
- Working Holiday Maker

[Accessibility](#) | [Online Security](#) | [Privacy](#) | [Copyright & Disclaimer](#)

A unique Transaction Reference Number (TRN) will be generated for each application upon receipt of the application.

## Page 1/24 Terms and Conditions

On this page, you will be able to read Immi Account's Terms and Conditions of use and Privacy Statement. Before proceeding, you are required to tick the box indicating that you have read and agreed to these terms and conditions.


Australian Government  
Department of Home Affairs

Application for a Temporary Activity Visa

1/24

[Terms and Conditions](#)  
[View Terms and Conditions](#)  
[View Privacy statement](#)

☒ I have read and agree to the terms and conditions



[Print](#) [Go to my account](#) [Next](#)

[Accessibility](#) [Online Security](#) [Privacy](#) [Copyright & Disclaimer](#) (1480 (Internet) 19/11/2016.1)

## Page 2/24 Application context

In this section, you are required to enter preliminary information about the application.

Australian Government  
Department of Home Affairs

Application for a Temporary Activity Visa

2/24

**Application context**

**Current location**  
Give details of the applicant's current location.  
Current location

**Proposed period of stay**  
Give details of the proposed period of stay in Australia.  
Length of stay in Australia   
Date from   
Date to   
Note: If granted, the stay period may be less than the period requested. The applicant should check the Grant Notification Letter to confirm their period of stay in Australia.

**Group processing**  
Is this application being lodged as part of a group of applications? ☐ Yes ☐ No

**Visa application charge concession**  
Is the applicant eligible for a Visa Application Charge (VAC) concession? ☐ Yes ☐ No

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

[Accessibility](#) [Online Security](#) [Privacy](#) [Copyright & Disclaimer](#) (1480 (Internet) 19/11/2016.1)

### Australian sponsors and supporters

All activities for the Temporary Activity visa (subclass 408) require sponsorship where the visa Applicant intends to stay in Australia for three months or more or is in Australia at the time of the application. Where the visa Applicant's stay is less than 3 months, the individual or organisation in Australia who is responsible for the events and activities must meet the Support test.



To sponsor an Applicant, you will need to apply online for approval as a temporary activities sponsor. LPA can assist you with a sponsorship application. Please contact Eloise Gandolfo, Immigration Services Coordinator at [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au) or (03) 8614 2000 for further information on sponsorship requirements and applications.

In order to prove that you/your organisation meets the Support test, a Letter of Invitation (if an organisation, written on the organisation's letterhead) and the Applicant's contract of employment/performing contract must be provided to LPA.

This information will be attached to the visa application and provides evidence to the Department that the Applicant:

- Has been invited to Australia to undertake/participate in entertainment activities and
- Can support themselves and any accompanying family members during this entire period.

The [Letter of Invitation](#) must provide the following information:

- the visa Applicant's name and any accompanying family members
- the event/s, activity/ies or work that the Applicant will be involved in
- the duties in relation to the event/s, activity/ies or work the Applicant will be involved in
- the date/s and location/s of the event/s, activity/ies or work.

**Applicant's length of stay**

An Entertainment visa may be granted for a period of up to **two years**. Extra documentation, such as health checks and police reports may be required for stays of 12 months or more. This will depend on the Applicant's country of origin.

Please contact LPA if an Applicant you are inviting to participate in your production/tour has any issues relating to their character or health. *Please refer to the below headings 'Health declarations' and 'Character declarations' for further information.*

Two additional questions are now in this section, which ask whether the Applicant has been invited to Australia to participate in a short-term activity, and if they will be working in the Entertainment Industry. Tick 'YES' if this is the case.

**If applicable, a Visa Application Charge (VAC) waiver concession may apply**

Certain charitable or government-supported organisations are exempt from paying the VAC or eligible for a concession. Please contact LPA for more information.

**Group processing**

If the application is part of a group (more than one applicant for the event/activity), create a group ID to view each group of Applicants as a single unit. It will also enable the Department to process all visas together and will assist LPA in lodging the applications.

### Page 3/24 Primary Applicant

On this page, you are required to enter basic information about the individual Applicant, such as:

- Passport details
- Whether the Applicant has a national identity (ID) card (if applicable). Please note: a national ID card is a portable document, typically a plastic card with digitally embedded information, that citizens of certain countries are required to carry as a means of confirming their identity. For example, Argentina, Belgium, Bosnia, Brazil China and Greece are countries where citizens are issued with national ID cards.
- Place of birth
- Relationship status
- Other names/spellings
- Citizenship
- Other passports
- Other identity documents
- Whether the Applicant has undertaken a health examination for an Australian visa in the last 12 months.

The screenshot shows a web browser window displaying a form titled "Primary Applicant". The form is divided into several sections, each with a blue header and a list of questions. The questions are as follows:

- Passport details:**
  - Passport number: [text input]
  - Country of passport: [dropdown menu]
  - Nationality of passport holder: [dropdown menu]
  - Date of issue: [date picker]
  - Date of expiry: [date picker]
  - Place of issue / issuing authority: [text input]
  - It is strongly recommended that the passport be valid for at least six months.
- National identity card:**
  - Does this applicant have a national identity card?: ☐ Yes ☐ No
- Place of birth:**
  - Town / City: [text input]
  - State / Province: [text input]
  - Country of birth: [dropdown menu]
- Relationship status:**
  - Relationship status: [dropdown menu]
- Other names / spellings:**
  - Is this applicant currently, or have they ever been known by any other names?: ☐ Yes ☐ No
- Citizenship:**
  - Is this applicant a citizen of the selected country of passport?: ☐ Yes ☐ No
  - Is this applicant a citizen of any other country?: ☐ Yes ☐ No
- Other passports:**
  - Does this applicant have other current passports?: ☐ Yes ☐ No
- Other identity documents:**
  - Does this applicant have other identity documents?: ☐ Yes ☐ No
- Health examination:**
  - Has this applicant undertaken a health examination for an Australian visa in the last 12 months?: ☐ Yes ☐ No

At the bottom of the form, there are navigation buttons: "Previous", "Save", "Print", "Go to my account", and "Next".

If the primary Applicant is under 18 years of age, a [1229 parental consent form](#) and accompanying documentation must be attached, including:

- A certified copy of the child's birth certificate (in English)
- A certified copy of the personal details page of the non-accompanying parent/guardian's identification (passport, driver's licence, National ID Card or birth certificate)
- A certified copy of any relevant evidence making the Applicant solely responsible for making decisions about where the child is to live (if applicable).

#### Page 4/24 Critical data confirmation

This page requires you to confirm the individual Applicant's personal information. **It is imperative that you ensure this data is correct.** Even if a visa is granted, errors may prevent the Applicant from entering Australia, i.e. if the name on the Applicant's passport is different from the name on their visa. **If a visa is granted with incorrect details, please contact LPA as soon as possible for assistance.**

The screenshot shows a web browser window displaying the 'Application for a Temporary Activity Visa' page. The page is titled 'Critical data confirmation' and includes a warning: 'All information provided is important to the processing of this application. If the information included on this page is incorrect, it may lead to denial of permission to board an aircraft to Australia, even if a visa has been granted.' Below this, it asks the user to 'Confirm that the following information is correct and that it is in the correct fields.' The form contains the following details:

Family name	Serth
Given names	John
Sex	Female
Date of birth	15 Jan 1987
Country of birth	GREECE
Passport number	unimccmcc
Country of passport	GREECE - GRC

At the bottom of the form, it asks 'Is the above information correct?' with radio buttons for 'Yes' and 'No'. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. On the right side, there are sections for 'Related Links' (including 'Submitters ACR information', 'Health details', 'Data Entry Information', and 'Translation services') and 'Help and Support' (including 'Contact us', 'Client service charter', 'Client feedback', 'International support', and 'Translation services'). The footer of the page includes 'Accessibility Online Security Privacy Copyright & Disclaimer' and '(1400 Internet) 19/11/2016 1)'.

## Page 6/24 Accompanying members of the family unit

Family members accompanying the primary Applicant may be granted a visa. Their details should be entered here.

If the primary Applicant is accompanied by children under 18 years of age, a [1229 parental consent form](#) and accompanying documentation must be attached as outlined above.

Additional supporting documentation will be required if family members are accompanying an Applicant under a 408 visa. For further information, please contact LPA.

The screenshot displays the 'Online Lodgement' interface for the Australian Government Department of Border Affairs. The main content area is titled 'Application for a Temporary Activity Visa'. It shows the Transaction Reference Number (TRN) as ESQJ3CMR60 and 624. Below this, the section 'Accompanying members of the family unit' asks 'Are there any accompanying members of the family unit included in this application?' with radio buttons for 'Yes' and 'No'. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. A sidebar on the right contains 'Related Links' and 'Help and Support' sections.

## Page 8/24 Contact details

Enter the individual Applicant's contact details here.

## Page 9/24 Authorised Recipient

On this page, you must authorise LPA to act on your behalf in respect of the application. There are three options at the top of the page. Select 'Yes, another person' (LPA is not a registered migration agent).

Ensure you enter the following information into the relevant fields:

Authorised person:

Eloise Gandolfo (please check this with LPA first)

Postal address:

- Country: AUSTRALIA
- Address: Level 1, 15–17 Queen Street
- Suburb/Town: Melbourne
- State/Territory: Victoria, Postcode: 3000

Contact telephone numbers:

- Business: (03) 8614 2000

Specifics of the Applicant's role and the events in which they will participate should be entered here.



If you are unsure which occupation to select, or cannot find it in the list, select 'occupation unknown' and enter specifics in the fields provided.

The screenshot shows the 'Application for a Temporary Activity Visa' form, specifically the 'Activity' section. The form is titled 'Online Lodgement' and includes a 'Transaction Reference Number (TRN): EGOL3OMK60' and a '14/24' indicator. The 'Activity' section is divided into 'Position details' and 'Events'. Under 'Position details', there are fields for 'Position', 'Occupation grouping', 'Occupation (ANZSCO)', and 'Duties / activities'. The 'Occupation (ANZSCO)' field is set to 'Drums'. The 'Events' section has a table with columns for 'Event name', 'Date from', 'Date to', and 'Actions'. The table is currently empty. The form includes navigation buttons: 'Previous', 'Save', 'Print', 'Go to my account', and 'Next Q'. The footer shows 'Accessibility Online Security Privacy Copyright & Disclaimer' and '(1480 (internet) 19/11/2016.1)'.

## Page 17/24 Financial support

Evidence of any remuneration paid to Applicants must be provided, i.e. the contract of engagement. You must ensure that the amounts paid meet Australian minimum workplace standards, i.e. the Modern Awards and the *Fair Work Act 2009* (Cth). In a [Letter of authorisation](#) that you must provide to LPA, you must also warrant that wages meet these minimum requirements.

It is important that supporting documentation is attached, such as a contract to verify the remuneration package. In the '**give details**' field below, indicate the type of document you are attaching, or just state 'refer to contract'.

(Documents should be attached on the final page at the end of the online application)

The screenshot shows the 'Application for a Temporary Activity Visa' form, specifically the 'Financial support' section. The form is titled 'Online Lodgement' and includes a 'Transaction Reference Number (TRN): EGOL3OMK60' and a '17/24' indicator. The 'Financial support' section is divided into 'Remuneration package' and 'Give details of how the stay will be funded'. The 'Remuneration package' section has a question 'Will remuneration be received for undertaking the activity in Australia?' with radio buttons for 'Yes' and 'No'. The 'Give details of how the stay will be funded' section has a text area labeled 'Refer to contract'. The form includes navigation buttons: 'Previous', 'Save', 'Print', 'Go to my account', and 'Next Q'. The footer shows 'Accessibility Online Security Privacy Copyright & Disclaimer' and '(1480 (internet) 19/11/2016.1)'.



## Page 18/24 Previous countries of residence

Applicants who have previously lived in other countries for more than 12 months must declare this information. If exact dates are unknown, an approximation will suffice.



Life Edit View Favorites Tools Help

X Convert Select

LPA Suggested Sites Web Slice Gallery Bridgeview Publisher

Find: unfair dismissal Previous Next Options

Australian Government  
Department of Home Affairs

Online Lodgement

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CMK90 1824

Previous countries of residence

In the last 10 years have any of the applicants lived in a country other than their usual country of residence for 12 months or more (in total)?

☐ Yes ☒ No

Previous Save Print Go to my account Next

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Related Links

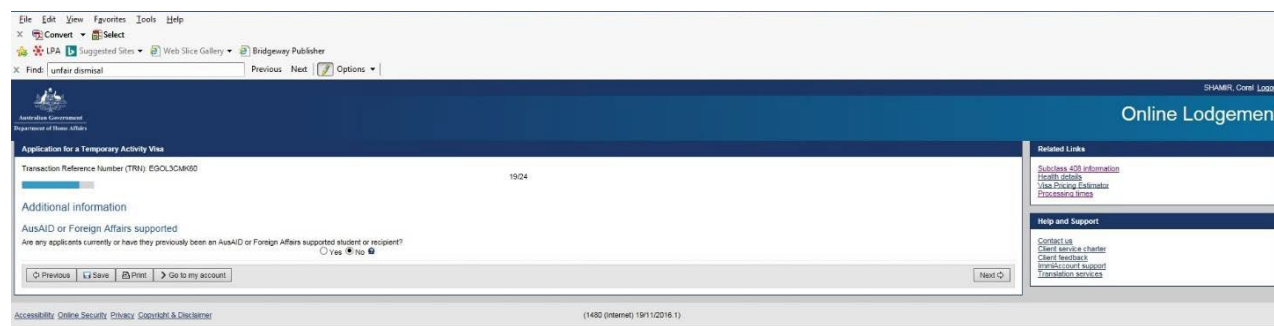
Subclass 400 information  
Health checks  
Visa Pricing Estimator  
Processing times

Help and Support

Contact us  
Client service charter  
Client feedback  
Immigration support  
Translation services

## Page 19/24 AusAID or Foreign Affairs supported

This field is not usually applicable to Applicants entering Australia for entertainment purposes. Tick 'No'.



Life Edit View Favorites Tools Help

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Find: unfair dismissal Previous Next Options

Australian Government  
Department of Home Affairs

Online Lodgement

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CMK90 1924

Additional information

AusAID or Foreign Affairs supported

Are any applicants currently or have they previously been an AusAID or Foreign Affairs supported student or recipient?

☐ Yes ☒ No

Previous Save Print Go to my account Next

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Related Links

Subclass 400 information  
Health checks  
Visa Pricing Estimator  
Processing times

Help and Support

Contact us  
Client service charter  
Client feedback  
Immigration support  
Translation services

## Page 20/24 Health insurance

All Applicants must have health or travel insurance to cover their entire period of stay.

Details should be provided on this page.

Evidence of appropriate insurance (such as a policy letter that includes a policy number) should be attached in English.

(Documents should be attached on the final page at the end of the online application. LPA can attach the documents for you)

File Edit View Favorites Tools Help

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SHARR, Coral Logout

# Online Lodgement

## Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CANK60 2024

### Health insurance

Give details of any health insurance arranged for the applicants during their stay in Australia.

Add details

Name	Date from	Date to	Actions
<a href="#">Add</a>			

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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## Page 21/24 Health declarations

If any of the questions on this page are answered 'Yes', the Department will require further information or health checks. **This may delay the application and you should discuss this with LPA as soon as possible.**

File Edit View Favorites Tools Help

X Convert Select

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X Find: unfair dismissal Previous Next Options

SHARR, Coral Logout

# Online Lodgement

## Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CANK60 2104

### Health declarations

In the last five years, has any applicant visited, or lived, outside their country of passport, for more than 3 consecutive months? Do not include time spent in Australia.

Does any applicant intend to enter a hospital or a health care facility (including nursing homes) while in Australia?

Does any applicant intend to work as, or study to be a doctor, dentist, nurse or paramedic during their stay in Australia?

Does any applicant intend to work or be a trainee at a child care centre (including preschools and crèches) while in Australia?

Does any applicant intend to be in a classroom situation for more than 3 months (e.g. as either a student, teacher, lecturer or observer)?

Has any applicant:

- ever had, or currently have, tuberculosis?
- been in close contact with a family member that has active tuberculosis?
- ever had a chest x-ray which showed an abnormality?

During their proposed visit to Australia, does any applicant expect to incur medical costs, or require treatment or medical follow up for:

- blood disorder
- cancer
- heart disease
- hepatitis B or C and/or liver disease
- HIV infection, including AIDS
- kidney disease, including dialysis
- mental illness
- pregnancy
- respiratory disease that has required hospital admission or oxygen therapy
- other?

Does any applicant require assistance with mobility or care due to a medical condition?

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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## Page 22/24 Character declarations

Answering 'Yes' to any of the questions on this page will cause delays and require Applicants to provide further details, including:

United States:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence.


- FBI Report and State Police Clearance for every state lived in for 3 consecutive months or more in the last 12 months, which can be obtained from the following approved channels:
  - Accurate Biometrics – [www.accuratebiometrics.com](http://www.accuratebiometrics.com)
  - National Credit Reporting – [www.myFBReport.com](http://www.myFBReport.com)
  - National Background Check Inc – [www.nationalbackgroundcheck.com](http://www.nationalbackgroundcheck.com)
  - Telos Identity Management Solutions – LLC [www.telosid.com](http://www.telosid.com)

#### United Kingdom:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence.
- Police Clearance Certificate (UK) is a background check for every state lived in for 3 consecutive months or more in the last 12 months.

#### All other countries:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence.
- Police clearances.

 Members are advised to contact LPA if Applicants have character issues to ensure all information is correctly supplied. Members should also note that Applicants with character issues may be referred to the **Visa Applicant Character Consideration Unit (VACCU)** for further assessment. Any character issue will delay the visa application process. Therefore, Members should make preliminary enquiries on any character issues on the Applicants they have invited or sponsored. **If there are character issues, then Members should ensure to allow an additional 4 weeks for processing of visa applications.**

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Transaction Reference Number (TRN): EGOKW7N5P1 22/24

### Character declarations

If the applicant answers 'Yes' to any of the character declarations they must give all relevant details. For combined applications, state which applicant the declaration applies to.

If the matter relates to a criminal conviction, provide:

- the date and nature of the offence
- full details of the sentence
- dates of any period of imprisonment or other detention

Has any applicant ever been charged with any offence that is currently awaiting legal action? ☐ Yes ☒ No

Has any applicant ever been convicted of an offence in any country (including any conviction which is now removed from official records)? ☐ Yes ☒ No

Has any applicant ever been the subject of an arrest warrant or Interpol notice? ☐ Yes ☒ No

Has any applicant ever been found guilty of a sexually based offence involving a child (including where no conviction was recorded)? ☐ Yes ☒ No

Has any applicant ever been named on a sex offender register? ☐ Yes ☒ No

Has any applicant ever been acquitted of any offence on the grounds of unsoundness of mind or insanity? ☐ Yes ☒ No

Has any applicant ever been found by a court not fit to plead? ☐ Yes ☒ No

Has any applicant ever been directly or indirectly involved in, or associated with, activities which would represent a risk to national security in Australia or any other country? ☐ Yes ☒ No

Has any applicant ever been charged with, or indicted for, genocide, war crimes, crimes against humanity, torture, slavery, or any other crime that is otherwise of a serious international concern? ☐ Yes ☒ No

Has any applicant ever been associated with a person, group or organisation that has been or is involved in criminal conduct? ☐ Yes ☒ No

Has any applicant ever been associated with an organisation engaged in violence or engaged in acts of violence (including war, insurgency, freedom fighting, terrorism, protest) either overseas or in Australia? ☐ Yes ☒ No Involvement in criminal conduct

Has any applicant ever served in a military force, police force, state sponsored / private militia or intelligence agency (including secret police)? ☐ Yes ☒ No

Has any applicant ever undergone any military/paramilitary training, been trained in weapons/explosives or in the manufacture of chemical/biological products? ☐ Yes ☒ No

Has any applicant ever been involved in people smuggling or people trafficking offences? ☐ Yes ☒ No

Has any applicant ever been removed, deported or excluded from any country (including Australia)? ☐ Yes ☒ No

Has any applicant ever overstayed a visa in any country (including Australia)? ☐ Yes ☒ No

Has any applicant ever had any outstanding debts to the Australian Government or any public authority in Australia? ☐ Yes ☒ No

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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[Subclass 408 information](#)  
[Health details](#)  
[Use Privacy Calculator](#)  
[Processing times](#)

**Help and Support**

[Contact us](#)  
[Client service charter](#)  
[Client feedback](#)  
[ImmiAccount support](#)  
[Translation services](#)

## Page 23/24 Paying for visa sponsorship

On this page, the Applicant must declare that no persons included in the application have engaged in conduct that constitutes a breach of subsection 245AS(1) of the *Migration Act 1958* (Cth).

Section 245AS of the *Migration Act 1958* (Cth) prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section

245AQ of that Act. The question asks Applicants to declare that no person included/involved in the application has engaged in this conduct. Tick 'Yes'.

The screenshot shows the 'Paying for visa sponsorship' page in the 'Online Lodgement' system. The page header includes the Australian Government logo and the text 'SHAMIR, Coral Logout'. The main content area displays the Transaction Reference Number (TRN) as EGOXW7NSP1 and the number 2324. A warning message states: 'Giving false or misleading information is a serious offence. Section 245AS of the Migration Act 1958 prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - declaration requirement](#) for more information. The applicant declares that no persons included in this application have engaged in conduct that constitutes a contravention of subsection 245A(1) of the Migration Act 1958.' Below the warning, there are radio buttons for 'Yes' and 'No', with 'Yes' selected. Navigation buttons at the bottom include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. A sidebar on the right contains 'Related Links' (Subclass 400 information, Health details, Visa Pricing Estimator, Processing times) and 'Help and Support' (Contact us, Client service charter, Client feedback, Immigration support, Translation services).

## Page 24/24 Declarations

On this page, the Applicant must make a number of declarations in relation to their application, including having read and agreed to the Australian values statement. Ticking 'No' to any of the declarations will mean that the Applicant cannot proceed with the application.

The screenshot shows the 'Declarations' page in the 'Online Lodgement' system. The page header includes the Australian Government logo and the text 'SHAMIR, Coral Logout'. The main content area displays the Transaction Reference Number (TRN) as EGOXW7NSP1 and the number 2424. A warning message states: 'Giving false or misleading information is a serious offence. The applicants declare that they:'. Below the warning, there are several declarations with radio buttons for 'Yes' and 'No':
 

- Have read and understood the information provided to them in this application. (Yes selected)
- Have provided complete and correct information in every detail on this form, and on any attachments to it. (Yes selected)
- Understand that if any fraudulent documents or false or misleading information has been provided with this application, or if any of the applicants fail to satisfy the Minister of their identity, the application may be refused and the applicant(s), and any member of their family unit, may become unable to be granted a visa for a specified period of time. (Yes selected)
- Understand that if documents are found to be fraudulent or information to be incorrect after the grant of a visa, the visa may subsequently be cancelled. (Yes selected)
- Understand that if this application is approved, any person not included in this application will not have automatic right of entry to Australia. (Yes selected)
- Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered. (Yes selected)
- Have read the information contained in the Privacy Notice (Form 1442). (Yes selected)
- Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice (Form 1442). (Yes selected)
- Give consent to the collection of their fingerprints and facial image if required. (Yes selected)
- Understand that, if required to provide their fingerprints and facial image, the applicant's fingerprints and facial image and biographical information held by the Department may be given to Australian law enforcement agencies to help identify the applicant and determine eligibility for grant of the visa being applied for, and for law enforcement purposes. (Yes selected)
- Give consent to Australian law enforcement agencies disclosing the applicant's biometric, biographical and criminal record information to the Department to help identify the applicant, to determine eligibility for grant of a visa and for law enforcement purposes. (Yes selected)
- Give consent to the Department using the applicant's biometric, biographical and criminal record information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007. (Yes selected)

 Below the declarations, there is a section for 'Australian values' with a link to the 'Australian values statement'. A final declaration states: 'Each applicant who is 18 years or over has read, or had explained to them, information provided by the Australian Government on Australian society and values, and agrees to the Australian values statement.' with radio buttons for 'Yes' and 'No', where 'Yes' is selected. Navigation buttons at the bottom include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. A sidebar on the right contains 'Related Links' and 'Help and Support'.

## Review Page

On this page, you will be asked to review the application. Make sure all the information provided is correct and click 'Next' on the bottom right-hand side of the page to continue.

## Attach documents/Provide supporting evidence

You will need to attach the following documents on the 'Attach documents' page, which will be on the final page of each application:

- **Form 956A Appointment or withdrawal of an authorised recipient :**
  - The 956a form with my signature and the applicants signature (just the signature page is acceptable)
- **Evidence of Invitation to participate**
  - The letter of invitation
- **Evidence of Performer not in film or television**
  - Another copy of the letter of invitation
- **Evidence of Health Insurance**
  - A copy of their OVHC or travel insurance COC
- **Evidence of Personal Financial Status:**
  - A copy of the deal memo/contract
- **Travel document:**
  - A clear colour copy of the applicants passport photo page

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Application for a Temporary Activity Visa

### Attach documents

Transaction Reference Number (TRN): EGOKW7N5P1

Attach the documents listed below then click Next to pay for and submit the application.  
If you choose to submit the application without attaching all required documents, you will need to provide a reason.  
Applications submitted without all the required documents may take longer to process.  
There are specific [quality and formatting](#) requirements when scanning documents.

[Expand all](#) [Collapse all](#)

1

0 attachments received of 60 maximum.

#### Required

- Form 956A Appointment or withdrawal of an authorised recipient 0 Received
- Invitation to participate, Evidence of 0 Received

Add documents

Document Type	Description	File names

Please select a value...

Browse...

- Performer not in a film or television, Evidence of 0 Received
- Personal Financial Status, Evidence of 0 Received
- Health Insurance, Evidence of 0 Received
- Travel Document 0 Received

#### Recommended

- Identity, Evidence of 0 Received

## Appendix 4 – How to download a PDF of your Immi application

1. Once you are at the “attach documents” stage of your 408 application in IMMI, and have attached the correct documentation, press the “print’ button at the bottom left of the screen

Expand all Collapse all

SMITH, John (14 Mar 1995)

6 attachments received of 60 maximum.

Required

- Form 956A Appointment or withdrawal of an authorised recipient 1 Received
- Invitation to participate, Evidence of 1 Received
- Performer not in a film or television, Evidence of 1 Received
- Personal Financial Status, Evidence of 1 Received
- Health Insurance, Evidence of 1 Received
- Travel Document 1 Received

Recommended

- Identity, Evidence of 0 Received

Print Go to my account

2. A pop-up window will appear that will allow you to download a copy of the application in PDF form  
Save the file using the following name format:

**408 Visa Application\_(APPLICANT FIRST AND LAST NAME)\_(COMPANY)\_(YEAR)**

## Appendix 5 – How to lodge 408 visa applications in Immi

Please **DO NOT** complete this step unless LPA has confirmed that the visa applications can be lodged.

1. Make sure your application is in the “ready to submit” phase

**My applications summary**

[New application](#) [Import application](#) [Submit applications](#)

[Advanced search](#)

[List of applications](#)

Sort by: [Last updated](#) [Refresh](#)

SMITH, John (14 Mar 1995) Temporary Work (Activity) Ready to submit			
Reference No	EGP7ZTMBF6	Last updated	17 Jun 2025
Type	Temporary Activity Visa (408)	Date submitted	
<a href="#">Edit</a>		<a href="#">Copy</a> <a href="#">Delete</a> <a href="#">Send</a> <a href="#">Submit</a> <a href="#">Attach documents</a>	

2. Click “Submit applications” on the top right of the screen

**My applications summary**

[New application](#) [Import application](#) [Submit applications](#)

[Advanced search](#)

[List of applications](#)

Sort by: [Last updated](#) [Refresh](#)

SMITH, John (14 Mar 1995) Temporary Work (Activity) Ready to submit			
Reference No	EGP7ZTMBF6	Last updated	17 Jun 2025
Type	Temporary Activity Visa (408)	Date submitted	
<a href="#">Edit</a>		<a href="#">Copy</a> <a href="#">Delete</a> <a href="#">Send</a> <a href="#">Submit</a> <a href="#">Attach documents</a>	

3. Tick/Select which application you wish to lodge

**Submit applications**

The applications listed below are ready to be submitted. Select the applications you wish to submit.

☒ Select all

Name (Date of birth)	Application type
<input checked="" type="checkbox"/> SMITH, John (14 Mar 1995)	Temporary Activity Visa (408)

[Cancel](#)

[Accessibility](#) | [Online Security](#) | [Privacy](#) | [Copyright & Disclaimer](#)

4. Click “confirm”, on the bottom right of the screen

Application type	Reference no.
Temporary Activity Visa (408)	EGP7ZTMBF6

[Confirm](#)

5. Click “confirm” again, on the bottom right of the screen

Submit status	Message
	OK to submit.

[Confirm](#)



6. Select “Debit/credit card” and enter in your address and card details

Reference no.	Name	Date of birth
EGP7ZTMBF6	SMITH, John	14 Mar 1995





Total application charges: \$415.00 (AUD)

**Payment options**

If you pay now, your application will be sent to the Australian Government.  
Your decision to pay will be final, your payment cannot be disputed, even if you change your mind about your application.

Select a payment option ☒ Debit/credit card ☐ PayPal ☐ UnionPay ☐ BPAY (Australian bank accounts only)

**Payment by debit/credit card**

Required field \*

**Cardholder Address** ?

Country \*

Address 1 \*

Address 2

City \*

State/Province/Region \*

Postcode/ Zip Code \*

**Card Details**

Debit/credit card number \*

Expiry date (MM/YY) \*

Name on debit/credit card \*

Card security code (CSC) \*  [What is a CSC?](#)

Credit card surcharge (AUD) \$ 0.00 [What is the surcharge?](#)

**Total payment amount (AUD)** \$ 415.00

7. Press submit

**Card Details**

credit card number \*

expiry date (MM/YY) \*

name on debit/credit card \*

security code (CSC) \*  [What is a CSC?](#)


credit card surcharge (AUD) \$ 0.00 [What is the surcharge?](#)

**Total payment amount (AUD)** \$ 415.00

8. You will see a link to download a copy of your tax invoice for the visa payment

Appendix 6 – How to attach evidence documents after an application has been lodged

1. Click “View Details” at the bottom of the application

Reference No		Last updated	20 Jun 2025
Type	Temporary Activity Visa (408)	Date submitted	20 Jun 2025
Estimated Processing Time	<a href="#">Global processing times</a> are published monthly		
Actions required	<ul style="list-style-type: none"><li>Arrange <a href="#">biometrics collection</a></li><li>View the latest <a href="#">request for information</a></li></ul>		
<a href="#">View details</a>	<a href="#">Copy</a> <a href="#">Update details</a> <a href="#">Remove</a> <a href="#">Share</a>		

- Click “attach documents” which appears under the actions column on the left-hand side of the page

#### Application for a Temporary Activity Visa Reference Number:

Menu

Application home  
Messages  
Update details

Actions

Attach documents  
Biometrics collection  
Health assessment

- You will see an “additional documents” page which will allow you to attach further evidence to the IMMI application

Additional documents

Other Documents ⓘ  
+ 0 Received

Received

+ Visa for country of residence (and right to return) ⓘ  
2 Received

+ Form 956A Appointment or withdrawal of an authorised recipient ⓘ  
1 Received

+ Health Insurance, Evidence of ⓘ  
1 Received

+ Travel Document ⓘ  
1 Received

+ Identity, Evidence of ⓘ  
2 Received

+ Personal Financial Status, Evidence of ⓘ  
1 Received

+ Invitation to participate, Evidence of ⓘ  
1 Received

+ Production or support staff, Evidence of ⓘ  
1 Received

I confirm I have provided information as requested

- If you are supplying further evidence that has been requested by the Department of Home Affairs, click the “I confirm I have provided information as requested” to push the application back into review. Only do this if ALL the requested information has been provided.