

2021-2022 Program Year Documents checklist Subclass 190 and Subclass 491

(18 April 2022)

Skilled Migration



2021-2022 Documents checklist

Below is a copy of the documents checklist as detailed on the Migration Tasmania website up until 15/04/2022.

- The documents listed below will be required to be uploaded during the online application process and before an application can be finalised as lodged.
- Migration Tasmania may also contact you for additional documents if required and also directly contact people and organisations you have listed to confirm information such as educational institutes, employers and real estate agents
- It is important that you ensure all documentation provided is current, up-to-date and genuine. In the event that documentation is found to be false or fraudulent an application will be declined and details may also be passed on to other agencies such as the Department of Home Affairs for further investigation.
- Please refer to this Home Affairs [link](#) for occupations of people for any documents that require to be 'signed and witnessed'.

There are 3 groups of documents to upload -

- **ESSENTIAL (required for all applications);**
- **CATEGORY SPECIFIC (required depending on your choice of nomination category); and**
- **ADDITIONAL SUPPORTING (other miscellaneous documents).**

IMPORTANT: Skills assessments and English tests **must** be current at time of nomination or visa applications may be refused by Home Affairs. If you have updated documents email to: skilled@migration.tas.gov.au.

ESSENTIAL REQUIRED DOCUMENTS all categories:

- **Passport (Bio-Data page)** - please note: this document is no longer needed to be signed and witnessed (the online application form will be updated accordingly)
- **SkillSelect Expression of Interest (EOI)** including your personal/education/employment details as submitted
- **Skills Assessment** as received by the relevant assessing body
- **English Language Report** ([English proficiency test result](#) - must be dated within the last three years) - if you hold a passport issued by the United Kingdom, Canada, New Zealand, United States of America, or Republic of Ireland please attach a 'blank' pdf
- **Curriculum Vitae (CV)/Resume** (up-to-date)
- **Declaration of Financial Capacity** - signed and witnessed (click [here](#) for the form)
You must have access to funds to support your settlement while you are securing employment in Tasmania. If you have not already secured employment in Tasmania, you need to be realistic about

employment expectations once you arrive in the state as it can take six months or longer to secure employment. Your ability to secure employment quickly will depend on your research of the Tasmanian labour market and the relevance of your skill set and experience to the market.

- **Commitment to Tasmania Statement** (a 1 page summary of why you wish to live in Tasmania)
Include the following points:
 - why Tasmania's lifestyle suits your way of life more than other places in Australia
 - include evidence that you have personally researched and understand Tasmania's lifestyle and attractions
 - avoid using statements that are obviously copied from other sources (and not written in your own words)
 - if your spouse/partner (if applicable) intends to work, their skills and experience, evidence that they have also researched employment opportunities in Tasmania and they are satisfied to be successful in attaining employment
 - if you have studied or lived in another Australian state or territory within the last 12 months indicate why you want to re-settle in Tasmania
 - if your spouse/partner or any dependents have studied or lived in another Australian state or territory within the last 12 months indicate whether they will be moving with you to the state, and if not, why not

CATEGORY SPECIFIC DOCUMENTS (also required):

Category 1: TASMANIAN GRADUATE (Subclass 190)

- **Current Visa Grant Notice** including any bridging visa notice or AAT or Federal Court review information if applicable (VEVO printouts are not sufficient)
- **Tasmanian Qualifications** Academic transcript and a completion letter
- **Any other Australian Qualifications** Academic transcript(s) and a completion letter(s)
- **Bank Transaction Statements** showing daily activities in Tasmania (24 months if applying for Subclass 190) *uploaded separately NOT combined*
- **Evidence of Living in Tasmania** (rental agreements OR if not available, statutory declarations)
- **Travel Itinerary** (Airline/Spirit of Tasmania itinerary of permanent arrival in Tasmania)
- **Signed Employment Contract** if working (if not working please attach a 'blank' pdf)
- **Career Plan and Employability Analysis** - this document must explain your overall long-term career intentions (more specific guidance for Tasmanian Graduates can be found on our [International Student Graduates](#) page)

Category 2: WORKING IN TASMANIA (Subclass 190)

- **Current Visa Grant Notice** including any bridging visa notice or AAT or Federal Court review information if applicable (VEVO printouts are not sufficient)
- **Bank Transaction Statements** showing daily activities in Tasmania (since the date of arrival in Tasmania) *uploaded separately NOT combined*
- **Evidence of Living in Tasmania** (rental agreements OR if not available, statutory declarations)
- **Travel Itinerary** (Airline/Spirit of Tasmania itinerary of permanent arrival in Tasmania)
- **Signed Employment Contract/Letter of Offer**
- **Payslips** (6 months immediately prior to application submission)
- **Evidence that pay and conditions no less favourable**
This can be demonstrated by:
 - reference to an industrial award or enterprise agreement
 - [Job Outlook](#) information
 - Market salary survey data such as [Hays Salary guides](#)
 - advertisements from the last six months for equivalent positions in the same location (eg Seek, Indeed, CareerOne)
 - remuneration surveys completed by a reputable organisation
 - written advice from unions or employer associations
- **Evidence of relevant industry training**
- **Evidence of sponsoring employer support** (if currently holding a Temporary Skill Shortage visa (subclass 482) and worked less than 12 months with their Tasmanian-based sponsoring employer)

CATEGORY SPECIFIC DOCUMENTS (also required):

Category 1: TASMANIAN GRADUATE (Subclass 491)

- **Current Visa Grant Notice** including any bridging visa notice or AAT or Federal Court review information if applicable (VEVO printouts are not sufficient)
- **Tasmanian Qualifications** Academic transcript and a completion letter
- **Any other Australian Qualifications** Academic transcript(s) and a completion letter(s)
- **Bank Transaction Statements** showing daily activities in Tasmania (12 months if applying for Subclass 491) *uploaded separately NOT combined*
- **Evidence of Living in Tasmania** showing daily activities in Tasmania (rental agreements OR if not available, statutory declarations)
- **Travel Itinerary** (Airline/Spirit of Tasmania itinerary of permanent arrival in Tasmania)
- **Signed Employment Contract** if working (if not working please attach a 'blank' pdf)
- **Career Plan and Employability Analysis** - this document must explain your overall long-term career intentions (more specific guidance for Tasmanian Graduates can be found on our [International Student Graduates](#) page)

Category 2: WORKING IN TASMANIA (Subclass 491)

- **Current Visa Grant Notice** including any bridging visa notice or AAT or Federal Court review information if applicable (VEVO printouts are not sufficient)
- **Bank Transaction Statements** showing daily activities (since the date of arrival in Tasmania) *uploaded separately NOT combined*
- **Evidence of Living in Tasmania** (rental agreements OR if not available, statutory declarations)
- **Travel Itinerary** (Airline/Spirit of Tasmania itinerary of permanent arrival in Tasmania)
- **Signed Employment Contract/Letter of Offer**
- **Payslips** (6 months immediately prior to application submission)
- **Evidence that pay and conditions no less favourable**
This can be demonstrated by:
 - reference to an industrial award or enterprise agreement
 - [Job Outlook](#) information
 - Market salary survey data such as [Hays Salary guides](#)
 - advertisements from the last six months for equivalent positions in the same location (eg Seek, Indeed, CareerOne)
 - remuneration surveys completed by a reputable organisation
 - written advice from unions or employer associations

Category 3A: OVERSEAS TSOL (Subclass 491)

- **Invitation Letter from Migration Tasmania** via SkillSelect
- **Employability**
Unless your occupation is listed as High Demand on the [Tasmanian Skilled Occupation List](#) attach evidence that there are currently sufficient employment opportunities in your nominated occupation that are relevant to your skill set and recent experience. The evidence must include:
 - Evidence of contact with at least two Tasmanian employers who have been operating in Tasmania for at least 12 months, expressing interest in employing you.
 - Personal research into recent advertised positions relevant to your nominated occupation (a minimum of 2 vacancies, no older than 6 weeks before you apply for nomination. You must provide a copy of the full advertisement (saved as a .pdf):
 - An employment statement for each advertisement. You must explain how your qualifications, knowledge and experience relate to and meet the requirements for each of the job advertisements.

Please note:

* It is essential that the date of the job advertisement as well as the location of the job are clearly displayed

* Web links alone are not acceptable and, if provided without the accompanying advertisement, will result in the criterion not being met

* **You must be able to demonstrate that you have the relevant qualifications, skill set and work experience etc. to meet the criteria of the advertised position;** for example if the position requires:

- a certain number of years relevant work experience: **you must have that experience**
- a minimum qualification: **you must hold that qualification**
- Australian work experience: **you must have that experience**

* It is not enough to merely state that you meet a requirement in the advertisement – you must clearly explain, using examples, how you have the skills and experience to meet that requirement.

* Job advertisements must be recent. Advertisements must be dated no more than six weeks before submission of the application.

* Job advertisements must be relevant to the nominated occupation; for example:

- if the nominated occupation is a Real Estate Agent we will not accept jobs for Property Manager
- if the nominated occupation is HR Advisor we will not accept jobs for recruitment consultants
- if the nominated occupation is for a manager, we will not accept assistant, support or junior positions

Category 3B: OVERSEAS JOB OFFER (Subclass 491)

- **Job/Position Advertisement** (actual copy of advert not a website link)
- **Recruitment Communications** (dated email/phone evidence of all correspondence with Employer)
- **Signed Employment Contract/Letter of Offer**
- **Evidence that pay and conditions no less favourable**
This can be demonstrated by:
 - reference to an industrial award or enterprise agreement
 - [Job Outlook](#) information
 - Market salary survey data such as [Hays Salary guides](#)
 - advertisements from the last six months for equivalent positions in the same location (eg Seek, Indeed, CareerOne)
 - remuneration surveys completed by a reputable organisation
 - written advice from unions or employer associations
- **Recruitment Agency Information** all correspondence and contact details if employment secured through an agency (if not please attach a 'blank' pdf)

Category 4: FAMILY IN TASMANIA (Subclass 491)

- **Current Visa Grant Notice** of applicant (if not applicable please attach a 'blank' pdf)
- **Family Statutory Declaration** (click [HERE](#) for the form) - signed and witnessed
- **Letter of Support** from sponsoring Tasmanian family member (no more than 1 page)
- **Birth Certificate of Main Applicant** - signed and witnessed
- **Birth Certificate of Sponsoring Family Member** - signed and witnessed
- **Australian Permanent Residency/Citizenship Certificate** of Tasmanian family member (if born overseas)
- **Bank Transaction Statements** showing daily activities of sponsoring Tasmanian family member (12 months)
- **Residential evidence** of sponsoring Tasmanian family member (12 months of council rates or utility bills)

Category 5: SMALL BUSINESS OWNER (Subclass 491)

- **Current Visa Grant Notice** including any bridging visa notice or AAT or Federal Court review information if applicable (VEVO printouts are not sufficient)
- **Evidence of Living in Tasmania** (rental agreements OR if not available, statutory declarations)
- **Travel Itinerary** (Airline/Spirit of Tasmania itinerary of permanent arrival in Tasmania)
- **Business Registration and Operational evidence** (ABN/ASIC Certificate)
- **Business Bank Transaction Statements** (6 months of most recent operations)
- **Business Profit & Loss Statement** (6-12 months)
- **Business Plan** details on how to draft a business plan can be found on the [Business Tasmania website](#).
Include in your business plan details of:
 - evidence of thorough research into, and understanding of the target market
 - research and understanding of relevant industry conditions, licensing and/or registration requirements for the business in Tasmania
 - realistic market opportunities for the proposed business in Tasmania, particularly where the business would be competing with other similar existing businesses already established in Tasmania
 - how your previous experience and qualifications will help you successfully build your business in Tasmania over at least the next 3-5 years.

- **Organisational Chart** (job titles only with an indication of 'full-time' or 'part-time')
- **Photo evidence of business location and operations** (10-12 photos)
- **Marketing and Promotion** (website information, operational hours, ongoing marketing plans)
- **Evidence of completion of Fair Work Ombudsman online learning modules**

ADDITIONAL SUPPORTING DOCUMENTS:

Below are some additional documents you can provide during the online application process.

- **Outstanding Tasmanian Debts/Payment Plan summary (REQUIRED if you have an outstanding debt)** - signed and witnessed
- **Declaration of Nomination Obligations** if application has been submitted by a Migration Agent
- **Form 956** if application has been submitted by a Migration Agent
- **Tasmanian Drivers' License**
- **Volunteer Certificates and evidence**
- **Current Employment Reference Letter**
- **Adult Dependent's Passport** (Bio-Data page)
- **Adult Dependent's Resume** (up-to-date)
- **Dependent Child/Children Passports** (Bio-Data pages)
- **Adult Dependent's Skills Assessment** (if available)
- **Adult Dependent's Employment Contract** (if currently employed in Tasmania)
- **Other Educational Qualifications** achieved overseas
- **Labour Market Testing (LMT) report (REQUIRED only if applying under Subclass 491 'Working in Tasmania' category, employment commenced prior to 29 January 2021 and position is ANZSCO skill level 4 or 5)**

The following needs to be included:

- evidence that your employer has made a genuine effort to recruit locals (Australian citizens/permanent residents) but were unsuccessful. Please include copies of the advertisements your employer has posted in open-to-public platforms, such as [University of Tasmania Career hub](#), Tasmanian vocational institutions, [Jobactive](#), local newspapers and from on-line sources or social media; and
- a selection report including information on applications received and why no local applicants were suitable for the position as well as details and expenses of any advertising the employer conducted. There is no prescribed format for this report, however it is important that all of the points above are covered. If this evidence does not accompany your nomination application or is insufficient, it will be refused.