



Temporary Skill Shortage (TSS) visa - Applicant document checklist

Before you use this document checklist, you must read all information provided in the [TSS visa](#) pages on this website. This is because they contain further information about the requirements and any required documentation which may **not** be specifically listed below.

This page must also be read in conjunction with [Temporary Skill Shortage \(TSS\) visa - Document checklists](#) which provides general information regarding:

- [TSS application forms and costs](#)
- what might happen to your application if it is lodged incomplete or without the required supporting documentation.

Use this checklist to make sure your application is as complete as possible at the time of lodgement.

Documents about your occupation and skills

- If you are required to complete a TSS skills assessment conducted by [Trades Recognition Australia](#), your application **must** include the relevant *skills assessment reference number* otherwise your application will **not** be considered valid and will **not** be processed.
- If you were nominated in either the occupation Project and Program Administrator or Specialist Manager not elsewhere classified: a reference number for your [VETASSESS Skills Assessment for General Professional Occupations](#) for the relevant occupation **must** be included in your application otherwise your application will **not** be considered valid and will **not** be processed. **Note:** You **cannot** use the results of a VETASSESS Qualifications-only skills assessment obtained for a Temporary Graduate (subclass 485) visa application.
- Qualification certificates (professional and educational).
- Registration, licensing or professional membership, if required. Documents from the relevant Australian registration and licensing authorities that show you hold, or will be able to meet, necessary registration and licensing requirements. The documents must specify both of the following:
 - the type of registration or licensing held
 - the name and contact details for the registration or licensing authority.
- References from previous employers that cover a period sufficient to demonstrate the relevant skill level (refer to ANZSCO code related information at the [Australian Bureau of Statistics](#) website for expected minimum period of experience relevant to the nominated occupation). These should be on the letterhead of the employer and include:
 - the name, title and contact details of the referee
 - details of your position and dates of service.
- Your curriculum vitae (CV) or resumé, covering at least the last five years, showing:
 - full employment and educational history
 - dates and positions held
 - the name, title and contact details of referees.
- References and CVs (as above) must also be provided to meet the two year work experience requirement - where applicable.

Documents about your English language proficiency

You must attach documents to show your level of English language proficiency as outlined in [English language proficiency](#).

If you are seeking an exemption from the English language requirement on the basis of completion of five years of study at a secondary and/or higher institution where the instruction was in English, provide the following information at the time of lodgement:

- name and location of the institution/s
- level of qualification/s
- official transcript from the secondary and/or tertiary institution
- number of contact hours of instruction per week delivered in English
- number of years of study.

Documents about your identity

- Copies of the biographical pages of the current passports or travel documents of all people included in the application (these are the pages with the holder's photo and personal details and the issue/expiry dates).

- If there are any differences in the names or dates of birth of anyone included in your application between birth certificate, passport, the application form, or other supporting documentation: evidence of how the change occurred (for example, deed poll certificate or statutory declaration for minor variations).

Documents about your family members

Where family members are included in your application, you should attach scanned copies of the required certificates and documentation to [ImmiAccount](#) at the time of lodgement. See [Including family members in your application](#).

The health requirement

To lodge a complete application, it is important that any necessary health assessment is finalised prior to lodging your application. See: [Health examinations](#).

The character requirement

You should attach any required police certificates (or character references from your accredited sponsor) when you lodge your visa application.

If you **are not** sponsored by an accredited sponsor, each applicant aged 17 years or older **must** provide:

- [police certificates](#) for each country (including Australia) in which they have lived for a cumulative period of 12 months or more, over the last 10 years, since turning 16 years of age.
- military service records or discharge papers if they have served in the armed forces of any country in the last 10 years:
 - The records must attest to the good character of the person, not be a mere statement of service.
 - Police certificates are also required for the countries of service.

If you are sponsored by an **accredited sponsor**, you can provide a reference from your accredited sponsor (confirming that you and any dependant applicants are of good character and whether (or your dependant applicants) you have had any previous criminal offences) instead of police clearances from any overseas countries. [Police certificates](#) from Australia **must** still, however, be provided where required. **Note:** the Department is able to request overseas police certificates from you if necessary at any time during the processing of the application.