



**Australian High Commission**  
**Immigration Section**  
**25 Napier Road**  
**Singapore 258507**

## **Partner/ Prospective Spouse / Other Family Migration Checklist**

Please read the attached information carefully and the information included in the migration booklet with the visa application forms.

Photocopies of the following documents must be certified by a Notary Public and submitted with your application. A list of Singapore Notary Publics can be found in the Yellow Pages. In addition, any foreign language documents must be accompanied by official translations into English (please refer to the Yellow Pages for official translators).

- Original completed application form 47SP
- Notarised copy of full birth certificate for all family members included in the application
- Original passports of main applicant must be presented with application for verification of application details
- Notarised copy of personal identification page(s) of passports (that is: name, date of birth, passport number, passport validity and signature page) for the main applicant and all family members included in the application
- Four (4) recent passport-sized photographs of each family member included in the application and two (2) recent passport-sized photographs of your sponsor – coloured or black and white
- Notarised copy of marriage certificate, or evidence of defacto relationship or interdependent (same sex) relationship, where applicable
- Notarised copy of divorce absolute, separation papers, custody orders in respect of any children or adoption papers where applicable
- Notarised copy of death certificate (if applicable)
- Sponsorship form 40SP must be completed by your sponsor and submitted **AT THE TIME OF LODGEMENT** of your application. Notarised copy of the sponsor's birth certificate, marriage certificate, divorce certificate (if applicable), evidence of Australian citizenship (for example: Australian passport, Australian birth certificate, Australian citizenship certificate), evidence of Australian permanent resident status or evidence of New Zealand citizenship and the bio-data page with photograph and personal details of your sponsors current passport
- If your sponsor is an Australian permanent resident but they are currently not residing in Australia, they must demonstrate that they are **USUALLY RESIDENT** in Australia, that is they must demonstrate their intention to settle in Australia in the near future (approximately in 6–8 months time) and that they have maintained ties with Australia (for example: periods of long term residence, close family members living in Australia, ownership of a home, business, or other investments in the country, and longstanding friends or a social network in Australia). Evidence of intention to settle may include

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Counter hours: 9.00am-12.00noon Monday-Friday  
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(Design date: 01a/01/12)

freight/shipment arrangements to move personal effects back to Australia, accommodation arrangements in Australia, resignation from employer, acceptance of job offer in Australia and enrolment of children in school

- A statement from your sponsor on how they intend to meet their sponsorship obligations in Australia. That is, how they will provide adequate financial assistance and accommodation in Australia for the applicant. Evidence of your sponsor's employment during the last 2 years, for example: income tax assessment notices, letter from your sponsor's employer confirming length of employment and annual salary, payslips, business documents or letter from accountant if self-employed or self-funded from other sources
- For Partner and Prospective Spouse applications, you should provide:
  - (a) a 2-page statement of the history and development of your relationship and future plans,
  - (b) if living apart – original correspondences, telephone bills & photographs,
  - (c) if living together – evidence of joint bank account, loans, leases, ownership of property, household bills, photographs and other joint responsibilities
  - (d) at least 2 Form 888 Statutory Declaration by a supporting witness (plus evidence of the person's Australian citizenship or Australian permanent resident status e.g. Australian passport or passport containing a permanent visa)
- For Prospective Spouse applications, you must provide the Notice of Intended Marriage
- Form 80 "Personal Particulars for Character Assessment" – to be completed for each family member included in the application over the age of 16 years
- Sponsors of all partner or prospective marriage applications which include a minor applicant may be required to provide both an Australian National Police Check **and** foreign police certificates. If the sponsor has spent a total of 12 months or more in Australia since turning 16 years of age, the sponsor must provide an Australian National Police Check. Sponsors must also provide police certificates from each country in which they have spent a total of 12 months or more in the last 10 years since turning 16 years of age.

Information on obtaining Australian and foreign police certificates is available from the website.

See: [www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx](http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx)

See: [www.immi.gov.au/allforms/character-requirements/character-penal.pdf](http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf)

- We will instruct you after you lodge your application about the timeframe and procedures for obtaining medical clearances and police clearances (where applicable)

**PLEASE NOTE:** The onus is on the applicant to submit all documents, as detailed above, at the time of application.

**IMPORTANT ANNOUNCEMENT:** On 27 March 2010, the *Migration Regulations 1994* ('the Regulations') were amended to ensure that a person who has a conviction or outstanding charge for a child sex offence, or other serious offence which indicates that the person might pose a significant risk to a child, cannot sponsor a child for a partner or child visa.

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## LODGING YOUR APPLICATION

Applications can be submitted in person during Counter hours (excluding designated Australian High Commission holidays).

When lodging the application you will receive a receipt for the fee and a letter of acknowledgment. The letter will contain a contact number, contact officers' name and a file reference number.

The current application processing fee is **S\$2,708** (cash, cheque or Visa/MasterCard) on all applications except for an Orphan Relative or a Carer visa where the fee is **S\$1,656**. Cheques are to be made payable to the "AUSTRALIAN HIGH COMMISSION". This fee is non-refundable if your application is refused. You are therefore strongly encouraged to read the information papers in the migration package carefully to determine the likely success of your application. The fee is current at the time this letter was provided to you, please note fees are usually adjusted every 6 months.

## PROCESSING TIMEFRAMES

The average time it takes to process 75% of applications in the Immigration Section, Singapore is listed below. Please note that these time frames are current as of July 2011.

	<u>Full Assessment</u>
Subclass 100/309 Partner, 300 Prospective Spouse	5 - 8 months
Subclass 114, 115, 116, 117 Other Family	12 - 18 months