



## Subclass 407 Training Visa – Complete Checklist

Please find below the list of documents required for the 407 Training Visa application, including Standard Business Sponsorship (SBS), Nomination, and Visa stages. Kindly provide the documents as soon as possible so we can proceed promptly.

### **1. Standard Business Sponsorship (SBS) – For the Employer Business Documents:**

- Australian Business Number (ABN) Registration
- ASIC Company Extract or Business Registration Certificate
- Business Activity Statements (BAS) – last 4 quarters
- Financial statements or Tax Return – latest
- Proof of business operations (e.g. photos, lease agreement, utility bills)
- Company organisation chart
- Training plans for Australian citizens/permanent residents
- Insurance policy (Public Liability / Workers' Compensation)
- Company letterhead with contact details
- Contact details of key personnel (Director or HR)

### **2. Nomination Application – For the Position Training Details:**

- Detailed Training Plan (structured plan outlining objectives, timeline, and supervision)
- Justification letter explaining the purpose and benefit of training
- Evidence of the nominee's previous experience/qualifications relevant to the training
- Employment contract or offer letter
- Position description (roles and responsibilities)
- Supervision arrangements
- Organisation chart showing nominee's place in the business
- Copy of Work Health & Safety policies/procedures



### 3. Visa Application – For the Nominee

#### Personal Documents:

- Current passport (bio-data page)
- Passport-sized photo (recent)
- National ID (if applicable)

#### Educational Documents:

- Academic transcripts and certificates
- Relevant qualifications (diplomas, degrees, etc.)

#### Employment History:

- Resume / CV
- Reference letters from previous employers
- Any work experience letters (paid or unpaid relevant work)

#### English Language:

- English Test Results (IELTS, PTE, TOEFL) – must meet functional English requirement

#### Health & Character:

- Police Clearance Certificate(s) – from all countries lived in >12 months
- Health examination (will be required after visa lodgement)

#### Other:

- Statement of Purpose – Why you want to undertake training in Australia
- Any previously held Australian visas (visa grant letters)

#### Optional (if applicable):

- Marriage certificate (if married)
- Dependents' passports and birth certificates (if applying with family)
- Overseas health insurance (if already arranged)

Please scan and email the documents in clear, legible format.

Let us know if you need assistance with preparing any of the above documents.

Kind regards,

Team at Best Migration Consultant

**CONTACT US**

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