



## Checklist and frequently asked questions

### Temporary Work (Short Stay Activity) visa (subclass 400)

Use this checklist to ensure that your application is complete and all of the relevant documentation has been included.

You must provide documents and evidence to support your application for this visa. We can make a decision using the information you provide when you lodge your application. It is in your interest to provide as much information as possible with your application at the time of lodgement. Applications with missing information can be decided on the information provided at lodgement and might take longer to finalise

- **All non-English documents must be translated into English and accompany the certified copy of the document.**
  - In Australia contact the [National Accreditation Authority for Translators and Interpreters](#) for a translator.
  - Translators outside Australia do not need to be accredited, but they must endorse the translation with their full name, address, telephone number, and details of their qualifications and experience in the language being translated.
- **All foreign issued documents must be certified by the issuing authority**
- All documents that you provide in your online application via ImmiAccount must be scanned **certified original documents (DO NOT scan copies of originals)**.

### Issuing authority certification of documents

**In Lebanon**, all official documents (Individual Census, Family Census, Marriage Certificates, Divorce Certificates, Death Certificates) must be certified by the Ministry of Interior and Municipalities. The original copy of these should be provided (multiple copies can be issued by the Ministry upon request and therefore they will not be returned to you).

**Republic of Cyprus**, birth certificates, passports, ID cards and marriage certificates must be certified by the Republic of Cyprus District Administration Office.

### Certified copies

For paper applications, you should provide 'certified copies' of original documents where the original cannot be provided and retained by the department. 'Certified copies' are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside (usually a Notary Public).

**In Lebanon**, the only document, if requested, that would need to be a 'certified copy' is land ownership documents

We cannot return any documents you provide with your application to you.

## Lodging your application

The quickest and easiest way to lodge and pay for your application is to lodge **online** using [ImmiAccount](#). You can also use your immiAccount to continue a saved application, attach documents, update your passport details, change email and address details and check the progress of your application.

Once you lodge your application you will be sent a letter asking you to complete your biometrics at our [Australian Visa Application Centre](#) in Lebanon.

You must [make an appointment](#) to attend the Visa Application Centre

For both online and paper applications, you must attach as much information as possible before you submit your application.

## Fraud and misrepresentation

If we find that you provided a bogus document or false or misleading information with your visa application:

- we might refuse your visa application
- we might prevent you from being granted another visa for three years and, if your visa has already been granted, we might cancel it.

Remember that you are responsible for the information included in your application, even if someone else completes it for you.

## Temporary Work (Short Stay Activity) visa (subclass 400) - About this visa

The Temporary Work (Short Stay Activity) (subclass 400) visa allows business people to carry out short-term, highly specialised non-going work or in limited circumstances, participate in an activity or work relating to Australia's interests. It does not require sponsorship, but depending on the person's purpose of stay in Australia, applicants must be able to demonstrate they have the support of the proposed organisation for which they will be undertaking work in Australia

The subclass 400 visa allows for up to a three month stay in Australia. In very limited circumstances up to six months may be allowed.

See the DIBP website <http://www.border.gov.au/Trav/Visa-1/400-> for more information on this visa.

Necessary Visa Application Requirements	
Start your application online via <a href="#">ImmiAccount</a>	<input type="checkbox"/>
Payment of the Australian Government Visa Application Charge by credit card online in AUD.	<input type="checkbox"/>
Copies of the biographical pages of the current passports or travel documents of all people included in the application. <i>Note: your passport must have at least six months left before the expiry date.</i>	<input type="checkbox"/>
Evidence of your identity - certified copy of the identification pages of at least one of the following documents: <ul style="list-style-type: none"><li>• certified copy of your birth certificate showing both parent's names</li><li>• a copy of your Family Census showing your family composition.</li><li>• identification document issued by the government</li></ul>	<input type="checkbox"/>
If your name has changed or the name of anyone included in your application has changed: a certified copy of evidence of the name change.	
If your partner is included in the application: a copy of your marriage certificate or independent evidence that you are in a de facto relationship (for example, joint bank account statements or billing accounts in joint names).	

<p>If you are doing <b>highly specialised work</b>:</p> <ul style="list-style-type: none"> <li>Letter of job offer or your employment contract showing details of the position, the duration of the work, your role or duties and the reason you are required. The evidence should also include that your employment conditions satisfy Australian workplace standards and that your activities will not adversely impact Australian workers.</li> <li>If you are doing freelance work: a copy of your proposed itinerary.</li> <li>If you are applying to work on an entertainment industry production: evidence that the production will not be shown in Australia, such as a distribution contract.</li> </ul> <p>If you are assisting in a <b>national emergency</b></p> <ul style="list-style-type: none"> <li>A letter of support from an Australian Commonwealth, state or territory emergency authority</li> </ul>	<input type="checkbox"/>
Evidence of funds to show you can support yourself in Australia including but not limited to: an employment contract, bank statements, letter from your financial institution stating your financial position.	
<b>Applicants under the age of 18 – Necessary Requirements</b>	
<p>If you want to bring a child younger than 18 years of age with you to Australia, and that child's other parent is not included in the application: documentary evidence that you have the legal right to include that child in your application, such as:</p> <ul style="list-style-type: none"> <li>certified copies of official legal documents, such as a court-issued custody, access or guardianship order</li> <li>a statutory declaration from the non-travelling parent giving their permission for the child to travel</li> <li><a href="#">Form 1229</a> Consent form to grant an Australian visa to a child under the age of 18 years.</li> </ul> <p>You will have to attach a certified copy of the other parent's government issued identification document (such as a passport or driver's licence) with their photograph and a signature. Please note that any of the above documents should be signed before a Notary Public.</p>	<input type="checkbox"/>
<p>Applicants under the age of 18 years must provide:</p> <ul style="list-style-type: none"> <li>If travelling without both parents, evidence that he/she will be taken care of in Australia.</li> <li>Two forms of identification (with a signature) for any non-accompanying parent.</li> <li>Where one or both parents are deceased, proof that the remaining parent or the guardian has legal custody of the applicant</li> <li>Where there are custody issues, further documentation may be requested.</li> </ul>	<input type="checkbox"/>
<b>Health Requirement – Applicant</b>	
<p><b>Evidence of polio vaccination:</b> If you have spent 28 days or longer since 5 May 2014, in any of the countries listed below, or in any combination of those countries, you should provide your current certificate of vaccination against Polio.</p> <p>Countries: Afghanistan, Cameroon, Equatorial Guinea, Ethiopia, Iraq, Israel, Nigeria, Pakistan, Somalia, Syria</p>	<input type="checkbox"/>

## Important notes and answers to Frequently Asked Questions:

### Limitations on your work or activity

Your work or activity must be non-ongoing. This means that you can finish it in six months or less. Do not make arrangements to stay in Australia any longer than that. You also should not agree to being rotated through a position on a short-term basis as one of a number of overseas workers. Instead, you need to consider a Temporary Work (Skilled) visa (subclass 457) if the position is ongoing, even if your contract is for less than six months.

You usually cannot work in the entertainment industry on this visa. There is more information in [working in the entertainment industry](#).

Your work or activity cannot have an adverse impact on the employment, training opportunities or conditions of employment in Australia.

## Working in the entertainment industry

You can apply for a Temporary Work (Short Stay Specialist) visa (subclass 400) to:

- direct, produce or have any other role in a production that will not be shown in Australia (you will need to provide a distribution contract or other evidence to support this)
- come to Australia for a promotional activity, for example:
  - an actor visiting Australia for a red carpet premiere
  - a rock band in Australia for a promotional tour but no performances.

This visa does not allow a person to:

- perform as an entertainer in Australia or support an entertainer or group of entertainers performing in Australia
- direct, produce or take any other part in a production that will be shown, broadcast or performed in Australia (including theatre, film, television, radio, concert or a recording).

You might consider applying for the [Temporary Activity visa \(subclass 408\)](#) if you want to come to Australia to do these activities.

## Workplace-based training

Generally, you cannot undertake training on this visa. You might be eligible for the [Training visa \(subclass 407\)](#) if you want to do workplace-based training.

## Course of study

As a highly specialised worker, you cannot study for any course that either:

- leads to finishing a primary or secondary education programme
- leads to a degree, diploma, trade certificate or other formal award
- could be credited towards or accepted as a prerequisite for a course of studies at a higher educational institution in or outside Australia. The only exception is a language training programme.

**Note:** This study restriction does not apply to applicants granted the visa in Australia's interest or to family members of a primary visa holder granted in the Australia's Interest stream.

## Lodge your application online quickly and easily using ImmiAccount

Submitting your application online via [ImmiAccount](#) has many advantages:

- Allows you to apply and pay for a visa application 24 hours a day 7 days per week
- Save and continue an online application at any time
- Attach documents without the need of postage or visiting our Visa Application Centre
- Check the progress of your application
- Update your application details online
- Get a copy of your application at any time

For further information including tips for attaching documents, document size limits and troubleshooting see our website at <http://www.border.gov.au/Trav/Visa/Immi#>

## The Australian Visa Application Centre in Lebanon

[The Australian Visa Application Centre \(AVAC\)](#) managed in partnership with *TLS Contact a Teleperformance company*.

The AVAC collects Biometrics (fingerprints and photo) from all clients applying for Australian visas in Lebanon. All paper visa applications for Australian visas must also be lodged at the AVAC.

The AVAC will charge a fee for these services which is payable in Cash Only (in LBP).

Visa applicants and persons required to submit their biometrics should make an appointment prior to attending the AVAC.

Appointments for clients to lodge their visa applications and submit their biometrics can be made online: [https://au.tlscontact.com/lb/BEY/page.php?pid=appointment\\_booking](https://au.tlscontact.com/lb/BEY/page.php?pid=appointment_booking)

Appointments can also be made by contacting the call centre in Cairo Egypt:

- Telephone +20 233 313 301 (9.30 am to 5.30 pm Sunday to Thursday)
- Telephone +961 1 994 666 (8.30 am to 3.00 pm Friday- for urgent calls only)

For more information on the Australian Visa Application Centre, please follow this link: <https://au.tlscontact.com/lb/BEY/index.php>

### How long will it take to process my application?

We publish our current global processing times online. The new processing time information will give you an indication of the time it will likely take to finalise a complete application. Global visa and citizenship processing times are updated monthly, providing you with an indicative timeframe for processing applications. Two processing times are displayed, indicating how long it is taking to finalise 75 and 90 per cent of applications submitted globally.

You can view processing times on our website at [www.border.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times](http://www.border.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times).

**We do not respond to status-related enquiries that fall within the published processing times. You should wait until after the processing time has elapsed before contacting us.** If you lodged your application online, you can monitor the status of your application through [ImmiAccount](#).

Once you have lodged your application you can expect us to:

- undertake checks, as required, to confirm that the information and documents provided are truthful and accurate
- finalise the application as quickly as possible and in accordance with Australian law.

To ensure your application is completed within the expected timeframe, make sure that you:

- submit a complete application, including all necessary supporting documents
- provide any additional documents or information we request within the specified time, or tell us immediately if this is not possible. (Remember to check your junk folder, as our correspondence may auto-filter into spam).
- keep contact with the case officer or processing office to a minimum, to allow processing of applications to proceed as quickly as possible.

**Note:** Applications are assessed on a case-by-case basis. Some individual circumstances may cause applications to fall outside the published processing times.

All applicants are in similar circumstances, we are unable to expedite one application above others. All non-citizens applying for visas to Australia are considered on their individual merits against the legal requirements set out in Australia's migration legislation. These requirements include mandatory health, character, and national security checks that are undertaken by other agencies. Some of these checks can take some time to complete.

However, if you have any significant information to add to the application or if there has been a material change in the applicant's circumstances that might have an impact on the visa application, please notify the case officer as soon as possible sending an email to [immigratin.beirut@dfat.gov.au](mailto:immigratin.beirut@dfat.gov.au)

### How to send additional information or documents

If you did not include all documents when you applied, send them as soon as you can:

- via your [ImmiAccount](#) if you applied online.
- **by hand:** to the Australian Visa Application Centre, you will need to make an appointment first and a fee will be charged for this service

### Persons exempt from Visa Application Charges

Government employees travelling for business 'acting as a representative of a foreign government' – Nil Visa Application Charge – Nil VAC

For Subclass 400 Visitor, applicants are entitled for a 'nil' VAC if they are applying for a visa in the course of 'acting as a representative of a foreign government'. In most cases, such persons will identify themselves at time of application by presenting a diplomatic, or official, passport. However, the 'nil' VAC applies equally to applicants presenting other types of travel documents provided officers are satisfied as to the applicant's representative status.

**Applicants who wish to be considered for a Nil VAC should submit a letter from their government agency or Ministry supporting the application and outlining the purpose for their visit to Australia.**

### Persons exempt from providing biometrics

Government officials acting as a representative of a foreign government

- Officials of foreign governments (recognised by the Australian Government) when travelling to Australia **in the course of acting as a representative of a foreign government.**
- **Not exempt:**
  - Accompanying family members (unless nil visa application charge arrangements have also been extended to them)
  - Local government officials representing their state, province or other local political entity.