Australia - Temporary Work - Service: Visa Requirements

Multiple Entry / Visa Valid for Up to 90 days

Please SCROLL DOWN to view the requirements for a Australia Temporary Work Visa. To get started and use Passports and Visas.com to process this Australia visa on your behalf, place an Order for a Australia Visa.

If you are unsure if this the exact visa you need, you can view more Australia visa choices or simply view our travel visa requirements by country.

Of course, you can simply contact us at 1-800-860-8610 for more information about all US passports and tourist and travel visas.

1 Required Documents

- Completed Australia Visa Application
- Notarized Passport COPY
- Two Passport-style Photographs
- Itinerary
- Hotel Reservations
- Business Letter
- Invitation
- Proof of Residency in United States
- Letter of Authorization
- Birth Certificate
- Proof of International Health Insurance

2 Consular and Service Fees

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3 Ship Documents

1) Place the above mentioned documents in a FedEx Letter.
2) Send the FedEx Letter to us at:

Please Note: If you paid for an inbound shipping service your account manager will contact you to provide a FedEx shipping label via email to send us your completed application.

Send the Overnight Envelope (Fedex, UPS, etc) to us at:

Passports and Visas.com
Attn: Processing
6748 Mission Street, Suite 508
Daly City, California 94014
The expected processing time for this visa application is 45 business days.

Please note that processing times, fees, and requirements are based on government rules and are subject to change without notice.

1. Gather Documentation for a Australia Visa

1.1 Completed Australia Visa Application

Download, fully complete, print, and sign one copy of the Australia visa application form. PLEASE NOTE: the application form is attached as a sample as well.

1.2 Notarized Passport COPY

Provide a notarized photocopy of your passport information and signature page(s). The passport must be valid for 6 months beyond stay, with at least one blank passport page available for the Australian entry stamp. The original passport does not need to be submitted with the visa application, but must be carried with the visa through customs upon entry to Australia.

1.3 Two Passport-style Photographs

You must provide 2 passport photos. These passport photos must match the requirements of a standard US passport photo. They must be taken at an official passport photo provider (pharmacy, Costco, post office) and should not be taken and printed via a home photo printer.

US Passport Photo Requirements:
- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- Be sized correctly
  1. 2 x 2 inches (51 x 51 mm)
  2. Head must be between 1 - 1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed in color on matte or glossy photo quality paper
- You cannot wear glasses.
  1. If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
  2. You cannot wear a hat or head covering.
    1. If you wear a hat or head covering for religious purposes, submit a signed statement that verifies the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public.
    2. If you wear a hat or head covering for medical purposes, submit a signed doctor’s statement verifying the hat or head covering in your photo is used daily for medical purposes.
    3. Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
  - You cannot wear headphones or wireless hands-free devices.
1.4 Itinerary

Copy of computer generated round trip tickets or travel itinerary showing round trip travel entering Australia and exiting Australia. Preferably, the proof of departure documents should show your departure from the United States to Australia and back. Additionally, the Applicant’s name must be on the travel document.

1.5 Hotel Reservations

You must provide a copy of your hotel reservations confirming your stay while in Australia.

1.6 Business Letter

A business letter of responsibility from your employer/sponsor in the United States.

The letter should be printed on the company letterhead stationery, addressed to "The Consulate of Australia", and signed by a senior manager. The business letter must adhere to the following guidelines:

1. Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
2. State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.).
3. Specify the Type and desired Validity of the visa (ie. a one year multiple entry business visa).
5. A closing signature by the manager (someone other than the applicant).

Click here for a sample letter template.

1.7 Invitation

A business letter of responsibility from the inviting employer/company in Australia:

1. The letter must be addressed to the Embassy of Australia.
2. The letter must explain the nature of the business to be performed and must indicate the duration of visa in need.
3. The letter must include the name and address of the reference to be visiting in Australia.

1.8 Proof of Residency in United States

You will need to provide a color COPY of your Green Card (Permanent Resident Card) or other proof of legal status in the United States.

If your US visa is in your passport, as in most cases, then that passport MUST be sent.

PLEASE NOTE: At the discretion of the Embassy/Consulate they reserve the right to ask for the original Green Card or Visa.

1.9 Letter of Authorization

Provide a signed and completed Authorization Form appointing Passports and Visas.com as your agent. Australia Letter of Authorization Form
1.10 Birth Certificate

Please provide an original or state certified copy of your birth certificate. Please also include a copy front and back of your state ID.

1.11 Proof of International Health Insurance

It is recommended that you take out health insurance for the period of your stay in Australia. Please submit a copy of your international health insurance card.

2  Consular and Service Fees

2.1 Consular and Service Fees

Australia visa fees are as below:

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3  Ship your Application to Passports and Visas.com

3.1 Place the above documents in an Overnight Envelope

Enclose the documents from Section 1 (Gather Documents for your Australia Visa) and a print out of your order confirmation in an Overnight Envelope (Fedex, UPS, etc).

3.2 Send the Application Materials to Us

Please Note: If you paid for an inbound shipping service your account manager will contact you to provide a FedEx shipping label via email to send us your completed application.

Send the Overnight Envelope (Fedex, UPS, etc) to us at:

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