



Australian Embassy Myanmar
Visa and Immigration Office

**APPLYING FOR A TEMPORARY WORK (SHORT STAY ACTIVITY)
VISA
Subclass 400**

Who should apply for a Temporary Work (Short Stay Activity) visa – subclass 400 visa?

This visa is for persons seeking short-term entry to Australia to undertake non-ongoing highly specialised work or to participate in non-ongoing cultural or social activities at the invitation of an organisation that is lawfully operating in Australia.

There are three streams of entry:

1. **Highly Specialised Work stream** – for overseas workers to undertake highly specialised work in Australia in a non-ongoing role. It does not allow for short term employment in an ongoing position, or for performance of generic skilled duties that can be delivered by available Australian skilled workers with similar experience and qualifications;
2. **Invited Participant stream** – for people to enter Australia to participate in one or more specified non-ongoing events at the invitation of an organisation that is lawfully operating in Australia, provided they are not being paid by an Australian party to do so; and
3. **Australia's Interest stream** – for people who do not satisfy the requirements of the Highly Specialised Work or Invited Participant streams, to be granted a visa where the delegate considers there are compelling circumstances affecting the interests of Australia.

Can I work on a Temporary Work (Short Stay Activity) Visa?

Work is allowed under the highly specialised work stream, however, the proposed work or activities must be non-ongoing and not have adverse consequences for the employment or training of Australian citizens or permanent residents. Generally the work should be completed in less than six weeks. You must not undertake work that can be done by an Australian citizen or permanent resident

What if I want to extend my stay in Australia?

You cannot extend this visa after you arrive in Australia. If you would like to migrate or spend longer periods in Australia, you should consider other visa options. For more information visit: <http://www.border.gov.au/Trav/Visi/Long>

How much will this visa cost?

There is an application charge for this visa. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it. See: <http://www.border.gov.au/Trav/Visa/Fees>

You may be exempt from paying the visa application charge if you provide evidence that you are:

- an amateur sports participant or assisting an amateur participant or team (you will need to provide an invitation to the event stating this information)
- acting as a representative of a foreign government (you will need to provide an official letter from your ministry or government)
- in a class of people participating in an activity specified in a legislative instrument

Where do I lodge my application?

All visa applications should be lodged at the Australian Visa Application Centre (AVAC) in Myanmar operated by VFS Global.

Address: #305, Prime Hill Business Square,
No. 60, Shwe Dagon Pagoda Road,
Dagon Township, Yangon, Myanmar
Telephone: 02-118-7100
Email: info.aurng@vfshelpline.com

Contact Centre hours: 08.30 hrs. to 16.30 hrs.
Business hours: 08.30 hrs. – 16.30 hrs. (Monday to Friday*)
Application lodgement hours: 08:00 hrs. – 15:30 hrs. (Monday to Friday*)
Passport Collection hours: 08:30 hrs. – 16:30 hrs. (Monday to Friday*)
*Except on Public Holiday (<http://www.myanmar.embassy.gov.au/rang/aboutus.html>)

A fee will be charged for this service in addition to the scheduled fee charged by the Australian Government for all visa applications. For more information about lodgement procedures, fees charged, contact details, office locations and office hours, please visit <http://www.vfsglobal.com/australia/myanmar>

What happens after I have lodged my application with the Australian Visa Office Myanmar?

Once you have lodged your application with AVAC, it is forwarded to the Australian Embassy in Yangon. AVAC issues you with a receipt of your payment and tracking number so you can track your application.

How long will it take?

The time taken for applications to be assessed fluctuates based on the number of applications received at any one time by the department.

For all Temporary Work (Short Stay Activity) visas lodged through our **Service Delivery Partner**, AVAC, the current service standard is **10 working days**.

All visa applications not lodged through our Service Delivery Partner, AVAC, will be processed according to the Department's Service Standards of one month.

All Temporary Work (Short Stay Activity) visa applications are assessed in the order they are received by this office. The processing time service standard (i.e. from the time we receive your application until a decision is made) for a Temporary Work visa can be found at: <http://www.border.gov.au/about/access-accountability/service-standards>

What will help me get my application processed faster?

You should ensure you lodge a complete visa application. A complete visa application is one that provides all the information necessary for a decision to be made.

While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because you did not satisfy the criteria for grant of the visa.

Do I need to have a health examination?

Generally, applicants for a business visa are not required to have a medical examination. However, a health examination may be requested if you:

- are likely to enter a hospital or health care area, including nursing homes, for any purpose
- are over the age of 75
- present any indications you may not meet the health requirement

If you are required to undergo a health examination; your case officer will provide you with a “Health Assessment” letter (by email, mail or fax). The Panel physician will need to see this letter as part of the medical examination process and you should take the letter with you when you go for your examination.

Medical examinations must be undertaken by a doctor from a list of approved doctors provided by the Visa and Immigration Office, Australian Embassy Myanmar.

Panel Physicians- Yangon

Medical and Radiology Clinic

Myanmar International SOS Clinic- Renaissance Inya lake Hotel

37 Kaba Aye Pagoda Road

Telephone: +95 1 667 879 Fax: +95 1 667 866

Doctor(s): Dr Chantal Bonfils or Dr Khin Cho Htay

Can I ask another person to deal with the Embassy?

Australian privacy laws prevent this office from responding to enquiries from people not authorised by the applicant. This includes the person providing support to the application. If you want to authorise another person to discuss your application with this office, or receive correspondence about your application, you should indicate this by using a [Form 956](#) which must be signed by both the applicant and authorised person.

Without a form 956 we cannot talk about your case to anyone else, including your partner or family members.

Australia’s visa label policy

The Australian Government does not require holders of Australian visas to have a visa label in their passport.

We electronically record all visas issued to non-citizens providing them permission to travel, enter and/or remain in Australia. This means that evidence of a visa grant in the form of a visa label is no longer routinely issued to visa holders. Instead, electronic visas are linked to a visa

holder's current passport which enables us to provide accurate, secure and real-time information about a visa holder's visa details. It is also more secure than issuing a visa label as it reduces the risk of fraud.

Having this electronic connection also enables online checking of visa details by visa holders, airlines, registered Australian organisations and Australian government agencies.

About your visa

When you receive your Australian visa you are issued with a visa grant notification letter that explains the conditions of your visa including period of validity and entry requirements. You should retain this for your own reference and may wish to carry it with you when you travel as it contains important information about your visa. The information contained within the visa grant notification letter will help you check your visa details online using the department's Visa Entitlement Verification Online service, known as VEVO.

Application online

If you lodge your application online through [ImmiAccount](#), you **must** upload all supporting documents into the system at the time of lodgement. 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.

If you are requested to provide more supporting documentation for your application, you should submit (upload) supporting documents online via your ImmiAccount. To attach documents to your visa application, please login to your ImmiAccount, find the application details page and click on the Attach Document button on the right hand side of the screen.

The maximum size for each file you attach is 5MB.

For more information on ImmiAccount, please visit <http://www.border.gov.au/Trav/Visa/Immi>

Additional information regarding the attachment process can be found here: <http://www.border.gov.au/Trav/Visa/Atta>

Application Document Checklist

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application with the department. You may also need to provide additional information and documentation after you have made your application if the department requires it.

After completing this checklist, please attach it to the front of your application.

- [Form 1400](#) Application for a Temporary Work (Short Stay Activity) visa. Please ensure that the application form is completed in English and signed by you, the applicant.
- Visa Application Charge - See: <http://www.border.gov.au/Trav/Visa/Fees>
- A clear photocopy of your passport biodata page (the page with your photograph) and a copy of all other pages in your passport that contains a stamp and/or visa.
- One recent passport sized photographs (45mmx35mm), no more than six months old. This should be of head and shoulders only against a plain background. Print your name on the back of your photograph.
- Copy of your National Registration Card
- Evidence of family composition (copy of House Registration List), employment and other ties to your country of usual residence
- 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)
- Evidence that you have adequate funds or access to adequate funds to support yourself, (and any family members travelling with you) during the period of intended stay; for example, a current bankbook, bank statement or a letter of financial support from your employer.

Participating in a cultural or social event

- Letter of invitation from the inviting organisation in Australia that includes the event name, the dates of the event, your role or duties, and the role of the inviting organisation in the event.
- If you are applying as an amateur sports participant or assisting an amateur participant or team: your invitation to the event including this information.

Doing highly specialised work

- 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.

or

- If you are doing freelance work: a copy of your proposed itinerary.
- 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.

Attending a national emergency

- A letter of support from an Australian Commonwealth, State or Territory emergency authority.

Dependant applicants under 18 years of age

If you 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:

- certified copies of official legal documents, such as a court-issued custody, access or guardianship order
- a statutory declaration giving their permission
- [Form 1229](#) Consent form to grant an Australian visa to a child under the age of 18 years.

If you use this form, 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.

Applicants over 75 years of age

- Requires a health check up (see above)
- Medical insurance to cover your full stay in Australia

Other important things to note:

- **Do not** book airline tickets for travel to Australia unless your visa has been granted. This office cannot assume responsibility for meeting deadlines imposed by your proposed travel arrangements.

For further detailed information, please visit www.border.gov.au or www.myanmar.embassy.gov.au

Last updated 10 July 2015