



Australian Embassy Bangkok
Visa and Immigration Office

APPLYING FOR A STUDENT GUARDIAN VISA TO AUSTRALIA

Who should apply for a student guardian visa? Those who wish to accompany a student visa holder as a guardian to provide appropriate care and welfare arrangements for the student (under 18 years old)

Where can I lodge my application?

- **In person at:** Australian Visa Application Centre
Floor 34, Thai CC Tower, 889 South Sathorn Road, Bangkok (next to Surasak BTS Station)
Further information on the Australian Visa Application Centre is available at www.vfs-au.net
- **By mail or courier:** Visa and Immigration Office
Australian Embassy Bangkok, 37 South Sathorn Road, Bangkok 10120
You **must** enclose pre-paid envelope (EMS) with self-return address with your application.
- **At the Australian Embassy by appointment only** Note: Appointments may not be readily available and are for urgent cases.
Please telephone (02)3446400 between 2.30- 4.30pm, Monday to Friday (except public holiday)

Visa Application Charge (VAC):

Cashiers cheque if purchased within Bangkok, Nonthaburi, Samutprakarn provinces; or Bank Draft if purchased in other provinces within Thailand and payable to 'Australian Embassy Bangkok' in Thai Baht (THB) only. Personal cheques and credit cards are **not** acceptable. Applications with the incorrect THB fee may be returned. The current THB VAC charge is available at <http://www.immi.gov.au/allforms/990/visa-charges.htm>.

Important things to remember when making an application

Applicants are required to disclose information about all previous visa applications. The provision of false or misleading information in an application could lead to the application being refused.

It is important that you lodge a complete application. A complete application is one that provides all information necessary for a decision to be made. You should support your application with as much information as possible at the time of lodgement as a decision may be made solely on the information that you have provided with your application. You will be advised if an interview is required to assist in finalising your application.

What do I need to provide?

You may be asked to provide further documents or information relating to your particular circumstances after your application has been lodged. The list of supporting documentation below is not exhaustive. You should provide documents certified as true copies of the original, with the exception that we require the **original bankbook**. Documents can be certified as true copies of the original at the Australian Visa Application Centre (AVAC) or at the Amphur District Office. You should also provide an English translation of any document in another language. You may choose to provide original documents and a set of clear copies. All originals will be returned to you after the copies have been certified.

A complete application should include:

- Form 157G – completed in English and signed by the applicant
- Form 157N – completed in English by the nominating student
- A non-refundable VAC. See detail under '**Visa Application Charge (VAC)**' above.
- One recent passport size photograph of yourself; attached to the application form
- A passport that is valid for the total period of your stay in Australia, or for a minimum of 6 months
- Thai National Identification card and House Registration Certificate / Birth certificate
- Evidence to confirm the status of the nominating student in Australia
- A letter from the school/institution to confirm/acknowledge your guardianship status

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- Evidence to confirm relationship between you and the nominating student
- Evidence of adequate health insurance whilst in Australia

Health and Character Requirements

- Medical and x-ray examination results for yourself and each family member planning to accompany you to Australia.

The department uses an online health system known as eHealth to record your health examination results and conduct your health assessment. The “E Health” program requires that medical examinations be conducted only after a visa application has been validly lodged with the Embassy. Once the application is lodged, the case officer will provide you with a “Health Assessment” letter (by email, mail or fax). The Panel Doctor will need to see this letter as part of the medical examination process and you should take the letter with you when you go to the Panel Doctor 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 Bangkok. A list of these doctors is on the Department of Immigration and Citizenship website: <http://www.immi.gov.au/contacts/overseas/t/thailand/panel-doctors.htm>.

Original police clearance certificate(s)

From every country the applicants (if aged 16 years and over) have resided in for a total of 12 months or more during the last 10 years. Details are available on form *Character Requirement Penal Clearance Certificates*. Specific forms to apply Australian police clearances are also available at the Australian Visa Application Centre (AVAC).

The application for a Thai police clearance may be made at the Special Branch Bureau, Royal Thai Police Headquarters, Rama I Road, Bangkok, building 24. Application forms and detailed instructions are also available at that location.

Financial requirements

- Evidence that you will be self-supporting in Australia without cost to Australia's social and welfare services. (eg. documentary evidence (in the form of account statements and letters from managers of banks or other financial institutions and pension funds) of current capital, current pension (with evidence that it is transferable and will continue to be paid notwithstanding that the holder may take up residence in Australia), current capital. Valuation of that portion of their (unencumbered) non-monetary assets (if any) that they propose to liquefy or otherwise arrange for transfer, current income from (or, if to be so converted, estimated capital value of) investments and insurance/assurance policies with a statement as to which of these they propose to transfer to Australia and which, rather than be transferred, will continue to be “off-shore” income-generating investments only.

If you are providing a bankbook, you are required to provide the **original bankbook** which will be returned to you with your passport.

How long will I need to wait for the visa?

You can expect a decision on your application within 10-12 working days from the day you lodge your application. **The processing time may take longer if the application was incomplete at the time of lodgement** or if there are other issues with your application such as child custody, character concerns relating to previous immigration history or criminal convictions, or if further medical checks are required. If your application is likely to take longer than 12 days, you will be fully informed of the reason for any delays.

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 be able 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 applicant and authorised person.

Do I need a visa label?

You do not need a visa label to travel to or enter Australia. You will be advised of your visa details including the grant number and the conditions in your visa approval letter. Whether you applied over the Internet or by paper application, you can check your visa details through the Department's Visa Entitlement Verification Online (VEVO) service. You can access VEVO by visiting www.immi.gov.au/students/index.htm and clicking on the VEVO link. If you have already registered to use VEVO you can use the password supplied to you or your Transaction Reference Number.

Employers and educational providers can also check your visa information with your consent by accessing VEVO at www.immi.gov.au/e-visa/evo.htm.

For further detailed information, please visit www.immi.gov.au or www.thailand.embassy.gov.au

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