



Australian Immigration
and Trade Services
Ltd Liability Co.

Instructions to apply for an eVisitor Visa (Business) for Australia

An eVisitor Visa (Business) permits short term visits to Australia for up to 3 months to engage in a business visitor activity.

Acceptable business visitor activities on an eVisitor Visa (Business) include making general business or employment enquiries (excluding working for an Australian organisation as part of investigating a business opportunity); investigating, negotiating, signing or reviewing a business contract; activities carried out as part of an official government-to-government visit; participating in conferences, trade fairs or seminars as long as you are not being paid by the organisers for your participation.

Holders of an eVisitor (Business) are not allowed to work in Australia. Should you seek to undertake short-term, highly specialized work in Australia, please contact our office for further instructions.

eVisitor Visa (Business) holders are generally permitted to:

- travel to, and enter Australia on multiple occasions for 12 months from date of grant;
- remain in Australia for a period not exceeding 3 months from each date of entry into Australia; and
- study for up to 3 months in Australia.

Should your eVisitor Visa – Business Visitor stream be approved, you will receive written notification of visa grant from Department of Immigration and Border Protection (DIBP). The visa validity and stay period granted to you will be determined by DIBP at time of decision and cannot be amended once the visa is granted. In some circumstances, you may be granted a single entry only, or the visa validity and stay period granted may be different from what you requested in your visa application.

You must be outside of Australia when your application for an eVisitor Visa (Business) is lodged and decided.

An eVisitor Visa (Business) is designed specifically for European Union nationals who are ineligible to apply for an ETA (Business). Holders of the following passports may apply for an eVisitor Visa (Business) via our office:

Bulgaria	Cyprus	Czech Republic	Estonia
Hungary	Latvia	Lithuania	Poland
Slovak Republic	Slovenia	Croatia	

How to apply for an eVisitor Visa (Business)

Please send the following documents to AITS, Postfach 457, CH-3800 Interlaken:

- 1. Completed and signed “Application for a Visitor visa – Business Visitor stream” (Form 1415)**
- 2. Completed and signed “Advice by a migration agent” (Form 956)** Complete Q14 and sign declaration at Q24
- 3. Proof of payment:** Payment of the standard service fee of **Sfr 200.-** per application may be made **in cash** or at your local **Swiss Post office** or by **ebanking to PostFinance account 60-357890-1, IBAN CH41 0900 0000 6035 7890 1** in favour of AITS clients’ account, CH-3852 Ringgenberg BE. Proof of payment (Empfangsschein/ Récépissé/ Ricevuta) or e-banking debit receipt (Zahlungsbestätigung/ attestation de paiement/ conferma de pagamento) must be provided with your application
- 4. Photocopy of your passport page(s) showing identity, validity, date and place of issue.** Your passport must be valid for the length of your intended stay in Australia. If you hold another passport, provide a copy of your other passport page(s) showing identity, validity, date and place of issue



5. Photocopy of your valid residency permit (e.g. Swiss residency permit B/C) valid for at least 3 months after your scheduled return from Australia. Should you hold a residency permit that will expire (ie. Swiss Residency Permit B), please provide a letter from the relevant authorities confirming your eligibility to apply for a further residency permit

6. Evidence of proposed activities in Australia:

- **a letter of support from your current employer in your home country** confirming your current position/occupation and duration of employment, the reasons for your visit to Australia, your duties/tasks/goals whilst in Australia, the proposed duration of your stay in Australia, and whether you may be required to return to Australia to carry out further business visitor activities in the next 12 months. Your employer should confirm that all costs associated with your visit/s to Australia are covered by the employer or alternative;
- **a letter of invitation from Australian based entity/customer** confirming nature of relationship with applicant/applicant's employer, reasons for visit to Australian based entity/customer; an itinerary of proposed visit/s with contact details of Australian business parties;
- **a letter of invitation from host organisation in Australia** confirming conference registration details;
- **your (monthly) payslips for previous 3 months and/or employment contract** confirming current employment status/conditions;
- **evidence of overseas health insurance (world-wide)**

7. Evidence that your business background is relevant to the nature of your proposed business in Australia. Evidence of your educational qualifications, membership of professional associations, evidence of your current or previous employment position/s, details of any previous contacts with Australian business persons or organisations, evidence of active business operations in your home country

8. Evidence of sufficient funds to cover your proposed visit to Australia. Your recent bank account statement or confirmation that all costs will be covered by your employer in your home country or host organisation in Australia

9. An envelope with your name, address and a postage stamp for the return of your notification of visa decision

Additional documentation may be required in the following circumstances:

- **Health testing with a panel doctor** may be required. Should the Department of Immigration and Border Protection (DIBP) require you to complete health testing with a panel doctor, we shall provide you with further instructions. Please note that it may take longer to finalise visa applications where health testing is required and an additional service fee will apply
- **Genuine Visitor Requirement** DIBP will assess the individual circumstances of your visa application to determine whether the purpose, duration and proposed activities in Australia are reasonable and consistent with "business visitor activities". DIBP will also assess whether you hold or have access to adequate funds for your intended activities in Australia. Should you require our assistance to prepare supporting statement/s and satisfactory and consistent supporting documents, an additional service fee will apply. If DIBP request additional documents and/or in the event of non-routine processing by DIBP, an additional service fee will apply. Please note that it may take longer to finalize visa applications where additional information is requested.

DIBP's global visa processing times indicates that 95% of eVisitor Visa (Business) applications are finalized within 2 weeks of receipt of a complete eVisa application by DIBP.

Actual processing times of your application may vary depending on a range of factors including whether your application is complete, checking by external parties if required (health, character, national security), how promptly you submit additional information (if requested), surges in demand and peak periods . Please apply well before your proposed travel date. You should not finalise your flight arrangements until your visa has been approved.

An eVisitor Visa (Business) will be linked electronically to the passport you provide with your application. You must use the same passport to travel to Australia.

Should your eVisitor Visa (Business) application be approved by DIBP, you will receive a written notification of DIBP grant from our office. We incur no liability for financial loss or otherwise if eVisitor Visa (Business) processing is delayed or your visa application is refused.

See our Terms of Service at www.aits.ch for full details of supply and limitations of service, refund policy and disclaimer of liability in relation to your visa application together with links to Code of Conduct and Consumer Guide of the Office of the Migration Agents Registration Authority (MARA).

