



Australian Immigration  
and Trade Services  
Ltd Liability Co.

## Instructions to apply for a Working Holiday Visa for Australia

The Working Holiday Visa permits young adults from eligible countries to have an extended holiday supplemented by short-term employment in Australia.

To apply for a Working Holiday Visa, applicants need to have turned 18, but have not yet turned 31, at the time of applying for the Working Holiday Visa and not have any dependent children who will be accompanying them to Australia.

### Working Holiday Visa applicants 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 12 months from the initial date of entry. If you depart Australia during your 12 month stay, you are not able to recover the period of time you have spent outside Australia;
- undertake any kind of work in Australia, for a up to 6 months with the same employer; and
- study for up to 4 months in Australia.

You must be outside of Australia when your application for your first Working Holiday Visa is lodged and decided. Holders of the following passports may apply for a Working Holiday Visa via our office:

Belgium	Canada	Cyprus	Denmark	Estonia	Finland
France	Germany	Hong Kong (SAR)	Ireland	Italy	Japan
Korea	Malta	Netherlands	Norway	Sweden	Taiwan
United Kingdom					

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### How to apply for a Working Holiday Visa

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

- 1. Completed and signed "Application for a Working Holiday Visa for Australia" (Form 1150)**
- 2. Completed and signed "Advice by a migration agent" (Form 956)** Complete Q14 and sign declaration at Q24
- 3. Scanned colour copy of 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
- 4. Proof of payment:** Payment of the standard service fee of **CHF 850.-** per application may be made in **cash** or at your local **Swiss Post Office** or by **e-banking** 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 / R c piss  / Ricevuta or e-banking debit receipt (Zahlungsbest tigung / attestation de paiement / conferma de pagamento) must be provided with your application.
- 5. Evidence that you have sufficient funds to cover your proposed stay in Australia:**
  - Your bank account statement/s that clearly identify name and address of the bank and account holder, show all transactions for the past 3 months and the final balance of the account/s
  - Your credit card statement/s showing available credit card funds
  - Evidence of financial support by a friend/relative Should someone else be providing financial support, send a copy of this person's bank account statement(s) identifying name and address of the bank and account holder, all transactions for the past 3 months and the final balance of the account/s; a copy of the identity pages of

their passport/national identity card; and a written statement from that person confirming their relationship to you and the type of support they are willing to provide to you for the duration of your stay in Australia  
- Other evidence eg, taxation records, official employment pay slips and/or evidence of other income

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

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### **Additional documentation may be required in the following circumstances:**

- **Character testing / Biometric/ Health testing with a panel doctor** may be required. Should Home Affairs require you to complete character testing / biometric / health testing, we shall provide you with further instructions on how to proceed. It may take longer to finalise visa applications where character / biometric / health testing is required and an additional service fee will apply.
- **Genuine Temporary Entrant Requirement** Home Affairs 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 "tourism". Home Affairs will also assess whether you hold or have access to adequate funds for your intended vacation. Should you require our assistance to prepare satisfactory and consistent supporting documents, an additional service fee will apply. If Home Affairs request additional documents and/or in the event of non-routine processing, an additional service fee will apply. Please note that it may take longer to finalize visa applications where additional information is requested.

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Global visa processing times of Home Affairs indicates that 75% of Working Holiday Visa applications are finalized within 1 day – 5 months of receipt of a complete eVisa application by Home Affairs.

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.

A Working Holiday Visa will be linked electronically to the passport you provide with your application. You must use the same passport to travel to Australia.

Should your Working Holiday Visa application be approved by Home Affairs, you will receive a written notification of Home Affairs grant from our office. We incur no liability for financial loss or otherwise if Working Holiday Visa processing is delayed or your visa application is refused.

Please visit our website, [www.aits.ch](http://www.aits.ch) , for our Terms of Service and Privacy Policy. Your use of our website or payment of the standard service fee for AITS service/s will mean you accept the Terms of Service, which together with our Privacy Policy govern AITS's relationship with you. By using our website or paying the standard service fee, you are confirming that you understand and agree to these Terms of Service and have engaged the services of AITS. Links to the Consumer Guide of the Office of the Migration Agents Registration Authority (OMARA) are also available on the website. You acknowledge that you have had access to and the opportunity to read the Consumer Guide prior to making any payment to AITS.

