

E - LODGMENT

The forms required for e-lodgment are:

- 1) Form 1221.
- 2) Document Checklist (student e-visa document checklist)
- 3) Financial Details sheet (attachment 1)
- 4) Financial Matrix (You have to prepare financial matrix for each sponsor & each account holder separately. You also have to make separate matrix for the bank loan (If applicable). The format is enclosed with the financial matrix for the bank loan. It's just the same like financial matrix that you will make for the sponsors. Only difference being that it has to be made separately.

NOTE: Please do not scan any of the above mentioned docs. You are required to give us all the above forms in original & duly signed by the student where applicable.

You are requested to please arrange the Visa file in the following order:

- 1) Additional Information Sheet
- 2) 157 A Form (New Visa form) Don't forget to mention complete Credit card details. And also make sure that the form is complete.
- 3) Passport copy (First 2 & Last 2 pages) Incase spouse is accompanying then please provides the same for the spouse.
- 4) Offer Letter, Loan disbursement Letter, copy of demand draft of tuition fee paid
- 5) Statement of Purpose (Duly signed by the student)
- 6) Other forms (Student Information Sheet, Details of Relatives sheet, Supplementary Questionnaire)
- 7) Notarized/ Attested copies of IELTS & all Academic Docs
- 8) Work Experience (Where Applicable)
- 9) Affidavit of support (All the affidavits should be on 20 Rs. stamp paper)
- 10) Proof of Relationship. (Passport copy, Birth certificate, Year 10th Certificate, Marriage Certificate, Photographs of Marriage, Voter ID card).
- 11) Student Financial sheet. (Please follow the format provided)
- 12) Original CA statement
- 13) Original Loan Letter
- 14) Docs related to Loan Security
- 15) Notarized copies of bank statements (make sure that all the statements are updated & they are 3 months old for Bachelors/Masters & 6 months old for Diploma course).
- 16) Notarized copies of Post Office Accounts/ Monthly Income scheme
- 17) Notarized Copy of Provident Fund Account. Make sure that you are providing the Withdrawal Certificate & the Provident Fund statement. Both are mandatory.
- 18) Notarized copies of Additional funds (If shown). Additional funds include-any FDs from unauthorized bank, KVPs, NSCs, LICs etc.
- 19) Valuation Report for Property
- 20) Ownership Proof of property
- 21) Income Proof. Notarized copies of IT Returns for the last 3 years from each sponsor is must.
 - * If the sponsor is salaried person, then he has to provide the salary slips alongwith the IT Returns
 - * If the sponsor is a businessman, then he has to provide IT Returns for the last 3 years, notarised copies of the balance sheet for the last 3 years, Registration of business, Partnership deed (If applicable), Recent bank statements of company partnership, IT Returns of Company partnership.
- 22) Retirement Income- letter from Company at the time of Retirement stating amount of pension & Recent bank statement showing credit of pension.
- 23) Rental Income- Ownership of property & Lease deed
- 24) Agricultural Income- Ownership proof, J-forms, Receipt of sale, Income Certificate from Regional authority e.g. Patwari etc.

NOTE: Please make sure that the Income should commensurate with the funds shown & with the loan taken.

If the student is married, then you have to provide notarized copy of Marriage Cert, Photographs of Marriage, Academic Docs of spouse, work Experience letter of Spouse (If applicable). Make sure that you are showing the finances of the spouse in the student financial sheet (approx. 5000 AUD for spouse(Inclusive of airfare & OHSC). 2400 AUD + airfare+ OHSC for the 1st Child & 1200 + airfare+ OHSC for the 2nd child)

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