**Employer-Sponsored Visa Checklist**

*Your step-by-step guide to sponsoring overseas workers*

**The Process**

Applying for an employer-sponsored visa involves **three stages**:

**1️⃣ Sponsorship**

Demonstrating that your business or organization is legally operating and capable of employing overseas workers.

**2️⃣ Nomination**

This focuses on the position within your business—showing why it’s genuine and required. For restaurants, the nominated occupations are usually **Chefs** or **Cooks**.

**3️⃣ Visa Application**

The overseas worker must prove they have the relevant **skills, qualifications, and experience** for the role.

**Labour Market Testing (LMT)**

Before lodging the nomination and visa applications, the position must be advertised for **28 days** on at least **two national reach websites** such as: Seek, Indeed, CareerOne & LinkedIn.

The ads must meet strict compliance requirements, including specific details about the role and salary range.

**Core Documents Checklist**

**For Sponsorship**

* Financials of the business for the last 12 months (e.g., June 2024 financials)
* Last 4 BAS statements
* Evidence the business is actively operating (e.g., business registration, organizational chart)

**For Nomination**

* Detailed position description for the nominated role (Chef or Cook)
* Evidence of Labour Market Testing, except if the applicant is from an exempt country such as the UK, Malaysia, Mexico, Korea, Peru. etc
* Employment contract (to be signed only after LMT is complete)
* Submission outlining why the position is genuine and required
* Organisational Chart, showing reporting lines both front of house and kitchen
* Evidence of a market-related salary offer

**For Visa Application**

* Proof of the applicant’s qualifications and work experience
* English language test results (IELTS or PTE)
* Police clearance (not required at the time of application)
* Medical examination (not required at the time of application)

**Government Fees**

| **Stage** | **Fee Amount** |
| --- | --- |
| Sponsorship | **$420** |
| Nomination | **$330 + Training Levy** |
|  | - $1,200 per year (turnover < $10M) |
|  | - $1,800 per year (turnover > $10M) |
| Visa Application | **$3,210 per applicant (18 years +)** |

*Note: Nomination Training Levy applies per year of the visa requested (up to 4 years).*

**Key Takeaways**

* Sponsorship shows your business is active and compliant
* Nomination proves the position is genuine, LMT has been properly undertaken and employment contract is compliant
* Visa application confirms the applicant’s skills, through a combination of qualifications and work experience, match the role of the nomination

We will guide you through every step of the way, providing tailored support and unmatched know-how grounded in irreplaceable experience and knowledge, to ensure a seamless process and the best opportunity for a successful outcome. Please contact us and speak with Ian, Eileen or Kathy at 02 9411 6000 or email: [info@australiamigrate.com](mailto:info@australiamigrate.com)