







School trip to Japan (Short-term stay)

* Please do NOT staple the documents together

	Required documents		Download Website
A. Provided by visa applicant			
1	Passport 	<ul style="list-style-type: none"> - Original plus one photo copy - Valid until the trip to Japan and return to Australia - Signed by the bearer (if there is a signature area) - At least 2 spread blank visa pages - Not damaged - Old passport if liked to current AUS visa 	
2	Visa application form 	<ul style="list-style-type: none"> - The signature must be in your own handwriting and same as the signature on your passport - Please download and print the visa application form - Please complete the form by filling ALL THE LINES - If no information is applicable for the question, please put N/A 	PDF Sample
3	Photo 	<ul style="list-style-type: none"> - 4.5x3.5cm - Taken within 6 months - Plain background - On glossy photo paper 	
4	Valid long-term visa for Australia 	<ul style="list-style-type: none"> - Access VEVO website and bring the printed VEVO information as your latest visa status (Visa "Grant Notice" is NOT acceptable) - If you hold a Bridging visa "A", you need to change it to Bridging visa "B" beforehand <p>* If your current Australian visa is linked to your previous passport, please bring it as well. * If you hold a tourist/visitor visa, we CANNOT accept your application.</p>	VEVO website
5	Proof of Residency 	<ul style="list-style-type: none"> - Applicants must be residents in NSW or NT. <p>*If you don't have a proof of current address, please state your current address in the letter from your school outlined in the point below.</p>	
6	Letter from School	<ul style="list-style-type: none"> - Letter on an official letterhead and it must include the following information: <p>Applicant's full name, Date of birth, Passport number, current address Nature of the trip Schedule Length of stay The travel expenses have been (will be) paid</p>	
7	Flight information 	<ul style="list-style-type: none"> - Provide ALL the destination flight booking confirmations (eg. If you travel from Sydney to China first, China to Japan, and return flight from Japan to China, China to Sydney) 	

		<ul style="list-style-type: none"> - The confirmation must including your full name as a passenger - If you will not come back to Sydney, please provide a typed explanation letter <p><i>* We do not require the purchase of tickets, but we do require a confirmed reservation. We are not responsible for tickets which may be unusable due to the delay or denial of a visa</i></p>	
8	Travel itinerary	<ul style="list-style-type: none"> - Download and print the form Or - Schedule from school 	Travel Itinerary
9	Proof of sufficient funds of visa applicant	<p><i>* A bank statement is not required if the letter from the school, as outlined in point 6, states that the travel costs have been (will be) paid.</i></p> <ul style="list-style-type: none"> - Provide your "Saving Account" recent 3 months statement or transaction record - Your full name and current residential address is shown as the account holder - Have sufficient funds <p><i>*If you are a minor with no bank account or do not have much money, your family can financially support you, you may provide the following</i></p> <ul style="list-style-type: none"> - Your saving bank account (even if not much money is in the account) - Saving accounts of your financial supporter such as Parent or Partner - Letter from your financial supporter explaining the situation <i>* Please include your and her/his full name, the relationship to you and her/his signature</i> - Official document showing the relationship such as Birth Certificate and Marriage Certificate - Passport photocopy of your supporter 	

***Applicants may authorise a proxy.**

To authorise a proxy for application drop off/pickup, the applicant MUST fill out an [authorisation letter](#) and have the proxy submit the original letter to the Consulate along with his/her ID card.

*The minimum assessment time is **5 business days** for all visas. It generally takes longer if additional documents are required for further assessment.