



*Australian Immigration
and Trade Services
Ltd Liability Co.*

INSTRUCTIONS TO APPLY FOR A LONG STAY TOURIST VISA FOR 12 MONTHS

It is possible to apply for a long stay tourist visa with a stay period of up to 12 months. This visa is valid for entry to Australia for 12 months from date of grant and usually permits multiple entries into Australia during the validity of the visa. You are not permitted to work in Australia. You are allowed to study for up to 3 months in Australia.

In some circumstances, the visa validity and stay period granted to you may differ from what you requested. Visa validity and stay period are determined by the Immigration Authorities at time of decision and cannot be amended once the visa is granted.

You should not finalise your flight arrangements until your visa has been granted and confirmation of visa grant is returned to you. You must be outside of Australia when your visa application is lodged and decided. We incur no liability for financial loss or otherwise if visa processing is delayed or refused. Processing of standard applications can take **up to 6 weeks**. Please apply well before your proposed travel date. See our Terms of Service for full details of limitations of service, refund policy, and disclaimer of liability in relation to your visa application.

Citizens of the following countries can apply for a long stay tourist visa at our office:

Andorra, Austria, Bahrain, Belgium, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong (SAR), Hungary, Iceland, Ireland, Italy, Japan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Monaco, Netherlands, Norway, Oman, Portugal, Poland, Qatar, Republic of Cyprus, San Marino, Singapore, South Korea, Spain, Slovak Republic, Slovenia, Sweden, Switzerland, United Arab Emirates, United Kingdom (British citizen), USA, Vatican City.

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

All supporting documents must be in English.

- Completed and signed Form 48R: Application to visit Australia for tourism**
It is not necessary to attach a passport sized photograph to Form 48R.
- Proof of payment**
Please provide proof of payment (stamped copy of Empfangsschein/Récépissé/Ricevuta or e-banking receipt) of the Australian Government application fee plus our service charge totalling **Sfr 400.-** per application. Payment can be made to either our PostFinance Account 60-357890-1, by cash, or by e-banking to IBAN CH41 0900 0000 6035 7890 1. **PAYMENT BY CREDIT CARD IS NOT ACCEPTED.**
- Photocopy of the identity, validity, date and place of issue pages of your passport. If you hold a second nationality, please provide a copy of the identity, validity, date of issue and place of issue pages of your second passport.** Your passport must be valid for the length of your intended stay in Australia. It is recommended that your passport is valid for at least 6 months after your intended departure from Australia.
- Written statement by you in English outlining your plans in Australia** including intended date of arrival in Australia, your flight number, date of departure from Australia, and full explanation of why you are visiting Australia (your proposed travel itinerary within Australia, places you will visit in Australia and how long you intend to stay in each location, study and/or travel plans), whether you will be travelling from Australia to another country and returning to Australia, names and addresses of any relatives, friends or contacts that you will visit and/or stay with while in Australia.
- Evidence that your plans to visit Australia are genuine. If you are:**
 - **an employee:** a letter from your employer in your home country stating your position, your salary, duration of employment, period of leave and whether your leave is paid or unpaid.
 - **a student:** evidence from your school, college or university in your home country to confirm study leave /vacation.
 - **retired:** evidence of your retirement and pension entitlements.
 - **visiting close family or friends:** a letter of invitation to visit plus evidence of their Australian citizenship or residence status in Australia.

- ❑ **Your intentions after departure from Australia** confirmation of onward travel or evidence of return to employment/study in usual country of residence.
- ❑ **Evidence of sufficient funds to cover all costs of your stay in Australia:** a personal bank account statement for the last 3 months, showing the name of the account holder, all transactions for the past 3 months and the final balance of the account(s); pay slips for the last 3 months; pension entitlements; details of funds that you will take with you or have available to you.
- ❑ **Copy of your proposed flight details** if available or a short note advising when you intend to leave your home country.
- ❑ **An envelope with your name, address and a stamp** for the return of your visa grant letter.
- ❑ **Applicants under 18 years of age**
Applications for children under 18 years of age require additional supporting documents. Please contact our office for further details. Please note that it may take longer to finalise visa applications lodged by applicants under 18 years of age and an additional service fee will apply.
- ❑ **Applicants aged 75 years and over**
If you are aged 75 years and over, you will need to undertake an Aged Visitor Health Check with a Panel Doctor who will complete an official form to confirm that you are of good health and are fit to travel to Australia. Once we have lodged your visa application, we will send you instructions about undertaking the Aged Visitor Health Check with your nearest Panel Doctor. You may also be required to submit evidence of comprehensive health insurance cover in Australia (in English). Please note that it may take longer to finalise visa applications lodged by applicants aged 75 and over. An additional service fee will apply.
- ❑ **Health Examination (if applicable)**
Please refer to the Health Requirements link on our website *Health requirement for temporary entry to Australia Form 1163i* to see if your nationality and the nature or duration of your visit requires you to undergo health testing with a panel doctor.

Additional health assessments may be required if you answer "yes" to any question regarding a health condition in the visa application form. Regardless of your citizenship, if you have spent more than 3 consecutive months in the last 5 years in another country, the higher risk level applies.

Additional health assessments will be required for medium or higher risk applicants who are likely to enter a health care or hospital environment whilst in Australia. Should you have any queries, please contact AITS.

You can email us at info@aits.ch or telephone +41 33 826 00 26 if you have any queries. We look forward to receiving your completed visa application.