



**AUSTRALIAN EMBASSY, HANOI**  
**AUSTRALIAN CONSULATE-GENERAL,**  
**HO CHI MINH CITY**

**VISA AND CITIZENSHIP SECTION**

### **BUSINESS (SHORT STAY) VISAS**

This information is provided to assist applicants in completing the visa application process in Vietnam. Applicants **must** also read the information regarding visiting Australia on the Department of Immigration and Citizenship (DIAC) main website.

See: <http://www.immi.gov.au/visitors/index.htm>

This information is intended for business people seeking to visit Australia for up to three months for business purposes.

This information **must** be read in conjunction with the Vietnam General Information sheet which provides details on lodging a visa application in Vietnam.

See: <http://www.vietnam.embassy.gov.au/hnoi/VietGenInfo.html>

**PROCESSING TIME:** Please refer to the Vietnam General Information sheet for information regarding standard processing time.

See: <http://www.vietnam.embassy.gov.au/hnoi/VietGenInfo.html>

**DOCUMENTS REQUIRED:** The following is a list of documents that should be submitted in support of a Business (Short Stay) visa application. This list specifies the minimum documentation only and is not exhaustive. It is open to applicants to submit any documentation (one copy each) they wish which they believe will assist in the assessment of their application.

Check Box	Documentation
	Form 456 - <b>Application for a business (short stay) visa (for a stay of up to 3 months).</b> See: <a href="http://www.immi.gov.au/allforms/index.htm">http://www.immi.gov.au/allforms/index.htm</a>
	Two passport size photographs (4cm x 6 cm). Photographs must not be more than 6 months old.
	Details of Relatives Form. See: <a href="http://www.vietnam.embassy.gov.au/hnoi/files/relativesform.pdf">http://www.vietnam.embassy.gov.au/hnoi/files/relativesform.pdf</a>
	Signed Passport. Expired and unsigned passports are not acceptable.
	<b>Diplomatic and Official Passport holders:</b>
	Invitation letter from Australia-based company or organisation.
	Third Person Note from the Consular Department of the Ministry of Foreign Affairs in Hanoi or the Department of External Relations Ho Chi Minh City providing permission to travel as a Diplomatic/Official passport holder.
	<b>Ordinary Passport holders:</b>
	A letter of invitation from the company or enterprise based in Australia with which you will be dealing on your visit. This letter should clearly state the purpose of your visit and give precise details of your business dealings for the duration of your stay.
	Original decision letter from your employer stating the purpose of the visit and who will pay the costs of the visit. If you are self-employed (i.e. a business owner), you are required to provide an explanatory letter only.
	Evidence of your current employment - if you are an employee, please provide your labour contract; if you are self-employed, please provide a certified copy of your business licence.
	Original Curriculum Vitae (CV) certified by the local authority. Applicants employed by state-owned agencies/enterprises should have their CV verified by the employer. CV must not be more than 6 months old.
	Certified copy of all pages of current Household Registration Book. Translation is not required.

**FOR FURTHER INFORMATION:** Applicants should refer to Visiting Australia on the DIAC main website or the Australian Embassy, Hanoi website for further information about applying for a Business visa.

See: <http://www.immi.gov.au/visitors/index.htm>

See: <http://www.vietnam.embassy.gov.au>