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Visa Information guideline to apply for:

Temporary Work Subclass 400
Short Stay Specialist

Who needs this visa?

Tennis Australia Staff
Person employed by Tennis Australia or State tennis body

Applying directly with the Department of Home Affairs

To apply directly with Australia's Department of Home Affairs (DHA), you will need to:

1. Create an account through ImmiAccount (the online platform for Australian visa applications)
2. Select the visa type
3. Complete the visa application form
4. Attach the required documents
   - Please make sure you attach:
     - **Passport –** clear colour copy of the photo page of your passport. If your current passport is close to expiry, you can still use it however you must upload your new one later through your ImmiAccount or you may be refused boarding an aircraft.
     - **Letter of Invitation from Tennis Australia –** click here to request your Letter
     - **Other requested documents –** you can find a list at the end of this document
5. Pay the application fee
6. Submit the application

Important: please **do not include anyone** on your visa application. Each traveller will need to apply for their own visa.

Biometrics Request

The Department of Home Affairs has **waived** the need for biometrics for some participants of the 2027 Australian Summer of Tennis and Australian Open, including Tennis Australia Staff.

After you submit your visa application online, the Department of Home Affairs may request your biometrics via an automated email. If you receive this request, please ignore it.

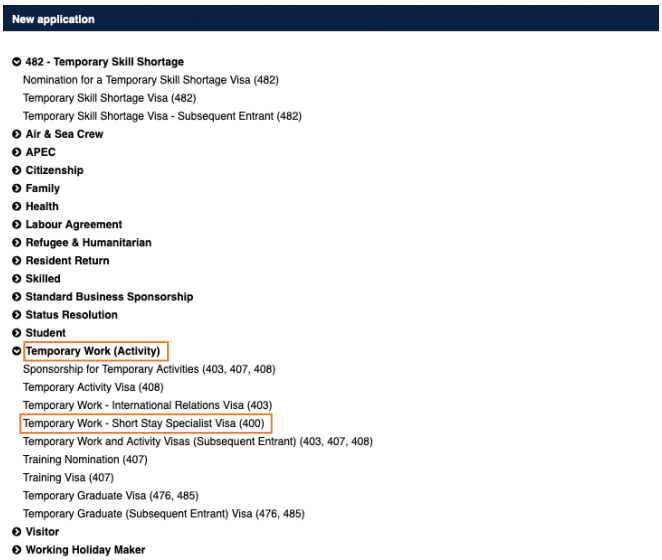
Let's get started

The following information provides guidance in selecting the right visa and completing your online visa application – **please read before starting your application**.

Selecting the right visa in your online application

Select the correct visa: when you apply online using an ImmiAccount through the Department of Home Affairs, ensure you select the correct visa:

- Select **'Temporary Work (Activity)'** then select **'Temporary Work – Short Stay Specialist Visa (400)'** as illustrated below:



Completing the application

- Respond carefully and truthfully to all questions and ensure you provide the answer that best applies to your circumstances. Read carefully and complete the Declaration on page 24.
- Upload the documents required. Failure to do so will delay your application.
- All answers in your visa application and supporting documents must be provided in **English**.

Below are of some of the questions you will be asked in your visa application and suggested answers in **bold font**. Please ensure that your answers best apply to your circumstances:

Section in Immi Account	Answer Suggestions
Group processing	• Is this application being lodged as part of a group of applicants: **Yes** Please refer to your Letter of Invitation for the Group Code and Group Name
Is this category eligible for a Visa Application Charge (VAC) concession?	• Is this category eligible for a Visa Application Charge (VAC) concession?: **No**
Accompanying members of the family unit	Please **do not include anyone on your visa application**. Each traveller will need to apply for their own visa. Family members or Guests require a **visitor visa.** • Are there any accompanying members of the family unit included in this application?: **No**

Section in Immi Account	Answer Suggestions
Intended work in Australia	• Will the applicant be undertaking work with an Australian organisation?: **Yes**
Organisation details for which the work will be undertaken in Australia	• Legal Registered Name: **Tennis Australia Limited** • Trading Name: **Tennis Australia** • Organisation website: **www.tennis.com.au** • Industry Type: **Other Services**
Registration identifier	• Business registration type: **Australian Business Number (ABN)** • Business registration ID: **61006281125**
Organisation address	• Country: **Australia** • Address: **Melbourne Park** **Olympic Boulevard** • Suburb/Town: **Melbourne** • State / Territory: **Victoria** • Postcode: **3000**
Contact person details	• Family name: **Martin** • Given names: **Simon** • Position: **Head of Tournament Services** • Business phone: **+6135 257 864** • Email address: **smartin@tennis.com.au**
Position details	• Position: Your position or job title • Occupation Grouping: **Other** • Occupation (ANZSCO): Select your occupation • Duties/activities: Your duties
Current Overseas Employment details	• Employment status: **Employed** • Occupation grouping: **Professionals** • Occupation: Your occupation
Organisation Details (of overseas organisation who employs you)	• Legal registered name: insert your organisation's registered name • Trading name: insert your organisation's trading name • Business registration type: insert your organisation's business registration type • Business registration ID: insert your organisation's business registration ID • Organisation website: provide if applicable
Qualifications, skills and experience	• Provide details that are relevant to your proposed activity in Australia
Financial Support Remuneration Package	• Will remuneration be received for undertaking the activity in Australia?: **Yes**

Section in Immi Account	Answer Suggestions
Additional Information AusAID or Foreign Affairs supported	• Are any applicants currently or have they previously been an AusAID or Foreign Affairs supported student or recipient?: **No** • Will Australia's national interest be affected if the applicant does not undertake the work or activity for which they are intending to enter Australia?: **No**

Attach the required documents to apply for a SC400 visa?

When you apply for your visa, you must attach:

- **Letter of Invitation** from Tennis Australia – **click here** to request your letter.
- **Passport:** a clear colour copy of the photo page of your passport.

  If your current passport is **close to expiry,** you can still use it; however, you must upload your new passport later through your ImmiAccount before travelling, as visas are digitally linked to the passport used when applying for the visa. If you do not notify the Department of Home Affairs of your new passport, it will not be linked to your visa, and you may experience issues or delays at the border or when boarding an aircraft.

- **Letter from your overseas employer** explaining your current position and duties undertaken whilst in Australia.
- **Travel and Stay Itinerary**
- **Contract or other proof of engagement for the Australian Open 2027 or Australian Summer of Tennis:** you must have a letter confirming your performance or work in Australia from a player or Australian company. Details should include your position, duties, or project of work you will undertake, the duration of your work, the reason why you are in Australia.

There are additional documents that you will need to include to support your application. See 'Gather your documents' at: Subclass 400 Temporary Work (Short Stay Specialist) visa (homeaffairs.gov.au)

After you attach the above documents, there will be a pop-up window asking you why you have not attached all of the documents they requested for Financial & Health. In this case, answer: **Please see the invitation letter attached**.

Note: failure to attach documents such as your passport and Letter of Invitation will delay your application.

DISCLAIMER: *The above answers to questions are suggestions only. Please ensure that you select the answer that best applies to your circumstances. This applies to any information you insert on the application form or to any documents you attach.*

Ready to apply for your visa?

Apply here