



## About this form

Important – Please read this information carefully before you complete your proposal. Once you have completed your proposal we strongly advise that you keep a copy for your records.

## Who should use this form?

This form should be used by Approved Proposing Organisations (APOs) seeking to propose visa applicants under the Community Support Program (CSP).

APOs must have signed a Deed of Agreement with the Department of Home Affairs (the Department) to be eligible to propose under the CSP.

Form 842 *Application for an Offshore Humanitarian visa* must also be completed by the visa applicant and submitted together with this form. Form 681 *Refugee and special humanitarian proposal* must not be lodged with this form.

All forms are available from the Department's website [www.homeaffairs.gov.au/allforms/](http://www.homeaffairs.gov.au/allforms/)

## What is required of an APO?

APOs must have been authorised under a Deed of Agreement with the Department to propose applicants who are in humanitarian situations overseas. APOs' key focus will be to link employers with prospective humanitarian applicants. APOs are responsible for lodging visa applications and ensuring the provision and management of settlement services to people following arrival in Australia.

The APO will also be responsible for assisting entrants to become financially independent within the first 12 months of arrival.

Failure to perform any obligations as specified in the Deed of Agreement may adversely affect future proposals submitted under the CSP.

## Lodgement of forms

Lodge this form (form 1417) and the completed and signed form 842 *Application for an Offshore Humanitarian visa* electronically or by post following the directions on the Department's website

[www.homeaffairs.gov.au/trav/refu/offsh/lodging-certain-humanitarian-applications-in-australia](http://www.homeaffairs.gov.au/trav/refu/offsh/lodging-certain-humanitarian-applications-in-australia)

Payment of the visa application charge (VAC) must be made at the time of application lodgement. Applications proposed by an APO will also be liable to pay a second instalment of the VAC before the visa can be granted.

## Before a visa has been granted

The application will be initially assessed by the Special Humanitarian Processing Centre (SHPC) and, if assessed as eligible for further processing, will be transferred to the relevant overseas mission for further processing.

Following assessment of the application, the overseas mission will contact the visa applicant(s) and the APO to arrange required interview, health assessments, character and security checks.

If the application is assessed as meeting the criteria for the grant of a visa, the overseas mission will contact the visa applicant(s), and the APO, advising that an Assurance of Support (AoS) is required. Once an AoS is accepted, the overseas mission will advise that the final instalment of the VAC must be paid. Details of the amount of the outstanding VAC will also be provided at this time.

If all legal requirements are met for the grant of the visa the Department will contact you requesting payment of the final instalment of the VAC and your plan for settlement assistance.

## After a visa has been granted

If the visa applicant(s) you are proposing are granted a humanitarian visa, please encourage them to attend:

- the Australian Cultural Orientation Program (AUSCO). AUSCO courses prepare participants for their life in Australia. More information is available on the Department of Social Services website [www.dss.gov.au](http://www.dss.gov.au)
- a departure health check. Visa holders should undergo a health check within 72 hours of departure for Australia to ensure they are 'fit to fly' and to identify any medical conditions requiring treatment on arrival in Australia.

After visa grant, identity cards (ImmiCard) will be ordered for the applicants. Once ImmiCards have been received by the applicants, airfares should be purchased.

## Integrity of application

The Department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you or the person you are proposing provide us with fraudulent documents or claims, this may result in processing delays or the application being refused.

If documents are found to be fraudulent or information to be incorrect after grant of visa, the visa may subsequently be cancelled.

## Settlement services

The APO is responsible for arranging for settlement services to be purchased and provided to each entrant for up to 12 months as identified by the settlement case management plan.

As part of this application, you must include a letter of support from a Humanitarian Settlement Program (HSP) provider contracted to the Department of Social Services. Failure to attach a letter of support may delay processing of this visa application.

The APO is responsible for:

- arranging a HSP provider to complete a comprehensive client-focused settlement case management plan for each entrant on arrival in Australia to ensure the entrant achieves the foundation outcomes set by the HSP;
- arranging a HSP provider to provide orientation services on a fee for service basis to each entrant after arrival in Australia;
- arranging the HSP provider to complete a final interview for each entrant on a fee for service basis, once the entrant has achieved the settlement outcomes as set out in their case management plan.

## Assurance of Support

An Assurance of Support (AoS) is a legal commitment by a person to repay the Australian Government certain recoverable social security payments made by the Department of Human Services (Human Services) to those covered by the assurance.

An AoS is a mandatory requirement for visas granted under the Community Support Program.

Human Services assesses and approves the assurer. The Approved Proposing Organisation is not required to act as the assurer. Generally a person who has received the full rate of any pension, benefit or allowance (other than family payments) from Human Services during the last year will not qualify as an assurer.

Another person who is an Australian citizen or permanent resident or eligible New Zealand citizen who is usually resident in Australia aged 18 years or over can act as the assurer. A joint AoS can be undertaken by up to 3 persons.

The AoS commences when the humanitarian entrant first arrives in Australia. The AoS period lasts one year after the start date. For a full list of benefits that must be repaid to the Australian Government, refer to the Human Services website [www.humanservices.gov.au/customer/services/centrelink/assurance-of-support](http://www.humanservices.gov.au/customer/services/centrelink/assurance-of-support)

For more information about the AoS scheme, including applications and procedures, refer to Human Services' website above or contact Human Services on **132 850** from within Australia or **61 3 6222 3455** from outside Australia.

## Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the Department's website [www.homeaffairs.gov.au/allforms/](http://www.homeaffairs.gov.au/allforms/) or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

## Application process

### Step 1 – Complete this form

Carefully read and complete this form.

### Step 2 – Applicants complete and sign application form

The visa applicant(s) you are proposing should fully complete form 842 *Application for an Offshore Humanitarian visa*, in accordance with the instructions on that form and send it back to you.

### Step 3 – Lodge the completed application

A valid application under the Community Support Program requires form 842 *Application for an Offshore Humanitarian visa* completed by the visa applicant(s), this form (form 1417) completed by the APO, and evidence of payment of the first instalment of the visa application charge.

Lodge this form (form 1417) including evidence of payment of the first instalment of the visa application charge and the completed and signed form 842 electronically by following the steps details at [www.homeaffairs.gov.au/trav/refu/offs/lodging-certain-humanitarian-applications-in-Australia](http://www.homeaffairs.gov.au/trav/refu/offs/lodging-certain-humanitarian-applications-in-Australia) or at the address specified below.

By Post:

Special Humanitarian Processing Centre  
GPO Box 9984  
Sydney NSW 2001  
AUSTRALIA

By Courier (no hand deliveries):

Special Humanitarian Processing Centre  
26 Lee Street  
Sydney NSW 2001  
AUSTRALIA

## How to complete this form

- Please open this form using Adobe Acrobat Reader. Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.
- Tick where applicable.
- Answer all questions truthfully and completely.
- Where there is insufficient space for your answer please continue on a separate page. Clearly mark the separate page with the question number it relates to.
- Sign the form at Part H.
- Lodge this form (form 1417) and form 842, as specified in Step 3.
- Please take careful note of where and how the application must be delivered to the Department, as invalid applications cannot be processed.

For information on how to make a valid application, see information form 1025i *Visa applications*.

*Home page* **[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)**

*General enquiry line*

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

*Please keep these information pages for your reference*



Please open this form using Adobe Acrobat Reader.  
Either type (in English) in the fields provided or print this form  
and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable

**Part A – Details of the persons you wish to propose for entry to Australia**

1 How many people are included in your proposal?

2 Give details of the **main applicant**

Family name

Given names

3 Are you aware if the main applicant you are proposing is known by any other names?

(such as name at birth, alias, previous married name)

No

Yes  Give details

Family name

Given names

4 Citizenship (if stateless, write the previous country of citizenship)

5 Sex Male  Female

6 Date of birth

7 Place of birth

Town/city

Country

8 Current country of residence

9 Date of arrival in current country of residence

10 Relationship status

Married legally  Engaged  Widowed   
 Married by tradition/custom  De facto  Never married or been in a de facto relationship   
 Married religiously  Separated   
 Divorced

11 Full residential address of the main applicant (not post office box)

POSTCODE

12 Give details of **all other dependent family members** of the main applicant who are included in this proposal

1. Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

2. Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

3. Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

4. Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

5. Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

**13** Does anyone included in this proposal have an existing Special Humanitarian Program (subclass 202) visa application being considered by the Department?

No

Yes

**14** Do you know where the applicant(s) intend to live in Australia?

No

Yes  Give details

State

Town

Postcode

**15** How well does the main applicant communicate in English?

Better than functional

Limited

Not at all

Other  Give details

**16** Provide details of any language assessments undertaken (eg. International English Language Testing System (IELTS))

**17** Other languages the main applicant can read, understand, speak and write fluently

*If insufficient space, attach additional details*

## Part B – Proposer’s details

**18** Name of the Approved Proposing Organisation

**19** Australian Business Number (ABN)

**20** Full street address of Approved Proposing Organisation (not post office box)




POSTCODE

**21** Postal address  
*(If the same as street address, write 'AS ABOVE')*




POSTCODE

**22** Details of the person authorised to sign this form on behalf of the Approved Proposing Organisation

Family name

Given names

**23** Position held by this person in the above organisation

**24** Contact telephone numbers of person authorised to sign this form on behalf of the Approved Proposing Organisation

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	( )	( )	
After hours	( )	( )	
Mobile			

**Note:** If the contact details of the person authorised to sign this form change before this application is finalised, you must notify the office of the Department where the application is being processed.

**25** Does the person authorised to sign this form agree to the Department communicating with them by email?

No

Yes  ► Give details

Email address

## Part C – Details of Supporting Community Organisation

**26** Is there a Supporting Community Organisation?

No  ► **Go to Part D**

Yes

**27** Name of Supporting Community Organisation

**28** Australian Business Number (ABN)

**29** Full street address of Supporting Community Organisation (not post office box)




POSTCODE

**30** Postal address  
*(If the same as street address, write 'AS ABOVE')*




POSTCODE

**31** Details of the contact person in the Supporting Community Organisation

Family name

Given names

Office hours telephone  (AREA CODE )

Email address

**32** Give details of the Supporting Community Organisation's experience in providing settlement assistance to humanitarian entrants

## Part D – Qualifications and employment

**33** Give details of all qualifications obtained by the main applicant at the highest level of education successfully completed

Period		Name of school, college, university or training body	Qualification obtained	Language of tuition
Month	Year			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			

**34** Give details of the main applicant's employment history for the last 10 years. List most recent experience first.

Period		Occupation / position	Employer	City
Month	Year			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			
From	/			
To	/			

## Part E – Details of employment or pathway to employment

**35** Does the main applicant have a paid employment offer upon arrival in Australia?

No  ▶ Give details of the pathway to employment for the main applicant


▶ **Go to Part F**

Yes

**36** Name of employer


**37** Australian Business Number (ABN)

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**38** Position and duties required


**39** Skills required


**40** Industry (if relevant)

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**41** Is the position full-time or part-time?

Full time  Part time

**42** Is the position casual or permanent?

Casual  Permanent

**43** Date employment commences

DAY	MONTH	YEAR
/	/	/

Date employment ceases (if applicable)

DAY	MONTH	YEAR
/	/	/

**44** Is this employment offer covered by a:

- Workplace award   
 Workplace agreement   
 Employment contract   
 None of the above

**45** Does the main applicant have a formal offer of employment?

No

Yes  ▶ *Attach a copy*

## Part F – Settlement assistance

**46** Give details of any **organisations** that will be assisting the applicant(s) after their arrival in Australia. It is important that all Australian supporters understand what is required of them.

1. Name of organisation


Contact person's name

Family name

Given names

Full street address (not post office box)

POSTCODE

Office hours telephone

(AREA CODE )

Email address

Precise relationship to the main applicant (eg. congregant, patron, community member)

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Give details of this organisation's role in delivering settlement for the applicant(s)


2. Name of organisation

Contact person's name

Family name

Given names

Full street address (not post office box)

Office hours telephone

Email address

Precise relationship to the main applicant (eg. congregant, patron, community member)

Give details of this organisation's role in delivering settlement for the applicant(s)

3. Name of organisation

Contact person's name

Family name

Given names

Full street address (not post office box)

Office hours telephone

Email address

Precise relationship to the main applicant (eg. congregant, patron, community member)

Give details of this organisation's role in delivering settlement for the applicant(s)

47 Give details of any **persons** (including family members) who will be assisting the applicant(s) after their arrival in Australia. It is important that all Australian supporters understand what is required of them.

1. Name of individual

Family name

Given names

Date of birth

Full street address (not post office box)

Office hours telephone

Email address

Precise relationship to the main applicant (eg. biological child, sibling, parent)

Give details of this individual's role in delivering settlement for the applicant(s)

2. Name of individual

Family name

Given names

Date of birth

Full street address (not post office box)

Office hours telephone

Email address

Precise relationship to the main applicant (eg. biological child, sibling, parent)

Give details of this individual's role in delivering settlement for the applicant(s)

If insufficient space, attach additional details





50 Attach a letter of support from a Humanitarian Settlement Program provider contracted to the Department of Social Services.

51 Are the people who are assisting with the settlement of the applicant(s) also currently assisting, or planning to assist, with the settlement of any other applicant(s) under the Community Support Program?

No

Yes

## Part G – Payment details

### 52 Method of payment

Payment information, including any applicable surcharges, is available at [www.homeaffairs.gov.au/trav/visa/fees/how-to-pay-for-an-application](http://www.homeaffairs.gov.au/trav/visa/fees/how-to-pay-for-an-application)

You can make your payment electronically through the 'My Payments' section of ImmiAccount, at [www.homeaffairs.gov.au/immiaccount](http://www.homeaffairs.gov.au/immiaccount)

Lodge your application **within 30 days** of making your payment online.

How did you make your payment?

Electronically  ► Payment receipt number  
through the 'My Payments' section of ImmiAccount   
*Attach a copy of your printed receipt.*

Other  ► Provide details

*Attach copies of your receipt(s) or evidence of payment(s).*

## Part H – Acknowledgement

**WARNING:** Giving false or misleading information is a serious offence.

53 This acknowledgement must be completed by the person authorised to sign on behalf of the Approved Proposing Organisation nominated at Part B.

I acknowledge that the organisation I represent:

- is responsible for ensuring the payment of medical assessment fees, airfares, and Visa Application Charges for the entrants proposed at Part A.
- is responsible for performing its obligations as specified in the Deed of Agreement for the applicant(s) proposed at Part A.

I declare that:

- the details provided on this form are correct.
- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose the information in this form (including sensitive information) as outlined in form 1442i *Privacy notice*.

**Signature of authorised representative of Approved Proposing Organisation**

Date 

DAY	MONTH	YEAR
/	/	

Full name (*block letters*)

We strongly advise that you keep a copy of your application and all attachments for your records.