



PVA 4-Week Planner

What is The Partner Visa Academy?

The uncertainty caused by not knowing if your Partner Visa application has been put together correctly can cause a lot of stress during the visa processing time.

The Partner Visa Academy is for couples like you who would like to DIY their partner visa application and NOT spend thousands on a Registered Migration Agent. However you also want to make sure you have put together a great application that has the best chance of success.

We will help you put an application together like a professional migration agent would.

How to Use the 4-Week Planner?

This 4-week planner is a sample of what we do in the academy. Simply follow the steps to take and check out the sample videos that we've provided to show you how the Academy works.

For more information about how the Academy works, please visit us at:

<https://thepartnervisaacademy.com.au>

Contact us by sending an email to our Course Manager:

grace@thepartnervisaacademy.com.au

We'd LOVE to help YOU!!!





PVA 4-Week Planner

WEEK 1

Start Witness Statement

Steps to Take:

Witness statements are required to evidence your de facto/spousal relationship.

It's important you approach witnesses early as it will take them time to prepare and have witnessed.

We recommend that you submit four witness statements from a variety of people e.g.:

- 1 from the applicant's family
- 1 from applicant's friends
- 1 from sponsor's family
- 1 from sponsor's colleagues at work, etc.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">• Form 888 (For Australian Citizens & Permanent Residents)• Statement only (For non-Australian citizens/permanent residents)• Email template to send to witnesses• Preparing Witness Statements• Example of a Witness statement	Module: Witness Statements <ul style="list-style-type: none">• Witness Statements explained• How to Complete the Form 888• Common Problems with Witness Statement• How to draft Witness Statement for witnesses Outside Australia

Draft Your Love Story

Steps to Take:

The Visa Applicant and Sponsor are required to draft a statement detailing the history of your relationship and the various aspects of your relationship.

It's a good idea to start these statements early as it will help you identify opportunities for evidence of your relationship.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
How to Draft Your Love Story Template <ul style="list-style-type: none">• Statutory Declaration Sponsor• Statutory Declaration Applicant• Relationship Timeline Document	Module: Statement of Relationship <ul style="list-style-type: none">• Statements Explained – Why prepare a statement• Statement – How to Draft a Great Statement

Process Offshore Penal Clearances

Steps to Take:

Each visa applicant over the age of 16 years old as well as the Sponsor are required to provide a police clearance for each country, they have resided in over the past ten years for a cumulative period of more than 12 months.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">• Police Clearance Fact Sheet• Police clearance instructions for all countries can be found here in https://www.homeaffairs.gov.au/trav/visa/char	Module: Police Checks <ul style="list-style-type: none">• Lesson: Police Checks• Lesson: Police Checks Problems• Lesson: Criminal Record





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WEEK 2

Prepare Identity Documents

Steps to Take:

The Visa Applicant and Sponsor are required to provide a number of identity documents. This information and evidence are in addition to the evidence of your Relationship.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">• Sponsor Document List• Visa Applicant Document List• List of Identity Documents	Module: Identity Documents <ul style="list-style-type: none">• Lesson: Providing Identity Documents

Prepare Evidence of Relationship

Steps to Take:

To demonstrate your relationship whether you are in a spousal relationship or de facto relationship - you are required to provide evidence of your relationship.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">• Partner Visa Evidence Checklist• Sponsor and Visa Applicant Checklist	Module: Evidence <ul style="list-style-type: none">• What Evidence?• Evidence Planning• How to Prepare Your Evidence?• How to Know If It's Enough Evidence?• How to Save Evidence?• How to Present Evidence and Tie It All Together?• How to Evidence Periods Apart





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WEEK 3

Prepare the Online Application

Steps to Take:

You must complete the online visa application first and then the sponsorship application since you will only be able to complete the Sponsorship application after lodging your partner visa.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none"> • Form 80 • Form 47SP • Form 40SP • Form 888 	Module: Forms <ul style="list-style-type: none"> • Introduction to Forms • Tips and Tricks for Filling in Forms • Form 80 • How to Manage Mistakes and Incorrect Information in Forms

Complete Visa Medical

Steps to Take:

You may complete your visa medical prior to lodging your partner visa application.

In some cases, if an application is 'front end loaded' meaning it has everything that is needed to make a favourable decision then it could result in faster processing times.

The risk of applying before lodging is in the event 12 months passes from completing your medical and your visa is not decided then you will need to redo your Visa Medical (additional cost).

Alternatively, you can complete your visa medical after lodging your visa application.

If you lodged online the online system will email you and notify you when you need to complete a visa medical.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<p>To complete your visa medical before lodging go to the immigration website to complete an online questionnaire and obtain a HAP ID (barcode used for booking your medical with BUPA): http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement/health-examinations/my-health-declarations</p> <p>To book your visa medical from inside Australia go to BUPA's website: http://www.bupamvs.com.au/appointments</p>	Module: Visa Medicals <ul style="list-style-type: none"> • Visa Medical Explained • Who Needs to Get a Visa Medical • What Happens After the Visa Medical • Health Issues and Dependents





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WEEK 4

Prepare Your Application for Lodgment

Steps to Take:

When lodging your application online you will need to ensure all evidence including evidence of relationship, identity documents and forms must be scanned and ready for upload.

We recommend you prepare prior to lodging and paying for your online application by scanning all documents and naming them with a title that easily identifies the document.

For example, your passport copy could be named: Passport of Visa Applicant

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">Review the document checklists prior to having your application scanned or copiedPartner Visa Evidence ChecklistSponsor and Visa Applicant Checklist	Module: How to Lodge Your Visa Application <ul style="list-style-type: none">Starting Your Visa Application (The Form 47SP)When to Upload the EvidenceHow to Upload Evidence in Visa Applicant's Online Application

Review with a Registered Migration Agent (Peace of Mind Package Holders)

Steps to Take:

To get the most value from your review with the Partner Visa Academy, we recommend completing all steps before submitting your documents in the PVA website.

This includes having all documents, forms and evidence compiled together.

Forms / Download Templates Needed	Partner Visa Academy Explainer Video To Watch
<ul style="list-style-type: none">Before the submission date, please check the pre- review checklist so you can ensure you are providing the Partner Visa Academy with everything that is needed for the review.The Partner Visa Academy will provide you with lodgment instructions included in the Letter of Advice.	Module: Get Application Checked

