



Documentation Guide for Colombian Students

Australian Student (Subclass 500) Visa

This document is local guidance for Colombian students and student agents supplementing generic Department of Home Affairs Guidance.

*Providing all of the documents (originals and **English translations noted in blue text** where required) below that are applicable in the visa applicant(s) circumstances will assist the Department of Home Affairs to assess their eligibility to meet the criteria for a Student Visa (Subclass 500), including the Genuine Temporary Entry (GTE) requirement.*

Agent documents and agent declaration (if used)

Appointment or withdrawal of an authorised recipient form – Completed form 956A ★

A **declaration signed/dated by the agent** listing the documents submitted, declaring that you have checked the documents submitted as part of this application and are satisfied that these documents and the declarations within are accurate and truthful. ★

Applicant(s) Identity

Passport copy (photo page and visa pages) for all visa applicants ★

Previous passport copy (if applicable)

ID Card/ Cédula de Ciudadanía (copy of both sides of the card) for all visa applicants over 18★

Birth certificate and evidence of relationship (for secondary applicants, see below for more detail on requirements for secondary family members) ★

Evidence of custody and completed Form 1229 for any child that is not travelling with both parents along with the Cédula de ID Card/ Cédula de Ciudadanía copies for both parents. ★

Evidence of Intended Studies

Confirmation of Enrolment (CoE) ★

Financial

Bank statements for the past three months* ★

**If there are large deposits showing on these bank statements that are not consistent with the general history of the available funds, an explanation for those deposits, and any evidence to support that explanation. For example, if an applicant claims they sold their car and they have a deposit for 5 million pesos as a result, provide evidence of the car transfer papers. If the large deposit is from a loan, provide evidence of the loan, the terms of the loan etc.*

Declaracion de Renta – DIAN Form 210 (three most recent taxable years) ★

Certificado de Ingresos – DIAN Form 220 (three most recent taxable years) ★

Formulario de Registro Único Tributario - DIAN Form 001 ★

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Evidence of assets owned and if applicable the sale of these assets e.g. title deed (Certificado de Tradicion y Libertad) available from the Superintendencia de Notariado y Registro, car registration and sale and transfer documents

Scholarships/ Becas

[Evidence of Scholarship](#) e.g. Colfuturo or ICETEX.

Employment

[CV](#) ★

[Letter from employer](#) detailing: NIT of business, business address, position held by student, date of appointment, salary level along with full name, cédula number and signature of business owner/ manager plus contact details including email, telephone and business website ★

[Employment contract](#)

Payslips covering the previous 3 months of pay

Certificate of Pensión Plan – e.g. Afiliaciones de una Persona RUAF en el Sistema (SISPRO) ★

Evidence of private pension fund (cesantías)

Professional licence (if aplicable) e.g. if an engineer the card from COPNIA (Consejo Profesional Nacional de Ingeniera)

Business Ownership

Certificate from the Chamber of Commerce (Cámara de Comercio) ★

Copy of business bank statements for the past three months ★

Formulario de Registro Único Tributario - DIAN Form 001 ★

Education

[Evidence of previous study and results](#). If not printed already on the certificate(s) please provide advice on how the certificate(s) can be verified with the education provider. ★

Character

[Police certificate/ Colombia/ Certificado de Antecedentes Judiciales \(Colombia National Police Website\)](#) ★

Current and Former Military, Police and Prison Officers (not required if service was 2 years or less and it was compulsory military service)

Service record (Hoja de vida Militar)

Completed Home Affairs Form 1399

Declarations/ Statements

[GTE Statement](#) ★ – this is an opportunity for the student to explain their study plan and how it is valuable as well as an opportunity to explain their circumstances in Colombia and how they will use the knowledge gained by their course when they return to Colombia and their current circumstances in their home country, The GTE statement should outline:

- the student's circumstances in their home country,
- the student's potential circumstances in Australia,
- the value of the course to the student's future,
- immigration history,
- any other relevant matter.

Overseas Student Health Cover

Evidence of Overseas Student Health Cover ★

If Sponsored by a Relative

Birth certificate(s) demonstrating the student's relationship to their sponsor, Cedula copy and a [notarised affidavit or student visa financial support statement that they are responsible for your study and living costs whilst in Australia](#) plus the documents listed under **Financial, Employment or Business Ownership**. Evidence of transfer of funds to student.

Accompanying Family Members (if applicable)

All applicants must meet all visa requirements, including Genuine Temporary Entrant (GTE) and financial capacity. Accompanying family members must provide evidence of their relationship to the Student:

- a) Dependent children should provide their birth certificate.
- b) Married couples should provide their marriage certificate and wedding photographs
- c) De Facto couples must provide sufficient evidence of their de facto relationship, including evidence that they have lived together (or not permanently apart) for at least 12 months. Examples of evidence of a de facto relationship include:

- bills to the same address under each applicant's name,
- joint leases or mortgages listing both applicants,
- joint bank accounts and assets.
- joint travel and photographs together through the course of the relationship
- [correspondence and explanations for any periods spent apart](#)

Please note: [signed declarations](#) of the relationship by themselves without supporting evidence (for both married and de facto couples) will not be given significant weight in the assessment and this may result in refusal of the dependant applicant.

All family members must be declared in the visa application even if they are not travelling to Australia.

Notes regarding the Student Visa application form

Fill in the form truthfully and completely, certain fields such as student's name, passport details, national ID number and date of issue of national id number are important and failure to fill this in correctly could cause computer errors, delays and potentially problems at the airport if the student is granted a visa. For agents: Please complete the Authorised Recipient section with your details as an education agent. An example below is of the field in the form related to national ID card for the visa applicant. This is very important that it is completed correctly as below as the Department conducts computerised checking against this field as well as other fields such as passport and name. Example for National ID Card Field is below:

National identity card

Enter details exactly as shown on the national identity card.

Family name: (Insert all names)

Given names: (Insert all names)

Identification number: (Insert ID/ number – numbers only sin puntos ni guion)

Country of issue: COLOMBIA

Note: If the National identity card does not have a Date of issue or a Date of expiry, do not enter a date. Leave the field/s blank.

Date of issue: (Insert date of issue)

Date of expiry: (Leave blank)

Please note the following:

- This list is not exhaustive. Applicants/ agents should submit all documents that support their/ their client's application including documents/ certificates/ evidence of registration etc not listed above. Please also note that not all of the documents above will apply to all applicants. Documents with a ★ are required for all applicants, or if not available a declaration as to why the applicant cannot supply this document.
- Please provide most recent documents, for example the latest three tax returns or bank statements.
- Original documents in Spanish must be supplied, English translations should be provided for letters/ declarations/ documents highlighted in blue text as a minimum. Translations are not required for bank statements or tax documents.
- Translations performed in Colombia should be made by official translators where possible. In any case the full name, ID number and contact details of the translator should be noted. Translations performed in Australia must be performed by a NAATI accredited translator.
- An English translation without the original document in Spanish will not be given significant weight in the assessment
- Agents please note: Please ensure that as an agent that you conduct due diligence in recruiting your client including verifying their identity and claimed personal circumstances and ensuring that your client makes truthful declarations on the application form.
- Refer to the Home Affairs website for information relating to documentation and welfare arrangements for students under 18

Please refer to the website of the Australian Embassy, Bogota <https://colombia.embassy.gov.au/bcol/visas.html>