



Documentation Guide for Colombian Students

Australian Student (Subclass 500) Visa

This document provides local guidance for Colombian students and agents, supplementing Department of Home Affairs advice. Submitting the applicable documents listed below (including originals and [English translations of documents in blue text](#)) will support assessment of eligibility for a Student (Subclass 500) visa, including the Genuine Student requirement.

AGENT DOCUMENTS (IF USED)

- Completed Form 956A – Appointment or withdrawal of an authorised recipient
- 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](#)

INTENDED STUDIES

- Confirmation of Enrolment (CoE) ★

FINANCIAL EVIDENCE

- Bank statements from 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 ★
- 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, ICETEX)

EMPLOYMENT

- [Curriculum Vitae \(CV\)](#) ★
- [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 applicable) 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 academic results](#) ★

ENGLISH

If you are required to provide evidence of English language proficiency, you must either achieve the required score in an approved English language test or meet an exemption. Accepted tests and required scores vary depending on the course of study. Use the [Document Checklist Tool](#) to

confirm your requirements. Further information is available on the [Subclass 500 Student visa website](#).

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 compulsory military service and it was 2 years or less)

- Service record (Hoja de vida militar)
- Completed Form 1399

OVERSEAS STUDENT HEALTH COVER (OSHC)

- Evidence of valid OSHC ★

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

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

- Dependent children should provide their birth certificate.
- Dependant children under 18 not travelling with both parents: Form 1229 and evidence of custody, along with copies of the Cédula de Ciudadanía of both parents
- Married couples should provide their marriage certificate and wedding photographs
- 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.

UNACCOMPANYING FAMILY MEMBERS

- All family members must be declared even if not travelling to Australia.

COMPLETING THE 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. It 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.

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)

IMPORTANT NOTES

- This list is not exhaustive, nor are the documents compulsory in many cases; however, applicants/ agents should submit all documents that support the 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.

- 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.
- Do not include English translations in the same document as the original document: upload translations in a separate document.
- An English translation without the original document in Spanish will not be given significant weight in the assessment
- Agents: Please ensure 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>