



DIY - Partner Visa Package

Cover Letter Sample



Ms Marie Ann Jane (Visa Applicant)

Mr John Paul Mansfield (Sponsor/Australian Partner)

3/68 Stevens Road, Waterloo NSW 2017

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24 December 2024

Dear Case Officer

RE: Partner Visa and Sponsorship Applications

This letter is with reference to my current Partner Visa and Sponsorship applications lodged on the above date.

I, Ms Marie Ann Jane, am the visa applicant in this application and I am sponsored by my de facto Partner, Mr John Paul Mansfield. Our Relationship Registration Certificate is attached.

I am inside Australia at the time my application is lodged and intend to be inside Australia at the time a decision is made on my application.

Mr Mansfield, is an Australian Citizen. A copy my partners Australian Passport ID page and Birth Certificate are attached.



Medical Examinations, Character and Police Clearance/s

I have no medical or character/police issues in my application.

I await your instructions for me to complete Police Clearance Certificates and Medical Examinations when required.

My partner, Mr Mansfield is of good character and indicates no character issues in his Sponsorship application

My partner awaits your request for Police Clearance Certificate/s if/when required to do so.

It is submitted, that I the visa applicant, satisfy Character, Health, Public Interest and Special Return Criteria.

Our Relationship History

My partner and I are in a genuine and ongoing relationship. We are in an exclusive relationship and we have a mutual commitment to a share our life. We live together at the above address.

My partner and I first met on 15 January 2022 at Sydney Opera Bar. We committed to an exclusive relationship together on 12 March 2022 and began living together formally on 20 May 2022. We registered our relationship in 14 June 2022.



- I made a mistake in my online visa application form. Namely, on Page 3 of the online visa application where it asks about my Citizenship, I answered this question incorrectly. Where the Question asks, “Is the applicant a Citizen of any other Country?” I answered ‘Yes’ and put ‘China’. The correct answer to the question should have been Czechoslovakia. To clarify, I am a citizen of Canada and also a citizen of Czechoslovakia (not China). This was simply a mistake in entering the wrong country.

I have completed the online form ‘Notification of Incorrect Answer’ to correct this error.

- I expect me and my partners circumstances to change shortly as we will be moving homes and will have a new address. I will inform the department as soon as this change occurs with the required online Form - (Notification in Change in Circumstances) and I will supply our new lease agreement when we it is signed and returned by our real-estate agent..
- I expect my circumstances to further change shortly as I have been offered a new job in Australia. I will inform the department as soon as this is confirmed and will complete the online Form (Notification in Change in Circumstances) and supply/upload a copy of my new employment contract to my immi account.

Please note that the following document/s are accompanied by an English Translation:

- Visa Applicants Birth Certificate



Visa Applicant's Documents

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate + Translation
- Copy of previous Marriage Certificate
- Copy of Divorce Certificate (ending of previous marriage and evidence of previous name change)

Partner/Sponsor's Documents

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate
- Copy of Evidence of Income and Employment for the previous 2 years:
 - Group Certificates/Income Tax Assessment Notice for the previous 2 years

Should you have any questions or require further documentation/information please don't hesitate to contact me or my partner.

Sincerely

