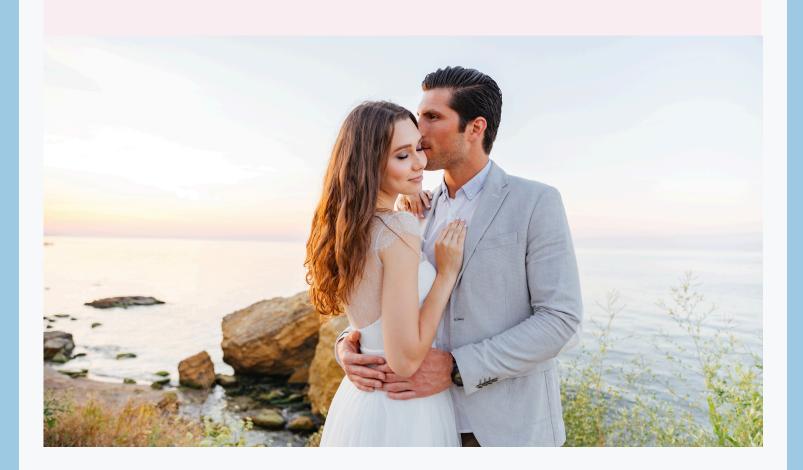


## DIY - Partner Visa Package

## Cover Letter Template



<u>How to Use this Document</u>: Insert or remove information in Bold or Red that does or does not apply to you or your partner. Use this cover letter to summarise your application. Also compare this document to the completed 'Sample Cover Letter' included in your package.

Mr/Mrs – Visa Applicant's Full Name
Mr/Mrs – Australian Partner/Sponsors' Full Name
Address
Ph:
Email:
30 August 2023
Dear Case Officer

RE: Partner Visa and Sponsorship Applications

This is with reference to my current Partner Visa and Sponsorship applications lodged on Insert Date - Day/Month/Year.

T. Me/Ms. Wise Applicant's full name and the visa applicant in this application and I



Birth Certificate) ...outline the document you are unable to provide and the reason you are unable to provide it... I am waiting to receive the document and will provide it to the department as soon as I have received it. I expect to be able to provide this document by Insert DATE.

- I made a mistake in my online application...Outline the mistake and what question it was in.... Give reason why you made the mistake, eg misunderstanding the question or simple error... Give the correct answer...I have completed the online form 'Notification of incorrect answer' to correct this error.
- I am unclear as to my exact ....travel, employment, address dates or any other details .... I am unsure of the exact details because... outline the reason/s why you don't have or are unable to get the information.... I have provided the information as best I can from memory. ... Outline any information you left out in your application here. (If you have a large travel history with a lot of gaps in information you can provide a separate word or excel sheet with your travel details, attach it to your online application and make reference to it in this statement here.)
- I expect my circumstances and/or... my partners circumstances to change shortly (outline the change that is expected to happen shortly moving address, new employment, new contact details etc) ... I will inform the department as soon as this change occurs with the required online Form. ... 'Notification in Change in Circumstances'.



- > FaceTime
- ➤ WhatsApp
- ➤ Instagram

## <u>Visa Applicant's Documents</u> - <u>Strike out/delete where not relevant to you below</u>

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate
- Copy of Divorce Decree or Death Certificate (If have previously been married)
- Copy of Evidence of Name change (If have changed your name by Marriage or Deed Poll)
- Copy of Military Service Records or Military Discharge Papers (If you have served in the Armed Forces of any country)

## <u>Partner/Sponsor's Documents</u> - <u>Strike out/delete where not relevant to you below</u>

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate
- Copy of Evidence of Income and Employment for the previous 2 years Either of the following:
  - > Group Certificates/Income Tax Assessment Notice or
  - Payslips/ Letter from your Employer confirming length of employment and annual salary or
  - Accountant Letter/business records (for those that are Self-employed)

