



## **AUSTRALIAN CAPITAL TERRITORY (ACT) NOMINATION GUIDELINES:**

**Skilled Regional (provisional) subclass 491 visa.**

**Skilled Nominated (permanent) subclass 190 visa.**

**Skills Canberra  
Effective from 1 January 2020**

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## ACT NOMINATION

The ACT Skilled Migration Program is a significant contributor to the ACT's economy and population growth. The aim of the Program is to attract and retain talented people, to build the workforce profile, strengthen and diversify the local economy. The ACT nomination program is aimed at applicants who can demonstrate economic contribution or benefit and/or a genuine commitment to been part of the ACT community as demonstrated by long term ACT residence.

The ACT offers nomination of a Skilled Nominated (permanent) subclass 190 visa and a Skilled Regional (provisional) subclass 491 visa.

These guidelines explain how to express interest in applying for ACT nomination by completing a score-based 'Canberra Matrix'. The Matrix allocates points against demonstrated economic contribution or benefit, English proficiency, formal qualifications, length of ACT residence/study, investment activity and close family ties. All Matrix scores are then ranked with the highest-ranked candidates invited to apply for ACT nomination.

**Please note: You must read the ACT nomination guidelines carefully. If you are invited to apply for ACT nomination, your supporting documents must evidence your eligibility and all Matrix points claimed at the date of Matrix submission.**

### Submit an Expression of Interest (EOI) with Home Affairs *SkillSelect*.

You must submit an Expression of Interest (EOI) to migrate to Australia through the Department of Home Affairs *SkillSelect*. Your nominated occupation must be on the Home Affairs list of eligible skilled occupations. You must:

- Have a suitable skill assessment in your nominated occupation and meet the Home Affairs points test (currently 65 points).
- Select the ACT as your preferred location to live in Australia. If the ACT is not selected, you will not meet the genuine commitment criteria for ACT nomination.

If you are invited to apply for ACT nomination and your application is approved, your Home Affairs *SkillSelect* EOI will be confirmed and Home Affairs will automatically issue the visa invitation.

### Choose an ACT nomination pathway – 491 or 190

The ACT offers Territory nomination under the following skilled migration streams:

- Skilled Regional (provisional) subclass 491 visa.
- Skilled Nominated (permanent) subclass 190 visa.

You must meet the eligibility criteria for the ACT nomination before you can complete the Canberra Matrix; where you will be scored against criteria to evidence your economic contribution or benefit and/or a genuine commitment to been part of the ACT community as demonstrated by long term ACT residence.

## The Canberra Matrix scoring table:

- Canberra resident - Matrix scoring table at PART THREE (page 9)
- Overseas applicant - Matrix scoring table at PART FIVE (page 18)

## How to complete the Canberra Matrix

- **Migration agents** acting on behalf of a client must register and create an ACT agents account. The Canberra Matrix can be accessed from the ACT agent portal.
- **Individual candidates** not using a migration agent are not required to create an account. The Canberra Matrix can be accessed at the [Canberra Create Your Future](#) website.

Enter your personal information; select either ACT 491 nomination or ACT 190 nomination; select a Matrix score in each of the categories. Your supporting documentation must evidence your eligibility for ACT nomination and all claims for Matrix points at the date of Matrix submission.

Once you submit the Matrix, you will receive an email with a summary of the Matrix score claimed. The Matrix cannot be updated or withdrawn once it is submitted. If your circumstances change and your claimed points increase/decrease, you must complete a new Matrix; noting that your submission date/time will also change.

**The Matrix will automatically expire six months after submission if an invitation is not issued. Once a Matrix has lapsed, it cannot be reactivated.**

## Canberra Matrix - Ranking, selection and invitation

The Canberra Matrix score will be ranked separately for ACT 190 and 491 nomination. The highest ranked candidates in each stream will be invited to apply for ACT nomination.

Separate invitation rounds will be held for the 190 and 491 nomination streams. Invitations are generally issued on a pro rata monthly basis, though this varies according to ACT Government priorities and current program settings. The number of invitations issued will vary in each round. The cut-off for selection will depend on the number and quality of Matrix submitted.

If there are more candidates with the same Matrix score than the number of invitation places available, selection may be based on the date and time of the Matrix submission.

Invitations may not be issued when the number of invitations issued in the financial year exceeds demand. The ACT Government may cap the occupations nominated at any time.

Candidates may also be selected and invited if their nomination is deemed to be of significant benefit to the Territory.

### Requests for ranking information

Invitations are not guaranteed. The ACT Government will not respond to requests for information on ranking or the likelihood of receiving an invitation.

Candidates will not be prioritised or issued invitations based on personal circumstances. This includes, but is not limited to, visa expiry dates or a change in circumstances.

## PART TWO

### Canberra resident - ACT provisional 491 nomination

**Canberra Resident 491** - you must meet the following criteria before you are eligible to submit a Canberra matrix for ACT nomination of a Skilled Regional (provisional) subclass 491 visa:

- You must be residing in Canberra for at **least three months** immediately before the date of Matrix submission and continuing until date of any invitation. Residence is defined as living and settled in Canberra. Visiting Canberra for short periods does not meet the residence criteria.
- You must be working for an ACT employer in Canberra for at **least three months** immediately before the date of Matrix submission:
  - You must have worked a minimum 20 hours per week for the thirteen weeks immediately before date of Matrix submission. While the employment does not have to be permanent, it must be continuous. Paid annual or personal leave meets the employment criteria. Any claim for unpaid leave (including maternity leave) must be evidenced by a valid medical certificate.
  - You must be in paid employment. Internships, stipends, scholarships and volunteer positions are not considered employment for this criterion.
  - Your employer must be actively operating in the ACT for at least one year. The terms and conditions of employment must be in accordance with Australian legislation. Your taxable income must not be less than the relevant award or market salary rate.
  - You may work for more than one ACT employer and / or be self- employed. If you are self-employed on an ABN, you must have at least 12 months ACT business activity at date of Matrix submission. Your taxable income must be at least \$500 pw for each week of the employment period claimed.
  - If you are employed by a NSW employer who is located in the 'ACT Region', you must demonstrate that your work activity is solely located in the ACT.
- You can nominate any occupation on the ACT Occupation List, even if that occupation is closed:
  - Occupation caveats: certain open occupations on the ACT Occupation List have an employment caveat. If you do not comply with a caveat e.g. have a one year employment contract at date of matrix submission, the occupation is deemed to be closed.
  - If the occupation is closed, or deemed to be closed, you cannot claim Canberra Matrix points in the Nominated Occupation category; nor can you claim points for either you or your spouse/partner for employability in an open occupation.

- If you are nominating an ANZSCO Major Occupation Group 1 (Managers) or Group 2 (Professionals) occupation, you must have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.
- If you are including a spouse/partner and/or children in your application and they are in Australia, they must have lived in Canberra for the three months immediately before the date of Matrix submission. If they are not living in Canberra, you must attach evidence of their location.
- If you wish to claim Matrix points for a spouse/partner, you must evidence the relationship at date of matrix submission: either a marriage certificate, civil partnership/union registration, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner.
- If you wish to claim Matrix points in the spouse/partner employment category, your spouse/partner must hold a current English test result with a competent or higher level of English; or hold an Australian or valid passport as defined by Home Affairs.
- You must sign a Statutory Declaration committing to continuing to live and work in Canberra for at least two years from date of visa grant (see Attachment A).

***Please note: You are not eligible for ACT nomination if you, your spouse/partner or children are living or working in another Australian state or territory.***

## Canberra resident - ACT permanent 190 nomination

**Canberra resident 190** - you must meet the following criteria before you are eligible to submit a Canberra Matrix for ACT nomination of a Skilled Nominated (permanent) subclass 190 visa:

- You must be residing in Canberra for at **least six months** immediately before the date of Matrix submission and continuing until date of any invitation. Residence is defined as living and settled in Canberra. Visiting Canberra for short periods does not meet the residence criteria.
- You must meet one of the following three criterion:
  1. Your nominated occupation is open on the ACT Occupation List at date of Matrix submission.
    - Occupation caveats: certain open occupations on the ACT Occupation List have an employment caveat. If you do not comply with a caveat e.g. have an employment contract valid for at least one year at date of Matrix submission, the occupation is deemed to be closed and you are not eligible to complete a 190 Matrix.

**OR**

2. You are the primary holder of a subclass 457/482 visa sponsored by an ACT employer:
    - You have worked in Canberra for the sponsoring ACT employer for at least six months.
    - The nominated occupation may be open or closed on the ACT occupation List.
    - The 457/482 visa must have a minimum 12 months validity at date of Matrix submission.
- OR**
3. You have at least five years continuous ACT residence immediately before the date of matrix submission and continuing until date of invitation. You may be working in any occupation. Your nominated occupation may be open or closed on the ACT occupation List.
    - You may have interstate or overseas holidays for a maximum of six weeks in any one year period without it affecting a claim for continuous ACT residence.
    - You must attach a copy of your 'International Movement Record' from Home Affairs.
- You must be working **fulltime** for an ACT employer in Canberra for **at least six months** at date of matrix submission:
    - You must be working a minimum of 35 hours per week for the 26 weeks immediately before date of Matrix submission. While the employment does not have to be permanent, it must be continuous. Paid annual or personal leave meets the employment criteria. Any claim for unpaid leave (including maternity leave) must be evidenced by a valid medical certificate.
    - You must be in paid employment. Internships, stipends, scholarships and volunteer positions are not considered employment for this criterion.
    - Your employer must be actively operating in the ACT for at least one year. The terms and conditions of employment must be in accordance with Australian legislation. Your taxable income must not be less than the relevant award or market salary rate.
    - You may work for more than one ACT employer and / or be self-employed. If you are self-employed on an ABN, you must have at least 12 months ACT business activity at date of Matrix submission. Your taxable income must be at least \$1000 pw for each week of the employment period claimed.
    - If you are employed by a NSW employer who is located in the 'ACT Region', you must demonstrate that your work activity is solely located in the ACT.
- If you are nominating an ANZSCO Major Occupation Group 1 (Managers) or Group 2 (Professionals) occupation, you must have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.

- If you are including a spouse/partner and/or children in your application and they are in Australia, they must have lived in Canberra for at least six months immediately before the date of Matrix submission. If they are not living in Canberra, you must attach evidence of their location.
- If you wish to claim Matrix points for a spouse/partner, you must evidence the relationship at date of matrix submission: either a marriage certificate, civil partnership/union registration, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner.
- If you wish to claim Matrix points in the spouse/partner employment category, your spouse/partner must have a current English test result with a competent or higher level of English; or hold an Australian or valid passport as defined by Home Affairs.
- You must sign a Statutory Declaration committing to continuing to live and work in Canberra for at least two years from date of visa grant (see Attachment A).

***Please note: You are not eligible for ACT nomination if you, your spouse/partner or children are living or working in another Australian state or territory.***

## PART THREE

### Canberra Matrix scoring – Canberra residents

The Canberra Matrix is completed for both ACT 190 nomination and ACT 491 nomination.

You can only select one option in the drop down menu for each category. If you are invited to apply for ACT nomination, you must provide evidence to support any Matrix score claimed. Claims must be true at the date of Matrix submission.

CANBERRA RESIDENT		
CATEGORY	OPTION	POINTS
<b>LENGTH OF CURRENT ACT RESIDENCE</b>  How long have you lived in Canberra in the last eight years? <ul style="list-style-type: none"><li>• Your bank statement must evidence your claimed date of arrival and claimed period of residence in Canberra.</li><li>• You must record any period away from Canberra (seven days or more) in the 'Summary of ACT residence' at Attachment D.</li><li>• For each year of residence claimed, you can have holiday's (up to six weeks per year) without it affecting your claimed period of ACT residency.</li><li>• You can study interstate for one or two days a week. However if you have studied more than two days a week interstate, you will not be considered an ACT resident for that period.</li><li>• You can live within a 30 minute commute to Canberra as long as you are working in the ACT.</li><li>• Your claimed period of ACT residence can be cumulative.</li><li>• You cannot claim ACT residency for any period of time that you have lived or worked interstate or overseas.</li></ul>	Five years plus.  Four to five years.  Three to four years.  Two to three years.  One to two years.  Less than one year.	25  20  15  10  5  0

CANBERRA RESIDENT		
<b>ENGLISH PROFICIENCY</b>  What is your English proficiency level as defined by <a href="#">Home Affairs</a> ?  You must have a valid English test result.	Superior.  Proficient.  Competent.	15  10  0
<b>SPOUSE/PARTNER ENGLISH PROFICIENCY</b>  What is your spouse/partner's English proficiency as defined by <a href="#">Home Affairs</a> ?  They must have a valid English test result to claim points.	Superior/proficient.  Competent.  Not Applicable.	5  0  0
<b>NOMINATED OCCUPATION</b>  Is your nominated occupation open or closed on the current ACT Occupation List?  Caveats may apply. If you cannot comply with a caveat, the nominated occupation is deemed to be closed and you cannot claim points in this category.	Your nominated occupation is Open on the ACT Occupation List.  Your nominated occupation is closed or deemed to be closed, on the ACT Occupation List.	20  0
<b>LENGTH OF CURRENT ACT EMPLOYMENT</b>  How long have you worked for an ACT employer in Canberra in the <u>two</u> years immediately before the date of Matrix submission?  <ul style="list-style-type: none"> <li>• You may be working in any occupation.</li> <li>• While the employment does not have to be fulltime or permanent, you <u>must</u> be working a minimum 20 hours per week for each week that you claim towards the period of employment;</li> <li>• You may work for more than one ACT employer.</li> <li>• You may also be self-employed on an ABN as long as: <ul style="list-style-type: none"> <li>○ Your net weekly taxable income exceeds \$500 for each week of employment claimed; and</li> <li>○ Your business has been operating in Canberra for at least 12 months.</li> </ul> </li> </ul>	Employed for 12 months plus.  Employed for six to 12 months.  Not applicable.	10  5  0

CANBERRA RESIDENT		
<b>ACT EMPLOYMENT – SKILL LEVEL</b>  Are you currently working for an ACT employer in Canberra in a highly skilled position? You must meet the minimum criteria below:		
<ul style="list-style-type: none"> <li>• You must be working for the last three months immediately at date of Matrix submission.</li> <li>• The employment must be continuous. Any period of unpaid leave must be evidenced by a medical certificate.</li> <li>• While the employment does not have to be fulltime or permanent, you must be working a minimum 20 hours per week.</li> <li>• Your gross income must be no less than \$50,000 per annum for fulltime employment; or \$26 per hour (excluding casual loading) for part time / casual employment.</li> <li>• You may work for more than one ACT employer as long as it is in the same occupation and at the same skill level.</li> <li>• You may also be self-employed on an ABN as long as: <ul style="list-style-type: none"> <li>○ Your weekly income exceeds \$500 for each week of employment claimed; and</li> <li>○ Your business has been operating in Canberra for at least 12 months.</li> </ul> </li> <li>• You must have a tertiary qualification relevant to your current occupation.</li> <li>• Your skilled work experience must be recorded on your SkillSelect EOI.</li> </ul>	<p>You are working in your nominated occupation which is open on the ACT Occupation List. Your occupation must be recorded as 'relevant' on your SkillSelect EOI.</p> <p>You are the primary holder of a subclass 457 / 482 visa sponsored by an ACT employer. Your occupation must be recorded as 'relevant' on your SkillSelect EOI.</p> <p>You are working in an occupation that is open on the ACT Occupation List; but it is not your nominated occupation.</p> <p>You are working in an ANZSCO Skill level 1 to 3 occupation.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>

CANBERRA RESIDENT		
<p><b>SPOUSE/PARTNER EMPLOYMENT</b></p> <p>Is your spouse / partner currently working in the ACT or surrounding 'commuter' region?</p> <ul style="list-style-type: none"> <li>• They must be working for the three months immediately before the date of Matrix submission.</li> <li>• The employment must be <u>continuous</u>. Any period of unpaid leave must be evidenced by a medical certificate.</li> <li>• While the employment does not have to be fulltime or permanent, they must be working <u>a minimum 20 hours per week</u>.</li> <li>• They must have a valid English test result at a minimum level of 'competent' English; hold an Australian passport; or hold a valid passport as defined by Home Affairs.</li> <li>• They may work for more than one employer and / or be working on an ABN if they meet the self-employment criteria.</li> </ul> <ol style="list-style-type: none"> <li>1. They are working in an occupation that is open on the ACT Occupation List. They must have a skill assessment relevant to their current employment. Their taxable income must be no less than \$26 per hour (excluding causal loading).</li> <li>2. They have a current skill assessment and it is relevant to their current ACT employment. Their gross income must be no less than \$26 per hour (excluding causal loading).</li> <li>3. They are currently working in any occupation, at any skill level, in Canberra.</li> </ol> <p><b>SPOUSE/PARTNER EMPLOYABILITY</b></p> <ol style="list-style-type: none"> <li>4. If they do not meet the 3 months employment criterion, but they have a: <ul style="list-style-type: none"> <li>• Tertiary qualification (requiring at least 3 years full time continuous study) from an Australian or overseas institution in any occupation; and</li> <li>• A valid English test result at a minimum level of 'competent' English; or hold an Australian or valid passport as defined by Home Affairs.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Skill assessment relevant to their current open occupation.</li> <li>2. Skill assessment relevant to their current occupation.</li> <li>3. Currently working in any occupation.</li> <li>4. Tertiary qualification in any occupation.</li> </ol> <p>Not applicable.</p>	15 10 5 5 0

CANBERRA RESIDENT		
<b>TERIARY QUALIFICATION</b>  <b>What tertiary qualification do you hold from an Australian or international educational institution?</b>  <b>Your selected qualification must be recorded on your Home Affairs SkillSelect EOI</b>	Doctoral degree.  Master's Degree  Bachelor degree or trade certificate  Diploma qualification/s - at least two years full time study.  Not applicable.	20  15  10  5  0
<b>YEARS OF STUDY AT AN ACT TERTIARY INSTITUTION.</b>  <b>For how many years did you study a CRICOS* registered course, or attend a Professional Year (PY) program, at an ACT institution in the last eight years?</b>  <ul style="list-style-type: none"> <li>• You must have a letter of course completion from the ACT institution to evidence the claimed period and location of study.</li> <li>• You must be resident in Canberra during your claimed period of study. Distance education or online attendance is not accepted.</li> <li>• A Professional Year undertaken in the ACT meets the one year study criteria.</li> <li>• Two or more courses, including a PY, may be counted to evidence the period of ACT study as long as the courses are not concurrent.</li> <li>• The courses do not have to be continuous.</li> </ul> <p>An academic year is at least a total of 46 weeks.</p> <p>CRICOS* - Commonwealth Register of Institutions and Courses for Overseas Students.</p>	Four academic years or more of study.  Three academic years of study.  Two academic years of study.  One academic year of study.  Not applicable.	20  15  10  5  0
<b>CLOSE FAMILY TIES</b>  <b>Do you have a close family member who has lived in Canberra for the last <u>two</u> years?</b>  <b>A close family member is defined as a spouse/partner, parent, child, brother, sister or grandparent of the main applicant or their spouse/partner.</b>	Australian citizen/permanent resident spouse/partner, child.  Australian citizen/permanent resident parent, grandparent, brother, sister.  Not applicable.	20  10  0

CANBERRA RESSIDENT		
ASSETS IN CANBERRA		
<p>1. You (and a spouse/partner <i>if applicable</i>) have invested at least \$250,000 cash to purchase a residential or commercial property in Canberra (purchase of land only does not meet this criteria)? You must hold the Certificate of Title or a rates notice to evidence ownership.</p> <p>2. You have purchased/established a business in Canberra. You have majority ownership and minimum \$200,000 turnover in one of the last two years.</p> <p>3. You have invested in a start-up business in the ACT that is typically technology oriented and has high growth potential.</p>	<p>1. Minimum \$250,000 cash investment in ACT residential or commercial property.</p> <p>2. Minimum \$200,000 investment to purchase / establish a business.</p> <p>3. \$200,000 third party investment in a start-up ACT business.</p> <p>Not applicable</p>	<p>5</p> <p>5</p> <p>5</p> <p>0</p>

## PART FOUR

### Overseas applicant - ACT provisional 491 nomination

**Overseas applicant 491** - you must meet the following eligibility criteria before you can complete the Canberra Matrix for ACT nomination of a Skilled Regional (provisional) subclass 491 visa:

- You can nominate any occupation on the ACT Occupation List, even if that occupation is closed:
  - Occupation caveats: certain open occupations on the ACT Occupation List have an employment caveat. If you do not comply with a caveat e.g. have an ACT job offer, the occupation is deemed to be closed.
  - If the occupation is closed or deemed to be closed, you cannot claim Matrix points in the 'Nominated Occupation' category; nor can you claim points for either you or your spouse/partner for employability in an open occupation.
- You must have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.
- Your skills and at least 12 months continuous experience (within the last three years) in the nominated occupation must be relevant to the ACT economy. Experience in heavy industry, manufacturing, production, mining; shipping, gas and oil; head office banking and railways for example, are not generally considered relevant industries given the structure of the ACT economy, which is primarily knowledge-based.
- You must demonstrate employability in Canberra by providing evidence of research into sufficient ACT employment opportunities in your nominated occupation, relevant to your skill set and experience (see Page 25: Employability for overseas residents).
- If you are claiming Matrix points for a spouse/partner, you must have evidence of the relationship at date of matrix submission: marriage certificate or civil partnership/union registration.
- If you are claiming points in the spouse / partner employment category your spouse / partner must hold a valid English test result at a minimum level of 'competent' English; or hold an Australian or a valid passport as defined by Home Affairs.
- You must sign a statutory declaration committing to living and working in Canberra for at least two years from date of arrival in Australia (see Attachment A).
- You must have access to sufficient financial assets to fund your migration and settlement in Canberra while you seek employment. You need to be realistic about employment expectations once you arrive in Canberra as it can take, on average, up to six months to secure employment. This timeframe is only indicative, as the economy and employment market can vary considerably throughout the year.

- You and/or any dependents must not be the holder of a current Australian visa (or bridging visa), except an Australian visitor visa.
- You must be overseas at date of Matrix submission and, if ranked and invited to apply for ACT nomination, you must be overseas at date of application for ACT nomination.

***Please note: You are not eligible for ACT 190 nomination if you, your spouse/partner or children are living or have lived in another Australian state or territory within the last twelve months at date of matrix submission.***

## Overseas applicant - ACT permanent 190 nomination

**Overseas applicant 190** - You must meet the following eligibility criteria before you can complete the Canberra Matrix for ACT nomination of a Skilled Nominated (permanent) subclass 190 visa:

- You must meet one of the following two criterion:
  1. A minimum one year ACT employment contract in an open nominated occupation. The employment must be with a medium to large enterprise (50 plus employees) located in the ACT; or a paid employment contract for an academic appointment at an ACT tertiary institution. Stipends, scholarships and internships do not meet this criteria

Or

  2. At least five years previous ACT residence within the last eight years. The ACT residence must be continuous up until the date of departure from Australia. Your nominated occupation may be open or closed on the ACT occupation List:
    - You may have travelled interstate or overseas for a maximum of six weeks in any one year period without it affecting a claim for continuous ACT residence.
    - You must attach a copy of your '[International Movement Record](#)' from Home Affairs.
- You have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.
- You must be currently employed full time. Your skills and at least 12 months continuous experience (within the last three years) in the nominated occupation must be relevant to the ACT economy. Experience in heavy industry, manufacturing, production, mining, shipping, oil/gas, head office banking and railways for example, are not generally considered relevant industries given the structure of the ACT economy, which is primarily knowledge-based.
- You must provide evidence of research into sufficient ACT employment opportunities in your nominated occupation, relevant to your skill set and experience (see Page 25: Employability for overseas residents).
- If you are claiming Matrix points for a spouse/partner, you must evidence the relationship at date of matrix submission: marriage certificate or civil partnership/union registration.

- If you are claiming points in the spouse / partner employment category, your spouse / partner must hold a valid English test result at a minimum level of 'competent' English; or hold an Australian or a valid passport as defined by Home Affairs.
- You must sign a statutory declaration committing to living and working in Canberra for at least two years from date of arrival in Australia (see Attachment A).
- You must have access to sufficient financial assets to fund your migration and settlement in Canberra while you seek employment. You need to be realistic about employment expectations once you arrive in Canberra as it can take, on average, up to six months to secure employment. This timeframe is only indicative, as the economy and employment market can vary considerably throughout the year.
- You and/or any dependents must not be the holder of a current Australian visa (or bridging visa), except an Australian visitor visa.
- You must be overseas at date of Matrix submission and, if ranked and invited to apply for ACT nomination, you must be overseas at date of application for ACT nomination.

***Please note: You are not eligible for ACT 190 nomination if you, your spouse/partner or children are living or have lived in another Australian state or territory within the last twelve months at date of matrix submission.***

## PART FIVE

### Canberra Matrix scoring – Overseas applicants

The Canberra Matrix is completed for both ACT 190 nomination and ACT 491 nomination. You can only select one option in the drop down menu for each category. If you are invited to apply for ACT nomination, you must provide evidence to support any Matrix score claimed. Claims must be true at the date of Matrix submission. Remember, to apply as an overseas applicant, you must not be in Australia at date of matrix submission; nor at date of an invitation if issued.

OVERSEAS APPLICANT		
CATEGORY	OPTION	POINTS
<b>PREVIOUS ACT RESIDENCE; OR TIME SPENT IN THE ACT IN THE LAST EIGHT YEARS?</b>  How long did you previously live in Canberra? Your bank statements must evidence your claimed date of arrival and previous residence in Canberra.  Have you visited Canberra and stayed for at least seven consecutive nights?	More than five years.  Three to five years.  One to three years.  Visited Canberra.  Not applicable.	20  15  10  5  0
<b>NOMINATED OCCUPATION</b>  Is your nominated occupation open or closed on the current ACT Occupation List?  Caveats may apply. If you cannot comply with a caveat, the nominated occupation is deemed to be closed and you cannot claim points in this category.	Your nominated occupation is Open on the ACT Occupation List.  Your nominated occupation is closed or deemed to be closed on the ACT Occupation List.	20  0
<b>ENGLISH PROFICIENCY</b>  What is your English proficiency level as defined by <a href="#">Home Affairs</a> ?  You must a valid English test result.	Superior.  Proficient.  Competent.	15  10  0
<b>SPOUSE/PARTNER ENGLISH PROFICIENCY</b>  What is their English proficiency level as defined by <a href="#">Home Affairs</a> ?  They must have a valid English test result. If claiming competent English, they may also hold an Australian or valid passport as defined by Home Affairs.	Superior/proficient.  Competent.  Not Applicable.	5  0  0

OVERSEAS APPLICANT		
<b>ACT JOB OFFER</b>  Do you have a genuine ACT job offer in your nominated occupation?  The employer must be: <ul style="list-style-type: none"> <li>• Actively operating in the ACT for at least two years; and</li> <li>• Have a genuine need to employ an overseas skilled worker as the position cannot be filled from the local labour market.</li> </ul>	Genuine ACT job offer in the nominated occupation.  Not applicable.	10  0
<b>RELEVANT WORK EXPERIENCE</b>  How long have you worked in your nominated occupation? <ul style="list-style-type: none"> <li>• Your work experience must be relevant to the ACT economy.</li> <li>• You must have a current Skill Assessment with point's advice showing dates of the relevant work experience assessed.</li> <li>• Your relevant work experience must be recorded on your SkillSelect EOI.</li> </ul>	10 years plus continuous employment.  Five years employment in the last eight years.  Three years employment in the last five years.  One to three years employment.	20  10  5  0
<b>SPOUSE/PARTNER EMPLOYABILITY</b>  Is your spouse/partner <u>currently</u> working? They must have: <ul style="list-style-type: none"> <li>• Worked for at least six months in the last 12 months); and</li> <li>• A valid English test result at a minimum level of 'competent' English; or hold an Australian or valid passport as defined by Home Affairs.</li> </ul> <ol style="list-style-type: none"> <li>1. They are working in an occupation that is open on the ACT Occupation List and they hold a valid skill assessment that is relevant to their current occupation. If they cannot comply with a caveat e.g. ACT job offer, the nominated occupation is deemed to be closed; or</li> <li>2. They are working in a skilled occupation and they have a valid skill assessment which is relevant to their current occupation; or</li> <li>3. They are working in any occupation and they have a qualification from an Australian or overseas institution. Their qualification does not have to be relevant to their current occupation.</li> </ol>	1. Working in an open occupation with a relevant skill assessment (caveats may apply)  2. Skill assessment relevant to current occupation.  3. Tertiary qualification in any occupation (requiring at least 3 years full time continuous study)  Not applicable.	15  10  5  0

OVERSEAS APPLICANT		
<b>TERTIARY QUALIFICATION</b>  What qualification do you hold from an Australian or international educational institution?  Your selected qualification must be recorded on your Home Affairs <i>Skill&gt;Select</i> EOI	Doctoral degree.  Master's degree.  Bachelor degree or trade certificate.  Diploma qualification/s - at least two years full-time study.  Not applicable.	20  15  10  5  0
<b>STUDY AT AN ACT TERTIARY INSTITUTION</b>  For how many years did you study a CRICOS* registered course at an ACT tertiary institution in the last eight years?  <ul style="list-style-type: none"> <li>• You must have a letter of course completion from the ACT institution to evidence the claimed period of study.</li> <li>• You must have been resident in Canberra during your claimed period of study. Distance education or online attendance is not accepted.</li> <li>• A Professional Year (PY) undertaken in the ACT meets the one year study criteria.</li> <li>• Two or more courses, including a PY, may be counted to evidence the period of ACT study as long as the courses are not concurrent.</li> <li>• The courses do not have to be continuous.</li> </ul> An academic year is at least a total of 46 weeks.  CRICOS* - Commonwealth Register of Institutions and Courses for Overseas Students.	Four academic years or more of study.  Three academic years of study.  Two academic years of study.  One academic year of study.  Not applicable.	20  15  10  5  0
<b>CLOSE FAMILY TIES</b>  Do you have a close family member who has lived in Canberra for the last <u>two</u> years?  A close family member is defined as a spouse/partner, parent, child, brother, sister or grandparent of the main applicant or their spouse/partner.	Australian citizen/permanent resident spouse/partner, child, parent, grandparent, brother or sister.  Temporary resident visa holder.  Not applicable.	20  5  0

OVERSEAS APPLICANT		
<b>ASSETS IN CANBERRA</b> <ol style="list-style-type: none"> <li>1. Have you made a personal cash investment in Canberra to purchase a residential or commercial property (purchase of land only does not meet this criteria)? While the asset can be in joint names, you must provide evidence of your personal cash investment and majority ownership. You must have a Certificate of Title or a rates notice to evidence ownership.</li> <li>2. Have you owned and operated a business in Canberra for the last two years? You must have majority ownership and a minimum \$200,000 annual turnover in one of the last two years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Minimum \$250,000 cash investment in ACT residential or commercial property.</li> <li>2. \$200,000 investment to purchase / establish a business, majority ownership and minimum \$200,000 annual turnover.</li> </ol> <p>Not applicable.</p>	5 5 0

# PART SIX

## Invitation to apply for ACT nomination

If you are selected to apply for ACT nomination, you will receive an invitation email with a web link to the online application. Migration agents may access the application via their agent account.

If you do not wish to accept the invitation e.g. you submitted multiple matrix or you cannot evidence the matrix scores claimed, the invitation will lapse after 14 days.

By accepting the invitation and submitting the application for ACT nomination, you have agreed to:

- *Canberra residents:* reside in Canberra during the nomination and visa application process. If the ACT nominated visa is approved, you agree to continue residing in Canberra for at least two years from date of visa grant.
- *Overseas applicants:* reside in Canberra for at least two years from date of permanent arrival in Australia.

The signed declaration 'Nomination Obligations to the Australian Capital Territory (ACT)', at Attachment A, must be attached to your application for ACT nomination.

## Completing the application for ACT nomination

An invitation does not guarantee that ACT nomination will be approved. You must complete the application for ACT nomination and provide the required supporting documents to evidence your eligibility to apply for ACT nomination and the Matrix score that the invitation was based on. Claims must be true at the date of Matrix submission.

**See: Document checklist at PART FIVE (page 25)**

Your application for ACT nomination must be submitted (with service fee payment confirmed) within 14 days of date of invitation. If the application is not submitted within 14 days, the invitation will automatically expire and cannot be reactivated.

Once payment of the service fee is confirmed by email (within three working days), the application will be lodged and queued for processing.

## Assessing the application

All applications are processed in submission date order. Any requests for priority processing based on a change of circumstances will not be considered e.g. visa expiry dates, a significant birthday or expiry of mandatory documents.

The standard processing period is 45 working days. For the current processing date [click here](#).

Assessment of your application for ACT nomination will be based solely on the supporting documents provided at the time of lodgement. Additional documentation will not be accepted once the application is submitted.

If the application is incomplete, or it does not clearly evidence the eligibility criteria or Canberra Matrix score claimed as at the date of Matrix submission, the application will be refused. The case officer will not contact you for clarification in this instance.

## Offer of ACT nomination

**Approval:** If the application for ACT nomination is approved, your *SkillSelect* EOI will be confirmed and Home Affairs will simultaneously issue the visa invitation. You will be unable to update the *SkillSelect* EOI once ACT nomination is confirmed. You will then have 60 days to apply to Home Affairs for the ACT nominated skilled migration visa. ACT nomination does not guarantee that the skilled migration visa will be granted.

**Only one ACT nomination place is offered per approved application. The ACT will not re-confirm a new *SkillSelect* EOI if you have made an error and as a result are unable to apply for the visa.**

**Refusal:** If the application for ACT nomination is refused, you will be informed of the reasons why the supporting documentation was deemed not to have substantiated your application or Matrix score. You may only request a reconsideration of the refusal decision if you can demonstrate that the supporting documents attached at time of application met the eligibility criteria or Matrix score. A request for reconsideration must be in writing. The review officer's reconsideration will be based solely on the original supporting documents. Additional documentation will not be accepted.

## Applying for the ACT nominated skilled migration visa

Once the visa invitation is issued by Home affairs, you must lodge the visa application within 60 days. If the visa application is not lodged within 60 days, the offer of ACT nomination will expire. This timeframe will not be extended.

***Please note: If your application for an ACT nominated visa is refused by Home Affairs, the ACT Government will not, under any circumstances, appeal to the Administrative Appeals Tribunal on your behalf.***

## Nomination obligations - living in Canberra

As part of your application for ACT nomination, you signed a declaration agreeing that ACT nomination is exclusive to the ACT and is NOT transferable to any other state or territory in Australia.

The ACT Government expects you to meet your obligations to live in Canberra for at least two years from the date of visa grant / permanent arrival in Australia. The ACT Government will inform Home Affairs if you do not make a genuine effort to meet your obligations to live in Canberra.

### Notification of Home Affairs Visa Decision

You must inform the ACT Skilled Migration team when your visa is granted, by email and attach a copy of the visa grant notification. If you are overseas, you must inform the team of your expected arrival date in Canberra. Email: [welcometocanberra@act.gov.au](mailto:welcometocanberra@act.gov.au)

## Welcome to Canberra Settlement Service

The ACT Skilled Migration team provides a free settlement service to help ACT-nominated overseas migrants settle in Canberra. The Welcome to Canberra team will:

- Provide information and advice while you are waiting for your visa, and, if you have questions about living in Canberra, refer you to the relevant websites;
- Meet with you (by appointment) when you arrive in Canberra and provide initial settlement information and advice—please email [welcometocanberra@act.gov.au](mailto:welcometocanberra@act.gov.au) and give at least four weeks' notice;
- Follow up with a phone call or email eight weeks after you have arrived in Canberra.

For more information about the Canberra Settlement Service, email:

[welcometocanberra@act.gov.au](mailto:welcometocanberra@act.gov.au)

### Monitoring Program

As part of your signed nomination obligations you have agreed to:

- live and work in Canberra for at least two years from visa grant/arrival in Australia
- complete settlement surveys at 6, 12, 18 and 24 months after arrival
- Inform us of any change to your contact details for two years after visa grant/arrival.

## Disclaimer

The Australian Migration Programme does not guarantee a migration outcome for any temporary resident / international student in Australia. Neither is ACT nomination guaranteed for ACT residents who may be eligible for nomination. The demand for ACT nomination may exceed the Home Affairs allocation of nomination places; and many candidates may not rank highly enough to be selected and invited to apply for nomination.

The ACT Government and its employees are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT nomination. The ACT Government is not responsible for finding employment, accommodation or providing financial incentive or assistance to ACT nominated skilled visa holders or other migrants.

These guidelines are subject to change without notice at any time; and must be read in conjunction with the information on the [Canberra Create Your Future](#) website.

## PART SEVEN – DOCUMENT CHECKLIST

### Mandatory documents

All applications for ACT nomination must include the following supporting documents to evidence your eligibility and Matrix score claimed as at date of Matrix submission.

Once the application is lodged, additional documents will not be accepted or requested by the case officer.

- **Home Affairs *SkillSelect* EOI summary:** showing personal, education, English and employment details submitted
- **Home Affairs *SkillSelect* points advice.**
- **‘International Movement Record’** from the Department of Home Affairs (*if applicable*).
- **Current skill assessment in the nominated occupation (all pages of the assessment must be attached).**
- **Passport bio-page.**
- **Bank statements:** must evidence your claimed date of arrival in Canberra. You must provide a bank statement for each year claimed as a period of ACT residence; and from the date of Matrix submission until date of invitation.
  - The bank statements must include your transaction history including regular shopping activity and bill payments. The bank statement must also evidence your claimed period of employment. Salary payments must be highlighted on the bank statement; and the corresponding payments recorded on the ‘Summary of working hours’.
- **Curriculum Vitae (CV) or Resume:** which clearly states personal details, educational qualifications and work experience.
- **Declaration of ACT nomination Obligations (at Attachment A):** a signed and witnessed declaration that you acknowledge and accept ACT nomination obligations.
- **Summary of Working Hours at Attachment C (*Canberra residents only*):** a clear record of the total hours worked and net salary paid for each pay cycle in the claimed period of ACT employment at date of Matrix submission. The net salary must correspond with the bank statement. You must record every pay period: weekly (minimum 20 hrs), fortnightly (minimum 40 hrs), or monthly (minimum 86.6hrs) for the length of employment claimed. If you did not work in a particular period, you must leave that period blank. Any period of unpaid personal leave must be evidenced by a medical certificate. If you are working for more than two employers in any claimed period, you can construct your own spreadsheet to clearly evidence the employment claims made.
- **Summary of ACT residence at Attachment D (*Canberra residents only*):** a clear record of your ACT residence and any period of time you were not living in Canberra for more than seven days at a time; including holidays interstate or overseas. The arrival date in Canberra and claimed period of ACT residence must be evidenced by bank statements showing transaction activity in the ACT.

- **ACT employment (Canberra residents only):**
  - **Employees**
    - All payslips or pay advice for the claimed period of ACT employment. If your income is consecutively paid into your bank account, you are only required to provide the first, mid and last payslips to evidence the claimed period of employment (as long as your bank statements evidence the regular net salary payments); and
    - Employment contract or employer statement of service.
  - **Cash salary payments:**
    - All payslips for the claimed period of ACT employment. If there are corresponding cash deposits of your net income into your bank account (for each pay period) you are only required to provide the first, mid and last payslips to evidence the claimed period of employment (as long as your bank statements evidence the regular salary payments); and
    - Employment contract or employer statement of service; and
    - ‘Pay As You Go (PAYG) payment summary – individual non-business’, to evidence annual salary for the relevant period. If you do not have the PAYG payment summary to evidence the payment of salary in cash, the claim for employment is unlikely to be accepted.
  - **For self-employed only:**
    - Australian Business Number (ABN); and
    - Evidence of work undertaken e.g. tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets etc.; and
    - Evidence of 12 months ACT business activity: Australian Tax Office (ATO) Pay as you go (PAYG) instalments for last 12 months; and
    - Bank statements to evidence that your minimum income exceeds \$500 per week (or \$1000 per week if fulltime) for any claimed period of employment.

***Please note: The ACT will not condone the employment of intending migrants where the terms and conditions of employment do not comply with Australian legislation. In addition, Skills Canberra must be satisfied that you are working in a genuine position. If concerns are held that the position is not genuine, or there is evidence of significant churn of employees working in the same position for the same employer, the claim for employment points will not be accepted.***

- **ACT employability (Overseas applicants only)**
  - Attach evidence that there are currently sufficient ACT employment opportunities in your nominated occupation that are relevant to your skill set and recent experience. The evidence must include the following personal research into employment opportunities in the ACT labour market:

- **Five** recent advertisements for ACT positions in your nominated occupation that are relevant to your skill set and recent experience. You must provide a copy of the FULL advertisement (saved as a .pdf). It is essential that the date of the job advertisement as well as the location of the job is clearly displayed.
    - The advertisements must be recent - dated no more than six weeks before submission of the application.
    - Web links alone are not acceptable and, if provided without the accompanying FULL advertisement, will result in the criterion not being met.
    - Positions within the Australian Federal Government, either by direct employment or via a contractor, will **NOT** be accepted as evidence of employability.
    - Positions which require Australian citizenship, or a security clearance will **NOT** be accepted as evidence of employability.
  - Employment statement explaining how your qualifications, knowledge and experience relate to and meet the requirements for each of the job advertisements.
- **English:**
    - Either a valid passport issued by the United Kingdom; Canada; New Zealand; United States of America; or Republic of Ireland (to evidence competent English only); OR
    - A valid English language test result accepted by Home Affairs evidencing the claimed level of English ability.
  - **Spouse/partner (*if applicable*):**
    - Passport bio-data page.
    - Evidence of relationship: marriage certificate, civil partnership/union registration, or VEVO secondary applicant status for yourself or spouse/partner.
    - Evidence of ACT residence immediately before date of matrix submission (*if applicable*) –
      - Summary of ACT residence (at Attachment D).
      - Bank statements to evidence the minimum period of ACT residence; and up to the date of invitation.
      - One of the following: phone account; utility account; electronic Confirmation of Enrolment (eCOE); employment payslips; credit / store card statement.
    - If your spouse is not living in Canberra, provide evidence of their location.
  - **Commitment statement:** In no more than two pages, explain in your own words why you want to live in Canberra for at least two years from visa grant / permanent arrival.

- **Current Visa Entitlement Verification Online (VEVO).** Attach a copy of the visa grant notification for the last substantive visa held for main applicant; and partner / spouse *if applicable*.
- **Financial capacity:**
  - For Canberra residents - while you are not required to provide evidence of your financial capacity, you must declare your assets available for settlement when completing the online application.
  - For overseas applicants - signed and witnessed 'Declaration of Financial Capacity' at Attachment B.

**Service fee: A\$300**

A **non-refundable** service fee is charged for processing applications for ACT nomination. The service fee is an administration charge only and does not guarantee the approval of a nomination. The service fee of \$300 may be paid by one of the following options:

- **Credit Card – 'pay now' or 'pay later'.**
  - Select 'pay now' on the online application.
  - Select 'pay later' and access 'Pay an ACT Government Account'
- **Electronic Funds Transfer (EFT) – pay later**
  - Westpac Bank – City Walk, Canberra, 2600  
Account name: 'EDD Operating Account'  
BSB: 032-777  
  
Account Number: 000145  
Reference: *Application reference number*
  - Email the EFT receipt and a copy of the 'payment pending' email to: [migrationservices@act.gov.au](mailto:migrationservices@act.gov.au)

***Please note: your bank may charge a transaction fee for processing the EFT. This charge must be paid by the applicant and is in addition to the service fee.***

### **Additional documents to evidence Matrix score claimed**

The following documents must be attached to provide evidence of the Matrix score claimed. Once the application is lodged, additional documents will not be accepted or requested by the case officer. The supporting documents must evidence your Matrix claims as at date of Matrix submission.

- **ACT residence:**
  - The claimed arrival date in Canberra must be evidenced by a bank statement showing commencement of ACT transaction activity. Note: visits to Canberra do not meet the residence criteria. Your bank statements must reflect that you were living and settled in Canberra.

- Evidence of a seven day visit to Canberra, including date of arrival; accommodation receipts or evidence of close family ties; and flight itinerary (*overseas applicants only*).
- **Work experience (*overseas applicants only*):**
  - Current Skill Assessment with point's advice and dates of the relevant work experience assessed.
  - The *SkillSelect* EOI must record the relevant work experience.
- **ACT job offer (*overseas applicants only*):**
  - A signed and dated employment contract in your nominated occupation. The contract must include expected employment start date and the roles and responsibilities of the position.
  - Evidence that the position cannot be filled locally: employer statement of genuine need and evidence of Labour Market Testing.
- **Partner/spouse employment (*Canberra residents only*):**
  - Summary of Working Hours (at Attachment C): a clear record of the total hours worked and net salary paid for each pay cycle in the thirteen weeks immediately before date of Matrix submission.
  - Minimum competent level English: current English test result, Australian passport or valid passport as defined by Home Affairs.
  - Bank statement to evidence claimed period of employment; with salary payments highlighted.
  - Employment contract/statement of service; and first, middle and last pay slips for claimed period of employment.
  - Skill assessment relevant to current occupation (*if applicable*).
  - If not working: academic transcript and completion letter from the tertiary institution to evidence three years full time study.
- **Spouse/partner employability (*overseas applicants only*):**
  - Evidence of six months full time employment; e.g. payslips and employer statement of service.
  - Minimum competent level English: current test result, Australian passport or valid passport as defined by Home Affairs.
  - Open occupation with employment caveat: copy of one year employment contract with an ACT employer (*if applicable*).
  - Skill assessment relevant to current occupation (*if applicable*).
  - Academic transcript to evidence three years full time study (*if applicable*).

- **Tertiary qualification; and period of ACT study:**
  - Academic Transcript - record of your enrolment history, including results received, courses attempted, and awards conferred.
  - Course completion letter from tertiary institution
- **Close family**
  - Evidence of the relationship: marriage certificate, civil partnership/union registration;
  - Birth certificates to evidence the familial relationship between you and the ACT family member.
  - From your Canberra relative:
    - Evidence of two years ACT residence: bank statements, rates notice, utilities bill or PAYG summary; and
    - Evidence of Australian citizenship or residency.

***Please note: Statutory Declarations will NOT be accepted as evidence of relationship.***

- **ACT assets**
  - Certificate of Title or Rates Notice; purchase contract; and evidence of minimum \$250,000 cash investment in ACT residential or commercial property; or
  - Evidence of majority business ownership; ABN; ASIC Business Name Summary; evidence of minimum \$200,000 turnover in one of the last two years; Business Activity Statements (BAS) for the last two years; or
  - Evidence of \$200,000 investment in a start-up business, and description of ACT business activity.

### **Attaching documents to your application**

Supporting documents must be attached in one of the following supported formats to be accepted (MS word, Excel, JPG, GIF, TIF, Acrobat PDF).

**Maximum file size for each document is 10 Megabytes (10 MB)**

Only one document can be attached per field. Documents already uploaded will be overwritten by trying to attach a second document in the same field. If you wish to attach additional supporting documents against a criteria, please use the 'Additional Supporting Documents' screen.

## **ATTACHMENTS**

**Attachment A – Nomination obligations**

**Attachment B – Financial declaration**

**Attachment C – Summary of working hours (*Canberra residents only*)**

**Attachment D – Summary of ACT residence**

## Nomination Obligations to the Australian Capital Territory (ACT)

I (name)..... (DOB)...../...../.....

of (address).....

solemnly and sincerely declare that:

- The information contained in my application for ACT nomination of a Skilled Migration visa is true and accurate.
- I have read and understand my obligations in relation to ACT residence as provided in the ACT Nomination Guidelines, and my commitment to reside permanently in Canberra is ongoing and genuine.
- *(For applicants who are Canberra residents):* I agree to reside in Canberra during the ACT nomination and visa application process. If the ACT nominated skilled migration visa is approved, I agree to reside in Canberra for at least two years from date of visa grant.
- *(For applicants who are overseas):* If the ACT nominated skilled migration visa is approved, I agree to reside in the ACT for at least two years following the date of my permanent arrival in Australia.
- I understand that the ACT Government reserves its right to withdraw ACT nomination if, at any time until the visa is granted, they are satisfied that I do not have a genuine commitment to live and work in Canberra.
- My spouse / partner relationship *(if applicable)* is genuine and will meet the Home Affairs' requirements relating to spouse / partner relationships.
- *(For applicants who are overseas):* I have researched relevant employment opportunities in Canberra and am satisfied that there are sufficient employment opportunities in my nominated occupation relevant to my skill set and experience in Canberra. I am aware that Australian labour market conditions may vary significantly as the employment market fluctuates at different times of the year; and from year to year. I understand that I need to be realistic about employment expectations as it can take, on average, three months to secure employment. I understand that I will compete for employment vacancies with all people in the labour market as part of a normal selection process.
- I will inform the ACT Skilled Migration team when the visa application is decided by Home Affairs and, if travelling from overseas, my expected arrival date in Canberra.
- I agree that ACT nomination is exclusive to the ACT and is NOT transferable to any other Australian state or territory. I understand that the ACT Government will inform the Department of Home Affairs if I do not make a genuine effort to reside in Canberra for at least two years from date of visa grant / permanent arrival.
- I understand that the ACT will monitor my settlement in Canberra for two years from date of visa grant / permanent arrival and I agree to complete the six monthly settlement surveys for the first two years.
- I have access to sufficient financial resources to support myself (and any dependents) while securing employment in Canberra if my visa application is successful.
- I understand that the ACT Government is not responsible for finding employment, accommodation or providing a financial incentive to ACT nominated skilled migrants.
- I understand that the ACT Government or employees of the ACT Government are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT nomination.

*The information you provide with your application is collected by Skills Canberra, Chief Minister, Treasury and Economic Development, a Directorate of the ACT Government and will be used to assess your application for an ACT nomination of a Skilled Migration Visa. For details on the collection of personal information please refer to the [Canberra Create Your Future](#) privacy notice. Information you provide in the settlement surveys will be used to monitor your settlement if you are a successful applicant. Depersonalised settlement information may be used to compile statistical reports for ACT Government internal reporting and may be published in media releases. Any information submitted by you in and/or with your application and in the settlement surveys which contains personal information will be stored, used and disclosed in accordance with the requirements of the [Information Privacy Act 2014](#).*

Signature of applicant: .....

Date: ...../...../.....

Name of Witness .....

Signature of witness: .....

Date...../...../.....

## FINANCIAL DECLARATION *(overseas applicants only)*

## Attachment B

To be completed by the principal applicant for ACT nomination. Assets of a spouse / partner may be included if they are migrating with principal applicant.

<b>Full name of Applicant</b>	
<b>Date of Birth</b>	
<b>Full name of Spouse/Partner</b>	
<b>Date of Birth</b>	

Assets listed must be in name(s) inserted above only. Assets in another person's name will not be considered.

<b>Item</b>	<b>Name/s of asset holder</b>	<b>Amount in local currency</b>	<b>Amount in Australian Dollars</b>
Cash/Bank Savings			
Net value of Property/Properties			
Net value of other investments and Maturity Date (if applicable)			
Other Assets (provide details).			
<b>Total</b>			

- I/we ATTEST that I/we have access to sufficient financial resources to fund my/our migration to Australia and settlement in Canberra while securing employment.
- I/we confirm that this is the **net value** of resources owned by me/us.

Signature (principal applicant): ..... Date ..... / ..... / .....

Signature (spouse / partner of principal applicant): ..... Date ..... / ..... / .....

Witnessed and signed by a Notary Public, Justice of the Peace, migration agent, any Government or other official authorised to attest the authenticity and accuracy of information in this pro forma.  ..... (Signature of official)	Seal/Stamp of Bank or Notary Public <i>(if applicable)</i> :
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## **SUMMARY OF WORKING HOURS**

**Name:** ..... (main applicant/spouse)

**Date Matrix submitted:** ...../...../.....

You must record your employer, occupation and every pay cycle (weekly, fortnight or monthly) for the length of employment claimed. If you did not work in a particular period, you must leave that pay cycle blank. Any period of unpaid personal leave must be evidenced by a medical certificate. If you are working for more than two employers in any claimed period, you can construct your own spreadsheet to clearly evidence the employment claims made. If the case officer is not satisfied that your 'summary' clearly records the total hours worked for each pay period, your claims against the employment criteria will not be accepted.

## SUMMARY OF ACT RESIDENCE

Name: ..... (main applicant / spouse)

Date Matrix submitted: ...../...../.....

<b>Date of arrival in Canberra</b> ...../...../.....        	<b>What period of ACT residence are you claiming (in the last eight years) at date of Matrix submission?</b>	
	Visit to Canberra	<input type="checkbox"/>
	Less than one year	<input type="checkbox"/>
	One to two years	<input type="checkbox"/>
	Two to three years	<input type="checkbox"/>
	Three to four years	<input type="checkbox"/>
	Four to five years	<input type="checkbox"/>
	Five years plus	<input type="checkbox"/>
<b>Are you claiming five years plus continuous ACT residence</b> <input type="checkbox"/>		

You must record any period of time (7 days or more) that you spent away from Canberra for each year of residence claimed. You may travel interstate for a maximum of six weeks in any one year period without it affecting your claim for a year of residence; or for continuous ACT residence.

You can study interstate for one or two days a week. However, if you study more than two days a week interstate, you will not be considered an ACT resident for that period. If you work interstate, you cannot claim ACT residence for that period.

**Bank statements:** Your bank statements must evidence your claimed date of arrival in Canberra. You must also provide a bank statement (with salary payments highlighted) for each year of residence claimed at date of matrix submission; and until date of invitation to apply for ACT nomination.

<b>YEAR ONE</b> (the year before date of matrix submission)	<b>Time away from Canberra for 7  days or more - duration dates</b>	<b>Number of weeks away from Canberra</b>	
		Interstate	Overseas
...../...../..... to ...../...../.....	.....	.....	
...../...../..... to ...../...../.....	.....	.....	
...../...../..... to ...../...../.....	.....	.....	
...../...../..... to ...../...../.....	.....	.....	

**Total number of weeks away from Canberra in Year One:** .....

YEAR TWO  (two years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
<b>Total number of weeks away from Canberra in Year Two: .....</b>			
YEAR THREE  (three years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
<b>Total number of weeks away from Canberra in Year Three .....</b>			
YEAR FOUR  (four years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
<b>Total number of weeks away from Canberra in Year Four: .....</b>			
YEAR FIVE  (five years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
	...../...../..... to ...../...../.....	.....	.....
<b>Total number of weeks away from Canberra in Year Five: .....</b>			

YEAR SIX  (six years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
Total number of weeks away from Canberra in Year Six: .....			
YEAR SEVEN  (seven years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
Total number of weeks away from Canberra in Year Seven: .....			
YEAR EIGHT  (eight years before date of matrix submission)	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra	
		Interstate	Overseas
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
...../...../..... to ...../...../.....	.....	.....	.....
Total number of weeks away from Canberra in Year Eight: .....			





**ACT**  
Government

Skills Canberra

Effective from 1 January 2020