



# Memorandum of Understanding on Trainees between Australia and Switzerland – visa requirements

The information contained in this fact sheet is current as at 1 April 2018. Australian migration law may change after this time resulting in different visa requirements. Please check the Department of Home Affairs' (Home Affairs) website for further information: [www.homeaffairs.gov.au/](http://www.homeaffairs.gov.au/)

The Memorandum of Understanding (MoU) between Australia and Switzerland allows for the exchange of trainees between 20 and 30 years of age to visit the other country to gain professional and trade skills and to improve their linguistic knowledge. If you are eligible under this MoU you will need to apply for a Temporary Work (International Relations) (subclass 403) visa in the Government Agreement stream.

The visa application process has two parts. The Labour Market and Training and Workplace Relations requirements, as set out in the MoU, are assessed by the Department of Jobs and Small Business. The remaining visa requirements are assessed by Home Affairs.

## How to apply

### Part 1

Meet the labour market, training and workplace relations requirements:

- (i) Your prospective Australian Host Employer completes the statutory declaration and sends this information to the Australian Department of Jobs and Small Business.
- (ii) The Department of Jobs and Small Business will advise your prospective Host Employer whether the statutory declaration meets the Labour Market, Training and Workplace Relations terms of the MoU.
- (iii) Your Host Employer will provide a copy of this advice to you in writing.

Should you have any questions about the labour market, training and workplace relations terms of the MoU you may contact the Department of Jobs and Small Business at [swiss-mou@jobs.gov.au](mailto:swiss-mou@jobs.gov.au)

### Part 2

Upon receipt of advice that your position meets the relevant labour market requirements, you can proceed to apply for an International Relations (subclass 403) visa - Government Agreement stream. To make an application, you need to apply online, through ImmiAccount.

To login to or create an ImmiAccount account, refer to the Home Affairs website:  
<https://www.homeaffairs.gov.au/trav/visa/immi>

Further information about the subclass 403 can be found at [www.homeaffairs.gov.au/trav/visa-1/403-](http://www.homeaffairs.gov.au/trav/visa-1/403-)

## **Documents to attach with your visa application**

You should allow sufficient time for processing and provide decision ready applications where possible, by uploading all relevant documents with the online application. You should attach the following:

- A copy of the letter from the Department of Jobs and Small Business confirming that your position meets the Labour Market, Training and Workplace Relations terms of the MoU
- A copy of your passport
- A copy of the letter of support for your application provided by the Swiss Government
- Evidence that you have made adequate arrangements for health insurance for your stay in Australia
- Evidence that you have adequate means to support yourself for the duration of your stay in Australia

You will also be required to meet certain health, character and other requirements. More information can be found on the Home Affairs website at: [www.homeaffairs.gov.au/trav/visa-1/403-](http://www.homeaffairs.gov.au/trav/visa-1/403-)

## **Other visa options**

If you are not able to meet the Labour Market, Training and Workplace Relations requirements of this MoU, you may wish to consider another visa option. A list of visas is available on the Home Affairs website: [www.homeaffairs.gov.au/trav/visa-1](http://www.homeaffairs.gov.au/trav/visa-1)