RANK FULL NAME

PARENT SERVICE

COUNTRY

DATE

To the Visa Case Officer

Australian Embassy/High Commission

CITY

COUNTRY

To whom it may concern,

This letter is provided in support of the application by **MR/MRS/MS FULL NAME** for a **Tourist Visa** (subclass XXX) to travel to Australia between MONTH and MONTH. FULL NAME is my RELATIONSHIP and their relevant details are listed below:

* Passport Number (**PASSPORT**)
* ADDRESS, CITY, COUNTRY
* POSITION AND PLACE OF EMPLOYMENT

I am **RANK FULL NAME** from the PARENT SERVICE in COUNTRY. I am currently studying in Australia under the **Defence Cooperation Scholarship Program** and will be doing the Master of PROGRAM at UNIVERSITY until SEMESTER, YEAR. I will then be returning to COUNTRY shortly afterwards to comply with the conditions of my scholarship as set by the Australian Department of Defence.

I have travelled to Australia on the following visa, which expires on DATE:

**Visa Class: Student (Temporary) (Class TU)**

**Visa Subclass: Student (Subclass 500)**

**Sector: Foreign Affairs or Defence Sector**

I arrived in Australia on DATE and will spend/spent the rest of January at the Defence International Training Centre at RAAF Williams in Laverton, Victoria. I will travel/travelled to CITY on 2 February January to prepare for my university studies, which commence in February 20XX.

I have attached the following documents relating to my scholarship and my university program in support of this visa application for MR/MRS/MS FULL NAME:

* Administration Guide from the Department of Defence, Australia
* Reference Letter from Palladium
* Confirmation of allowances from Palladium
* Visa Grant Letter
* Confirmation of Enrolment from the UNIVERSITY
* Confirmation of salary/position from PARENT SERVICE (if applicable)
* Evidence of savings in COUNTRY

My RELATIONSHIP is planning to travel to Australia for PURPOSE (i.e. visit me during the holidays, attend my graduation, etc).

DELETE BEFORE FINALISING: Home Affairs may view information about applicants helping look after children as work. This will negatively influence your visa application; working in Australia is not permitted on a visitor visa.

PROVIDE ADDITIONAL BACKGROUND ON WHY THEY ARE TRAVELLING TO AUSTRALIA, especially any circumstances which mean they need to return to their home country by a particular date.

DELETE BEFORE FINALISING: Home Affairs may not rule in favour of providing a visitor visa if there are no significant circumstances in which the visitor will be required to return home for, including schooling, returning to family, work, etc. As this may indicate that, the applicant may have high risk of over staying their visa.

CONFIRM WHETHER THEY WILL BE SUPPORTING THEMSELVES FINANCIALLY – if so, provide evidence of their income and savings in home country, evidence of any home/property ownership, as well as proof of employment.

**OR**

IF YOU WILL BE SUPPORTING THEM FINANCIALLY DURING THEIR STAY – indicate this here. I will be financially supporting FULL NAME throughout their stay in Australia, and will take responsibility for any costs incurred.

FULL NAME will be staying at my accommodation (ADDRESS) during this time.

Please feel free to contact me if you have any questions. Thanking you for a favourable outcome for HIS/HER visa application.

Yours Faithfully

RANK FULL NAME

PARENT SERVICE, COUNTRY

AUSTRALIAN ADDRESS

AUSTRALIAN PHONE NUMBER

EMAIL ADDRESS