FREE RESOURCES

Australian Visa Application Preparation Starter Pack

Start with clear records and an organised preparation plan.

GENERAL INFORMATION AND ORGANISATION TOOL

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Use this starter pack to establish a safe, orderly record of the preparation work you need to do. It is a general preparation sequence, not a visa recommendation or a list of documents required for your particular application.

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Start using your pack

Who this is for

Applicants preparing their own records.

Included files

This printable PDF guide with instructions, prompts and blank record forms.

A simple working sequence

1. Save a private working copy before entering personal information.

2. Read the section instructions and the fictional example.

3. Enter your own facts and source references. Leave unknown values blank and explain them in Notes.

4. Use the open-question and review fields for human follow-up.

5. Save a dated version before sharing through an agreed secure channel.

File requirements

Use a PDF reader for this guide. XLSX files need a spreadsheet application that supports Excel workbooks. DOCX files need a compatible word processor. The editable files are not government forms. They contain no macros or automatic submission function.

Important limit

These are general information and organisation resources. They do not assess your eligibility, choose a visa pathway, assess prospects, decide whether evidence is sufficient, complete or submit a government form, review your documents or appoint Okapi as your migration agent. Personalised assistance is agreed separately.

01 Set up your preparation record

Write down your objective in ordinary language, the official application or enquiry you are working on, and where the current instructions can be found. Keep the original correspondence together with your notes. If you do not know the correct application or pathway, make that a question for a registered migration agent or legal practitioner rather than selecting a pathway from a checklist.

Work through these questions

- What am I trying to organise?

- Which official page or letter am I following?

- What questions need professional advice?

Your working record

Complete the fields below or use the matching editable worksheet. Duplicate the record for additional items.

Preparation task	
Official source or letter	
Question to clarify	
Next action	

02 Build a simple document register

Create one working folder and keep original files unchanged. Record each document's date, owner, purpose and filename. Use copies for renaming and page rotation. An entry in your register means that you have recorded the document; it does not mean that the document is required, adequate or legally acceptable.

Work through these questions

- Can I open and read every page?

- Is the document complete?

- Have I kept the original?

Your working record

Complete the fields below or use the matching editable worksheet. Duplicate the record for additional items.

Document	
Person	
Date	
Filename	
Action	

03 Read correspondence and record dates

Record dates exactly as shown in official correspondence, including any time zone. Do not calculate a legal deadline by guessing how a period runs. Keep a copy of the full letter. If a deadline is unclear or close, seek qualified advice promptly. A reminder in your calendar is an organisational aid and does not extend a deadline.

Work through these questions

- Where is the full letter saved?

- What date and time does it state?

- Who will clarify an uncertain deadline?

Your working record

Complete the fields below or use the matching editable worksheet. Duplicate the record for additional items.

Letter date	
Stated deadline	
Time zone	
Reminder	
Clarification needed	

04 Prepare for a professional conversation

Summarise your questions and the facts you know. Distinguish exact dates from estimates. Flag inconsistent information, missing records or documents you cannot obtain. Keep passwords and security codes private. Use the professional's secure intake process for sensitive records rather than sending them through general website enquiries.

Work through these questions

- What are my three priority questions?

- Which facts are uncertain?

- Is there an urgent decision or deadline?

Your working record

Complete the fields below or use the matching editable worksheet. Duplicate the record for additional items.

Question	
Relevant record	
Uncertainty	
Priority	

Worked example and review

Fictional example

Fictional example: Alex saves an official letter without changing it, records the deadline exactly as printed, and writes 'Please clarify how this deadline applies' in the questions list. Alex does not treat this pack as advice about the deadline.

Use the method with your own records

What is the factual entry you need to record?

What source supports it and what remains uncertain?

What is the next action and who will do it?

Use support and source notes

Scope

These are general information and organisation resources. They do not assess your eligibility, choose a visa pathway, assess prospects, decide whether evidence is sufficient, complete or submit a government form, review your documents or appoint Okapi as your migration agent. Personalised assistance is agreed separately.

Privacy and technical support

Your entries stay in the files you save. These files contain no macros, online submission function or embedded tracking. Store completed copies securely and control who can access them. Product support is for file access and use only. Do not send passports, visa histories, financial records or sensitive case documents through general product support.

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Edition and updates

This is a fixed edition, version 2.0, published 24 November 2026. It is an organisation tool, not a continuously updated statement of migration law. Your purchase includes this edition and correction of defects in the supplied files. New editions, legal updates and ongoing advice are not promised. Check official instructions at the time you use the resource. Download and retain your purchased files.

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Sources and next steps

Official sources

Links are provided to help you find the current official instructions. Government forms and guidance are available free from their publishers. The paid value of this product is its original organisation tools and templates. No government endorsement is implied.

https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper

https://www.mara.gov.au/get-help-with-a-visa/help-from-registered-agents

Source links checked 24 November 2026. A working link does not mean every instruction applies to your circumstances.

A practical final review

[ ] Open the files and confirm that you can edit and save a copy.

[ ] Keep original source records separate from working notes.

[ ] Mark estimates and unresolved questions honestly.

[ ] Check the current official instructions for the actual process you are following.

[ ] Use a separate professional consultation for personalised advice or document review.

Contact Okapi

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