

Employer Sponsorship Readiness Checklist

Everything your business needs in place before sponsoring an overseas worker on the Skills in Demand (482), Regional (494) or Employer Nomination Scheme (186) visa.

How to use it: tick each box you can confidently answer yes to. Most businesses that complete this checklist know exactly where they stand before spending a dollar with the Department of Home Affairs.

1 Business fundamentals

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|--------------------------|---|
| ☐ | Our business is legally registered in Australia (ABN/ACN) and actively trading. |
| ☐ | We can show the business is financially viable and has the cash flow to pay the sponsored worker's salary for the full period. |
| ☐ | There is no adverse information about the business or its directors (workplace law breaches, insolvency, immigration non-compliance). |
| ☐ | We understand sponsorship approval (Standard Business Sponsorship) lasts 5 years once granted. |

2 The role you want to fill

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|--------------------------|--|
| ☐ | The occupation appears on the Core Skills Occupation List (CSOL) — 456 occupations as at the March 2026 refresh — or qualifies for the Specialist Skills stream. |
| ☐ | The position is genuine, full-time, and needed by the business (not created for the visa). |
| ☐ | The role's duties genuinely match the ANZSCO occupation description — title alone is not enough. |
| ☐ | We have tried, or can evidence trying, to recruit locally where labour market testing applies (advertising within the required window and format). |

Occupation lists change. Check the current CSOL on the Department of Home Affairs website, or ask us to confirm your occupation.

3 Salary compliance (updated 1 July 2026)

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|--------------------------|--|
| ☐ | The guaranteed annual earnings meet or exceed the Core Skills Income Threshold: \$79,499 (nominations lodged from 1 July 2026). |
| ☐ | The salary also meets the Annual Market Salary Rate — what an Australian in the same role and location would earn (the higher of the two applies). |
| ☐ | If using the Specialist Skills stream: earnings meet the Specialist Skills Income Threshold of \$146,717 . |
| ☐ | Salary is paid as money, not inflated with non-cash benefits to reach the threshold. |

4 Budget for the true costs

Cost item	Small business (<\$10M)	Other business
Sponsorship (SBS) application fee	\$420 one-off	\$420 one-off
Nomination fee (per worker)	approx. \$330	approx. \$330
SAF levy — 482 visa	\$1,200 per year of visa	\$1,800 per year of visa
SAF levy — 186 visa	\$3,000 one-off	\$5,000 one-off

The Skilling Australians Fund (SAF) levy is paid in full when the nomination is lodged and **cannot be passed on to the worker** — nor can sponsorship or nomination fees. The visa application charge itself may be paid by the worker. Government fees shown are current as at July 2026 and are indexed periodically.

5 Sponsor obligations — ready to live with them

- ☐ We can keep records and provide information to the Department if asked (monitoring can occur during and after sponsorship).
- ☐ We will notify the Department of key changes: the worker leaves, the role changes, business restructures or ceases trading.
- ☐ We understand we cannot recover sponsorship/nomination costs from the worker, and the worker can generally only work in the nominated occupation for us.
- ☐ Payroll and conditions will match the nomination — same salary, same role, no quiet variations.

6 Documents to gather

- ☐ Business registration: ABN/ACN, business name registration.
- ☐ Financials: recent BAS statements, profit & loss, or evidence of viability for newer businesses.
- ☐ Organisational chart showing where the nominated role sits.
- ☐ Draft employment contract and detailed position description.
- ☐ Evidence of market salary: payroll data for equivalent staff, job ads, remuneration surveys.
- ☐ Labour market testing evidence, where required (copies of ads, dates, platforms).

7 Timeline expectations

- ☐ Sponsorship (SBS) applications are typically processed in 1–3 months; nominations and visas each add their own processing time.
- ☐ We have planned the start date realistically and considered interim workforce arrangements.
- ☐ If permanent residence is the goal: we understand the 482 → 186 transition pathway and its timing.

Scored mostly yes?

Your business is likely sponsor-ready. The next step is confirming your specific occupation, salary structure and stream — that's a conversation, not a checklist. Book a consultation with Immigrad and walk out with a costed, step-by-step sponsorship plan.

Book a consultation → immigrad.com.au

This checklist is general information only and is not immigration assistance or advice for your circumstances. Visa criteria, occupation lists and fees change regularly — figures are current as at July 2026 per the Department of Home Affairs. Complex cases need personal advice from a registered migration agent. Immigrad · MARN 1805710.