

ACT 491 / 190 Nomination Guidelines

Canberra Resident – April 2023

ACT nomination

The Department of Home Affairs allows us to nominate applicants for two types of skilled migration visas in the ACT:

- Skilled Work Regional Visa (subclass 491) (provisional)
- Skilled Nominated Visa (subclass 190)

Carefully check the details on the Department of Home Affairs website for each visa type to make sure that you:

- choose the right visa for your situation.
- meet all of Department of Home Affairs' eligibility criteria for that visa.

SkillSelect EOI

Before you start the ACT nomination process, you must submit a valid expression of interest (EOI) via SkillSelect. This is an online application process administered by the Department of Home Affairs. If you do not meet the Home Affairs visa criteria you cannot apply for ACT nomination.

If you are invited to apply for ACT nomination, you must continue to meet the Department of Home Affairs visa criteria until your application for ACT nomination is assessed. The ACT cannot confirm a nomination on SkillSelect if you do not meet the Department of Home Affairs visa criteria.

We manage the nomination process, but the Department of Home Affairs manages the visa application process. Please note, we cannot answer any questions about applying for your visa or the current visa processing time.

ACT Nomination Pathways

You must carefully read the eligibility criteria for the ACT nomination pathway that you are interested in. If you do not meet the eligibility criteria, you cannot submit a Canberra Matrix.

Canberra Residents

To follow this pathway, you must be living in Canberra. You may also live within commuting distance in NSW e.g., Queanbeyan, Googong, Jerrabomberra etc. Read the eligibility criteria

carefully. You cannot apply for ACT nomination if you do not meet the criteria outlined below.

You cannot apply under this pathway if you are living interstate or overseas. If you live overseas, please refer to the guidelines for overseas applicants published on [our website](#).

Doctorate Streamlined Nomination

To follow this pathway, you must meet the following criteria

- Canberra resident: you are living in Canberra, and you completed a research or professional Doctoral degree at an ACT university.
- Interstate / overseas applicant: you were awarded a research or professional Doctoral degree from an ACT university within the last two years.

You cannot apply under this pathway if you did not study at an ACT university.

Significant Economic Benefit

You may be invited to apply for ACT nomination if we think your employment is of significant economic benefit to the Territory, and you do not meet the current eligibility criteria. You cannot request or apply for this pathway. The invitation can **ONLY** be initiated by the ACT government.

About the ACT nomination process

Expression of interest for ACT Nomination

You must be invited to apply for ACT nomination. Read the eligibility criteria carefully for your chosen nomination pathway. Once you are satisfied that you meet the eligibility criteria, you can express your interest in ACT nomination by completing the [Canberra Matrix](#). We use the Matrix to fairly manage the nomination process and select applicants who will best contribute to the Canberra region.

The Matrix is a merit-based assessment tool where you can score points for your (potential) economic and / or social contribution to Canberra e.g., length of ACT residence, occupation, business activity, employment, English, study, investment and close family ties.

We will rank your Matrix based on your residency, occupation, and the number of points you have claimed. Those who rank high enough will receive an invitation email to apply for ACT nomination with a web link to the online application.

Remember your supporting documents must prove that you meet the eligibility criteria and any Matrix score claimed at the date you submit the Matrix.

Please note: the demand for ACT nomination may exceed the annual allocation of nomination places. There is no guarantee that your Matrix score will be ranked, even if you meet the eligibility criteria.

One Nomination Place per Person Policy

We only offer one nomination place per person. If you are successfully nominated for a 491 or 190 visa, you cannot apply for another ACT nomination place. The ACT Government reserves the right to make an exception at its discretion and in exceptional circumstances. You can only reapply for ACT nomination if you meet the eligibility criteria and if you are applying for **the same visa subclass**.

We have a fixed number of nomination places available each year to help support the ACT economy. Once nominated, we do not get that nomination place back. It would therefore be unfair if applicants were given two or more nomination places.

ACT Nomination Process

Once you've submitted a valid Department of Home Affairs SkillSelect *EOI*, follow the process below to apply for ACT nomination.

Step 1 - Meet the ACT nomination eligibility criteria

Read the ACT nomination guidelines carefully and make sure that you are eligible to apply for ACT [491 nomination](#) or ACT [190 nomination](#).

Step 2 - Complete the Canberra Matrix

Once you are satisfied that you are eligible to apply for ACT nomination, you can complete the [Canberra Matrix](#). There is a different Matrix for [Canberra residents](#) and [overseas applicants](#). By submitting a Canberra Matrix, you are confirming you are eligible to apply for your visa, you meet ACT nomination eligibility criteria, and you can demonstrate your Canberra Matrix claims.

You can check your Canberra Matrix score using the [Matrix calculator](#).

Once you have checked your score, complete the [Canberra Matrix](#), select the points you can claim in each category. You will receive an email with a summary of the Matrix scores claimed. The Matrix **cannot be updated or withdrawn** once it is submitted. If the claimed Matrix points increase or decrease due to an error or change in circumstances, you must complete a new Matrix; noting that your submission date/time will also change.

Remember, unless otherwise indicated in the eligibility criteria or Canberra Matrix, your [supporting documents](#) must prove that your claims for Matrix points are true at the date you submitted the Canberra Matrix. While you wait for an invitation, you must continue to meet Department of Home Affairs visa criteria.

Step 3: Wait for your Matrix to be selected and ranked

Canberra Residents and Overseas residents may be ranked separately, as the Canberra Matrix differs depending on your residency status. Canberra Matrix submissions with a

nominated occupation in a critical sector may be prioritised. Critical sectors include the health care, education, social assistance, construction, and IT sectors.

For Canberra Residents there are different nomination pathways available. The selection of your Matrix will depend on the pathway you have chosen:

- **ACT Critical Skill List:** only Matrix submissions with a nominated occupation on the latest *ACT Critical Skills List* will be selected and, if ranked, invited to apply for ACT nomination.
 - 491 Matrix submissions will be selected first. The highest ranked Matrix will be invited to apply for ACT nomination. The cut-off for selection will depend on the occupation cap and demand.
 - If there are too many Matrices with the same score, then selection may be based on the date and time you submitted the Matrix.
 - Your 190 Matrix (if any) will not be ranked and selected if you have an active invitation issued for a 491 Matrix.
- **457 / 482 visa holders:** you will be invited to apply for ACT nomination if your Matrix score is at least 60 points.
- **Small Business Owners.** The highest ranked Matrix will be invited to apply for ACT 491 / 190 nomination. The cut-off for selection will depend on overall demand for the ACT skilled migration program.

Important note: you will not be invited if you have previously received ACT nomination or if you have an active application in the system.

Requests for ranking information

Invitations are not guaranteed. We will not respond to requests for information on ranking or the likelihood of receiving an invitation. Matrix submissions will not be prioritised nor will invitations be issued based on personal circumstances. This includes, but is not limited to, visa expiry dates or a change in circumstances including critical birthdays. Matrix submissions will automatically lapse after six months if an invitation is not issued.

Step 4: If invited, apply for ACT nomination

If your Matrix score is ranked, you will receive an invitation email with the weblink to the online application form. Once the invitation is issued, it cannot be withdrawn or ceased. The invitation will lapse after 14 days if the application is not submitted.

You will not receive another invitation to apply for ACT nomination while you have an active application in the system.

Accepting the invitation

Before you accept the invitation, check that the information in your SkillSelect EOI and the SkillSelect EOI responses are correct as they cannot be updated if ACT nomination is approved and confirmed on SkillSelect.

If you are at all concerned about the accuracy of your SkillSelect EOI, seek advice from a registered migration agent before you submit your application for ACT Nomination. If you only find out after submitting your application (but before you receive ACT nomination) that there is an error on your SkillSelect EOI, contact us **immediately**.

Think carefully before accepting the invitation. The ACT only offers one nomination place per person. You cannot apply for 190 nomination if your 491 nomination is already approved.

Important note: by accepting the invitation for ACT nomination and submitting your application, you are confirming:

- all the responses on your SkillSelect EOI are correct
- you can demonstrate that you meet ACT nomination and Department of Home Affairs visa criteria now and at date of Canberra Matrix submission, and
- you can demonstrate all your Canberra Matrix claims.

Submitting the application

The application for ACT nomination is active for 14 days. You must submit the application and pay the service fee within this time. Once the service fee payment is confirmed, your application will be queued for processing.

Step 5: Assessing your application

We will process all applications in the order they are submitted. We will not consider requests to prioritise applications due to personal circumstances. This includes, but is not limited to, visa expiry dates or a change in circumstances including critical birthdays.

When we assess your application, we will look at your:

1. SkillSelect EOI: to check that you are eligible to apply for the visa, your claims, and make sure you have sufficient points on SkillSelect to apply for the visa.
2. Supporting documents: Your supporting documentation must evidence your eligibility to apply for ACT nomination, any Canberra Matrix points you have claimed, and that you continue to meet Department of Home Affairs criteria. A decision may solely be based on the documents in the application. We are not required to look at any documents other than the ones that you attached to the application. It is the responsibility of the applicant, or their agent, to ensure all documents are uploaded, accurate, and up to date at the date the application is submitted.

If your application is approved, we will confirm ACT nomination on your SkillSelect EOI, which triggers the invitation from the Department of Home Affairs to apply for the visa.

ACT nomination does not guarantee that the visa will be granted.

What happens if your application is refused?

If your application is refused, we will tell you why you were unsuccessful. You can ask us to reconsider this decision if an error was made by the case officer. Any request for reconsideration must be in writing, explaining why you consider the decision is wrong. The review may solely be based on the original documents attached to the application.

You can submit a new Canberra Matrix if you are satisfied that your documents now support your eligibility and Matrix claims.

Step 6: Apply for your visa

You have 60 days to apply for the ACT nominated visa. The offer of ACT nomination expires after 60 days.

If you can't / decide not to apply for the visa, the nomination place is lost – we don't get it back from the Department of Home Affairs. Therefore, we **only offer one nomination place per person**. It is not fair to other applicants if you are given two or more nomination places.

Reapplying for ACT nomination

The ACT Government reserves the right to allow applicants to reapply for ACT nomination at its discretion and in exceptional circumstances. You must be able to demonstrate that you have a **genuine reason** for reapplying for ACT Nomination. You can only reapply for ACT nomination if you meet the eligibility criteria and if you are applying for **the same visa subclass**.

To request the ability to reapply for ACT nomination, please submit a new Canberra Matrix in the same visa subclass and email migration@act.gov.au with the Canberra Matrix reference number requesting the duplicate bar to be lifted. In your email, you must explain the exceptional circumstances that meant you could not apply for ACT nomination and include supporting documentation where relevant. Your request must address the criteria identified below.

Your case will only be considered if we are satisfied you have taken all reasonable steps to avoid the necessity for renomination. Bear in mind, it is always the applicant's responsibility to ensure the ACT Nomination application, SkillSelect EOI, and visa application are accurate.

We will remove the duplicate application flag from your Matrix and place it in the queue for ranking if we are satisfied that your request meets the following criteria:

- You were unable to apply for your visa due to exceptional circumstances.
- You have taken all possible steps to avoid the necessity for renomination and to ensure your application will be successful if you were to be renominated.

- The impact on other applicants is minimal.
- Renomination would be of benefit to the Territory.

The outcome of your request may solely be based on the demand for nomination places in your nominated occupation or visa subclass as well as the overall remaining allocation in that financial year.

If your application for renomination is rejected based on the demand for nomination places and the impact on other applicants, you may reapply for ACT nomination six months after that decision was made.

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

Disclaimer

The ACT Critical Skills List, nomination guidelines and eligibility criteria are subject to change without notice at any time.

The Australian Migration Program does not guarantee a migration outcome for any temporary resident / international student in Australia, neither does the ACT guarantee a nomination pathway even if applicants meet the eligibility criteria. The demand for ACT nomination exceeds the Department of Home Affairs allocation of nomination places. Submitting a Canberra Matrix is therefore no guarantee of an invitation. A Canberra Matrix score may not rank highly enough to be selected and invited to apply for ACT 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.

ACT Nomination Eligibility Criteria

To apply for ACT nomination, you must meet certain criteria at the date you submit the Canberra Matrix. The criteria that apply to you depend on the visa subclass and your residency status. Below are the ACT nomination eligibility criteria for Canberra residents per visa subclass.

Skilled Regional Work Visa (subclass 491)

If you want to apply for ACT nomination for a Skilled Regional Work (Provisional) visa (subclass 491) *as a Canberra resident*, you must meet *the following criteria* at the date you submit the Canberra Matrix:

- **Department of Home Affairs Criteria:** you meet the relevant Department of Home Affairs Criteria and can apply for your visa. You must meet this criterion when you submit your Canberra Matrix and continue to do so until you receive ACT nomination. This includes having a valid English test and Skills assessment.
 - Your English test and Skills assessment must be valid at date of Canberra Matrix submission and at date of ACT nomination.
- **ACT Resident Pathway:** you **must** meet one of the following:
 - Your nominated occupation is on the latest ACT Critical Skills List;
 - You are the primary holder of a subclass 457/482 visa sponsored by an ACT employer. You worked in Canberra in your nominated occupation for the sponsoring ACT employer for the last six months. Your nominated occupation does not have to be on the ACT Critical Skills List if it is on the relevant Department of Home Affairs Skilled Occupation List.
 - You are the majority owner of an eligible registered business located in the ACT and you are claiming Matrix points in the Small Business Owner category. Your nominated occupation does not have to be on the ACT Critical Skills List if it is on the relevant Department of Home Affairs Skilled Occupation List.
 - The following business types are not eligible: sub tenancy, ride-share, taxi, delivery, courier services, or an on-sold business previously used to qualify for ACT nomination.
- **Residence in Canberra:** you lived in Canberra for at least three months at date of Canberra Matrix submission and continue to do so until the date of invitation. Your bank statements / transaction history must record ACT banking activity for this period. You may also live within a 30-minute commuting distance in NSW e.g., Queanbeyan, Jerrabomberra, and Googong.

- **Employment in Canberra:** You worked in Canberra for at least 13 weeks. You can work for more than one employer, be self-employed, and/or be a Small Business Owner. Employment types can be combined, provided you meet the criteria for each and that you meet the overall hourly or earnings requirements as expressed below.
 - **Employee**
 1. You worked a minimum of 15 hours per week in at least 13 out of the 15 weeks before Canberra Matrix submission. Your payslips and bank statements / transaction history must record the income / salary payments (weekly, fortnightly, or monthly) for the claimed period of employment.
 2. You work in a genuine position in accordance with Australian terms and conditions of employment. Your weekly income is no less than the relevant award or market salary rate. Unpaid employment such as internships, stipends, scholarships, and volunteer positions, are not eligible.
 3. Employer statutory declaration: your employer MUST declare that you are employed in a genuine position in accordance with Australian legislation. If you are working for a large organisation, the statutory declaration may be signed by your manager or direct supervisor.
 4. If you are working in Canberra for an interstate employer, there must be a genuine reason for why you are based in Canberra. You cannot be working online, or from a home office.
 - **Self-employed and you are not claiming Matrix points as a Small Business Owner:**
 1. Your total (taxable) income is at least **\$520 pw** in at least 13 out of the 15 weeks before Canberra Matrix submission.
 2. You have at least 12 months ACT business activity on your ABN.
 3. You MUST sign a statutory declaration confirming your ABN, location of ACT business, start date of ACT business activity, duties, and annual income.
 - **Small Business Owner:**
 1. You are eligible to claim Canberra Matrix points in the Small Business Owner Category.
 2. You MUST sign a statutory declaration confirming the details of your business activity, including your ABN, how many people you employ (and for how long), location of ACT business, start date of ACT business activity, duties and annual income.
- **English:** You meet the Department of Home Affairs requirement for ‘competent’ English unless a higher level is required by your assessing authority.

- **Commitment to Canberra:** You must sign a declaration committing to living and working in Canberra while your visa is processed and for at least two years from date of visa grant.
- If you have a **Spouse / Partner**, they must be a resident in Canberra for at least three months or living overseas.
 - To claim any Matrix points for your spouse or partner you must have proof of the relationship: either a marriage certificate, civil partnership/union certificate, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner. The document must be dated before the Matrix is submitted. We do not accept a de facto relationship without a relationship certificate.
 - When claiming Matrix points in the spouse / partner employment category, they must meet the Department of Home Affairs requirement for 'competent' English; or hold an Australian passport.
- **Service fee:** \$300

Your supporting documentation must evidence your eligibility to apply for ACT nomination and any Matrix score claimed.

Skilled Nominated Visa (subclass 190)

If you want to apply for ACT nomination for a Skilled Nominated (Permanent) visa (subclass 190) *as a Canberra resident*, you must meet *the following criteria* at the date you submit the Canberra Matrix:

- **Department of Home Affairs Criteria:** you meet the relevant Department of Home Affairs Criteria and can apply for your visa. You must meet this criterion when you submit your Canberra Matrix and continue to do so until you receive ACT nomination. This includes having a valid English test and Skills assessment.
 - Your English test and Skills assessment must be valid at date of Canberra Matrix submission and at date of ACT nomination.
- **ACT Resident Pathway:** you **must** meet one of the following:
 - Your nominated occupation is on the latest ACT Critical Skills List;
 - You are the primary holder of a subclass 457/482 visa sponsored by an ACT employer. You worked in Canberra in your nominated occupation for the sponsoring ACT employer for the last six months. Your nominated occupation does not have to be on the ACT Critical Skills List if it is on the relevant Department of Home Affairs Skilled Occupation List.
 - You are the majority owner of an eligible registered business located in the ACT and you are claiming Matrix points in the Small Business Owner category. Your nominated occupation does not have to be on the ACT Critical Skills List if it is on the relevant Department of Home Affairs Skilled Occupation List.
 - The following business types are not eligible: sub tenancy, ride-share, taxi, delivery, courier services, or an on-sold business previously used to qualify for ACT nomination.
- **Residence in Canberra:** you lived in Canberra for at least six months at date of Canberra Matrix submission and continue to do so until the date of invitation. Your bank statements / transaction history must record ACT banking activity for this period. You may also live within a 30-minute commuting distance in NSW e.g., Queanbeyan, Jerrabomberra, and Googong.
- **Employment in Canberra:** You worked in Canberra for at least 26 weeks. You can work for more than one employer, be self-employed, and/or be a Small Business Owner. Employment types can be combined, provided you meet the criteria for each and that you meet the overall hourly or earnings requirements as expressed below.
 - **Employee:**
 1. You worked a minimum of 30 hours per week in at least 26 out of the 30 weeks before Canberra Matrix submission. Your payslips and bank

statements / transaction history must record the income / salary payments (weekly, fortnightly, or monthly) for the claimed period of employment. You can work for more than one employer and/or be self-employed.

2. You work in a genuine position in accordance with Australian terms and conditions of employment. Your weekly income is no less than the relevant award or market salary rate. Unpaid employment such as internships, stipends, scholarships, and volunteer positions, are not eligible.
 3. Employer statutory declaration: your employer MUST declare that you are employed in a genuine position in accordance with Australian legislation. If you are working for a large organisation, the statutory declaration may be signed by your manager or direct supervisor
 4. If you are working in Canberra for an interstate employer, there must be a genuine reason for why you are based in Canberra. You cannot be working online, or from a home office.
- **Self-employed (and you are not claiming Matrix points as a Small Business Owner):**
 1. Your total (taxable) income was at least **\$1000 pw** in each of the 26 weeks immediately before you submit the Canberra Matrix.
 2. You have at least 12 months ACT business activity on your ABN.
 3. You MUST sign a statutory declaration confirming the details of your business activity, including your ABN, location of ACT business, start date of ACT business activity, duties and annual income.
 - **Small Business Owner:**
 1. You are eligible to claim Canberra Matrix points in the Small Business Owner Category.
 2. You MUST sign a statutory declaration confirming the details of your ACT Small Business activity, including your ABN, how many people you employ (and for how long), location of ACT business, start date of ACT business activity, duties and annual income.
 - **English:** You meet the Department of Home Affairs requirement for 'Proficient' or 'Superior' English unless your nominated occupation:
 - Is Chef 351311; or,
 - Has an ANZSCO skill level of 3 to 5.
 - **Commitment to Canberra:** You must sign a declaration committing to living and working in Canberra while your visa is processed and for at least two years from date of visa grant.

- If you have a **Spouse / Partner**, they must be a resident in Canberra for at least six months or living overseas.
 - To claim any Matrix points for your spouse or partner you must have proof of the relationship: either a marriage certificate, civil partnership/union certificate, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner. The document must be dated before the Matrix is submitted. We do not accept a de facto relationship without a relationship certificate.
 - When claiming Matrix points in the spouse / partner employment category, they must meet the Department of Home Affairs requirement for 'competent' English; or hold an Australian passport.
- **Service fee:** \$300

Your supporting documentation must evidence your eligibility to apply for ACT nomination and any Matrix score claimed.

Canberra Matrix

Introduction

You can express an interest in applying for ACT nomination by completing a score-based 'Canberra Matrix' where points can be claimed against specific criteria including skilled employment, English proficiency, formal qualifications, length of ACT residence / study, investment activity and close family ties, etc.

The Canberra Matrix is weighted to ensure that applicants who will make/have made a positive economic contribution to the Territory and/or have demonstrated a genuine commitment to the ACT are more likely to be invited to apply for ACT nomination.

Read the eligibility criteria for ACT nomination carefully. Once you are satisfied that you meet all the criteria, you can submit the Canberra Matrix. We will rank your Matrix based on points you have claimed. Those who rank high enough will receive an invitation to apply for ACT nomination.

If you are invited to apply for ACT nomination and your supporting documents do not prove that you meet the eligibility criteria for ACT nomination or the Matrix score claimed, the application will be refused.

Please note: there is no guarantee that your Matrix score will be ranked, even if you meet the eligibility criteria.

How to submit the Canberra Matrix

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

1. Read the ACT nomination criteria carefully for your chosen pathway and make sure you are eligible to claim Matrix points.
2. Enter your personal information.
3. Select either ACT 491 nomination or ACT 190 nomination.
4. Select Canberra resident or overseas applicant.
5. Select yes/no 'Doctorate Streamlined nomination'.
 - If you are applying through the doctorate streamlined pathway, submit the Canberra Matrix.
6. Select your residency status as Canberra resident or overseas applicant and complete the Canberra Matrix.

7. Select one option in the drop-down menu for each Matrix category (does not apply to Doctorate Streamlined).

Remember, your supporting documentation must prove that your claims for Matrix points are true at the date you submit the Matrix.

Submitting the Matrix

Migration agents acting on behalf of a client must register and create an agent's account. The Canberra Matrix can be accessed from your agent portal. When submitting an application on behalf of your client, you must always include their personal email address in the application.

Individual applicants not using a migration agent are not required to create an account.

Once you submit the Canberra 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 (6) months after date of submission if an invitation is not issued. Once a Matrix has lapsed, it cannot be reactivated.

Canberra Matrix Scoring

The Canberra Matrix should be completed for both ACT 190 nomination and ACT 491 nomination. You can only select one option in the dropdown menu for each category. Before you can claim points, you **MUST** meet the category criteria at the date you submit the Matrix. If you are invited to apply for ACT nomination, your supporting documents must evidence any Matrix points claimed.

CANBERRA RESIDENT		
CATEGORY	OPTION	POINTS
ACT RESIDENCE How long have you lived in Canberra in the last eight years? Your claimed period of ACT residence does not have to be continuous. To claim points, you must meet these minimum criteria: <ul style="list-style-type: none"> Your bank statements prove your claimed date of arrival and the claimed period of residence in Canberra. You must record any period away from Canberra (seven days or more) in the 'Summary of ACT residence' at <u>Attachment D</u>. You cannot be away from Canberra for more than six weeks in any year (e.g. for a holiday or to visit family) unless you are claiming two or more years residency and you were not away from Canberra for more than twelve weeks in any given year. You must provide evidence that the ACT continued to be your primary place of residence for these twelve weeks, such as rent or other housing payments. These payments need to be highlighted in your bank statements. You cannot live, study, or work interstate for any period of claimed ACT residence, unless: <ul style="list-style-type: none"> You studied interstate for no more than one night (or two days) per week; You worked in regional NSW while living in the ACT, provided you worked within a 30-minute commute of your Canberra-based home; or, You lived in regional NSW while working in Canberra, provided you lived within a 30-minute commute of your Canberra-based work. Places in the Canberra commuter region include: Jerrabomberra, Googong, and Queanbeyan. 	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
ENGLISH PROFICIENCY What is your English proficiency level as defined by <u>Home Affairs</u> ? You meet the Home Affairs requirement for the level of English claimed. You must have a valid English test result.	Superior. Proficient. Competent.	15 10 0

<p>SPOUSE/PARTNER ENGLISH PROFICIENCY</p> <p>What is your spouse/partner's English proficiency as defined by <u>Home Affairs</u>?</p> <p>They meet the Home Affairs requirement for the level of English claimed or hold an Australian passport.</p> <p>Note: an Australian passport only equates to 'competent' English. If you wish to claim point in this category, your spouse/partner must meet the Home Affairs requirements for the level of English claimed.</p>	<p>Superior/proficient.</p> <p>Competent.</p> <p>Not Applicable.</p>	<p>5</p> <p>0</p> <p>0</p>
<p>NOMINATED OCCUPATION</p> <p>Is your nominated occupation on the <u>ACT Critical Skills List</u>?</p>	<p>Your nominated occupation is ON the <i>ACT Critical Skills List</i>.</p> <p>Your nominated occupation is NOT on the <i>ACT Critical Skills List</i>.</p>	<p>20</p> <p>0</p>
<p>SMALL BUSINESS OWNER</p> <p>Are you the majority owner (at least 51%) of a registered business actively operating in the ACT? You must meet the following minimum criteria:</p> <ul style="list-style-type: none"> The business activity is in the ACT. Interstate / overseas business activity is not accepted. Your business is profitable. Your business is paying you the following taxable income: <ul style="list-style-type: none"> 190 nomination: at least \$26,000 in the last six months. 491 nomination: at least \$13,000 in the last three months. At date of Canberra Matrix submission, you are employing at least one Australian citizen, permanent resident, or New Zealand citizen. Additionally, one employee must have been employed for at least 13 weeks at a minimum of 20 hours per week. <ul style="list-style-type: none"> The employee's employment does not have to be continuous. The employment is in accordance with Australian legislation. The employee is a resident in Canberra. You MUST provide a statutory declaration confirming the employment and citizenship details for each employee. 	<p>1. Your business has actively traded in Canberra for at least twelve months from the date you established or purchased the business. The business has a minimum turnover of at least \$200,000 for the last twelve months business activity.</p> <p>2. Your business has actively traded in Canberra for at least six months from the date you established or purchased the business. The business has a minimum annual turnover of at least \$100,000 for the last six months business activity.</p> <p>Not applicable</p>	<p>20</p> <p>10</p> <p>0</p>
<p>LENGTH OF ACT EMPLOYMENT</p> <p>How long have you worked in Canberra in the last <u>two</u> years? You can work in any occupation, your employment does not need to be continuous, and you can work for more than one ACT employer (or be self-employed on an ABN). You must meet the following minimum criteria:</p> <ul style="list-style-type: none"> You worked a minimum 20 hours per week for each week claimed towards the period of employment. If you are claiming any period of self-employment: 	<p>Employed for 12 months plus.</p> <p>Employed for six to 12 months.</p> <p>Not applicable.</p>	<p>10</p> <p>5</p> <p>0</p>

<ul style="list-style-type: none"> Your gross (taxable) weekly income must exceed \$520 for each week of employment claimed; and Your business must have been operating in Canberra for at least 12 months. 		
<p>ACT EMPLOYMENT – SKILL LEVEL</p> <p>Are you currently working in Canberra in a highly skilled position? You may work for more than one ACT employer, operate a small business and / or be self-employed though you must be working in the same occupation and at the same skill level. You must meet the following minimum criteria:</p> <ul style="list-style-type: none"> You worked a minimum 20 hours per week for the 13 weeks before Canberra Matrix submission. The employment was continuous unless you were on unpaid leave with a valid medical certificate. Any period of unpaid leave cannot be counted towards the 13 weeks employment. Gross Taxable income: <ul style="list-style-type: none"> Employee: no less than \$26 per hour (excluding casual loading). Small Business owner: minimum \$13,000 income for last three months. Self-employment on an ABN: minimum \$520 per week. Any employment claimed must be recorded on your SkillSelect EOI. 	<ol style="list-style-type: none"> You are working in your nominated occupation which is on the current <i>ACT Critical Skills List</i>. Your occupation must be recorded as 'related' to the nominated occupation' on your SkillSelect EOI. You are the primary holder of a subclass 457 / 482 visa, and you are working for the ACT employer who sponsored your visa. Your occupation must be recorded as 'related' to the nominated occupation' on your SkillSelect EOI. You are working in an occupation that is on the current <i>ACT Critical Skills List</i>; but it is not your nominated occupation. You must have a tertiary qualification relevant to your occupation. Your relevant qualification must be recorded on your Home Affairs SkillSelect EOI. You are working in an occupation that has an ANZSCO skill level 1 to 3. You must have a tertiary qualification relevant to your occupation. Your relevant qualification must be recorded on your Home Affairs SkillSelect EOI. Not applicable. 	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>SPOUSE/PARTNER EMPLOYMENT</p> <p>Is your spouse / partner currently working in the ACT or surrounding 'commuter' region? They can work for more than one employer and / or be self-employed. However, they must meet the following minimum criteria:</p> <ul style="list-style-type: none"> They are working a minimum of 20 hours per week for the 13 weeks before Canberra Matrix submission. Their employment must be <u>continuous</u> unless they were on unpaid leave with a valid medical certificate. 	<ol style="list-style-type: none"> They are working in an occupation on the <i>ACT Critical Skills List</i>. They have a valid skills assessment relevant to their current employment. Their taxable income must be no less than \$26 per hour (excluding casual loading). 	<p>15</p>

<p>Any period of unpaid leave cannot be counted towards the 13 weeks employment.</p> <ul style="list-style-type: none"> • They meet the Home Affairs requirement for 'competent' English or hold an Australian passport. • Their employer must provide a Statutory Declaration confirming their employment. See Attachment E. • If they are self-employed on an ABN: <ul style="list-style-type: none"> · Their taxable weekly income exceeds \$520 for each week of employment claimed; and · Their business has been actively operating in Canberra for at least 12 months. 	<p>2. They have a valid skills assessment, and it is relevant to their current ACT employment. Their taxable income must be no less than \$26 per hour (excl casual loading)</p> <p>3. They are working in any occupation, at any skill level, in Canberra.</p> <p>4. They do not meet the 3 months employment criterion, but they:</p> <ul style="list-style-type: none"> • Have a tertiary qualification (a trade certificate; a bachelor's degree; a master's degree or a doctoral degree) from an Australian institution in any occupation; and • Meet the Home Affairs requirement for 'competent' English or have an Australian passport. <p>5. Not applicable.</p>	<p>10</p> <p>5</p> <p>5</p> <p>0</p>
<p>TERTIARY QUALIFICATION</p> <p>What tertiary qualification do you hold from an Australian or international educational institution?</p> <ul style="list-style-type: none"> • Your selected qualification must be recorded on your Home Affairs SkillSelect EOI. • If the skill assessing body has assessed your selected qualification and it is not equivalent to the same Australian Qualification Framework level, you can only claim the level at which it has been assessed 	<p>Doctoral degree</p> <p>Master's degree</p> <p>Bachelor's degree or trade certificate</p> <p>Diploma– at least 18 months full time study. (Packaged course is accepted.)</p> <p>Not applicable</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>YEARS OF STUDY AT AN ACT TERTIARY INSTITUTION.</p> <p>For how many years did you study fulltime to <u>complete</u> a CRICOS* registered course and / or attend a Professional Year (PY) program at an ACT institution in the last eight years? A PY undertaken in the ACT meets the one-year study criteria.</p> <ul style="list-style-type: none"> • You have a letter of course completion to evidence the claimed period of study. • You are resident in Canberra during your claimed period of study. • You attended education in person. Distance education or online attendance is not accepted. • Two or more courses, including a PY, may be counted to prove the period of ACT study if the courses are not concurrent. The courses do not have to be continuous. 	<p>Four years or more of study.</p> <p>Three years of study.</p> <p>Two years of study.</p> <p>One year of study.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>

*CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students.		
CLOSE FAMILY TIES Do you have a close family member who has lived in Canberra for the last <u>two</u> years? They must be an Australian citizen/permanent resident. <i>A close family member is defined as a spouse/ partner, child, parent, brother, sister, aunt, uncle or grandparent of the main applicant or their spouse/ partner.</i>	Spouse/partner, child. Parent, grandparent, brother, sister, aunt, or uncle. Not applicable.	20 10 0
ASSETS IN CANBERRA 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 hold the Certificate of Title and / or rates notice to prove ownership.	Minimum \$250,000 cash investment in ACT residential or commercial property. Not applicable	5 0

Key documents – Canberra Resident

The following documents must be attached to prove your eligibility to apply for ACT nomination and the Canberra Matrix score claimed. A decision may solely be based on the documents in the application. We are not required to look at any documents other than the ones that you attached to the application. It is the responsibility of the applicant, or their agent, to ensure all documents are uploaded, accurate, and up to date at the date the application is submitted.

- ☐ **Home Affairs SkillSelect EOI summary:** showing personal, education, English and employment details submitted.
- ☐ **Home Affairs SkillSelect points advice.**
- ☐ **Current / valid skills assessment in the nominated occupation:** all pages of the assessment must be attached and the skills assessment must be valid at the date of Matrix submission. If your current skills assessment is issued after you submit Canberra Matrix, you must also attach the previous one in your application. For medical and legal practitioners, we also accept the following as proof of a skills assessment:
 - Full, unconditional or general medical registration with the Australian Health Practitioner Regulation Agency
 - Conditional specialist registration with the Australian Health Practitioner Regulation Agency.
 - Admission to practice law in the relevant state or territory.
- ☐ **Passport bio-data page.**
- ☐ **Curriculum Vitae (CV) or Resume:** which clearly states personal details, educational qualifications and work experience.
- ☐ **Current Visa Entitlement Verification Online (VEVO):**
 - For you and your partner/spouse (*if applicable*).
- ☐ **Declaration of ACT nomination obligations:** a signed and witnessed declaration that you acknowledge and accept ACT nomination obligations to live and work in Canberra for at least two years from visa grant.
- ☐ **Bank statements:** your banking activity must reflect that you are living and working in Canberra, including regular shopping activity, income / salary payments and bill payments:
 - ACT Residence: your bank statements / transaction history must prove your claimed date of arrival in Canberra. You must also provide bank statements / transaction history for each year claimed as a period of ACT residence until the date of invitation to apply for ACT nomination.

- ACT employment: your bank statements / transaction history must record all income payments for the claimed period of ACT employment. Income payments must be highlighted, and the corresponding payments recorded on the Summary of Working Hours.

☐ **Summary of ACT residence** a clear record of your claimed period of ACT residence and any period you were not living in Canberra for more than seven days at a time; including holidays interstate or overseas.

☐ **ACT employment**

- **Employee:**
 - **If paid by EFT:** - 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.
 - **If paid by cash:** 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 prove the claimed period of employment.*
Evidence of taxable income: Single Touch Payroll (STP) report.
 - Summary of Working Hours: a clear record of the total hours worked, and net salary paid for each pay cycle in the claimed period of ACT employment.
 - The net salary for each pay period must correspond with the transactions on the bank statements.
 - You must record every pay period: weekly, fortnightly, or monthly for the length of employment claimed. If you didn't work for a period, record the date but leave the hours / salary fields blank.
 - Any period of unpaid personal or maternity leave must be evidenced by a valid medical certificate. Unpaid personal or maternity leave cannot be counted towards a minimum number of weeks worked, but you can add the number of weeks worked to the number of weeks before you took leave after you returned to work.
 - If you are working for more than two employers in any claimed period, you can construct your own spreadsheet to clearly prove the total hours worked in any given week.

- If the pay cycles of your employers do not line up, you must show the hours worked per pay cycle per employer AND the total hours worked per employer per week.
- Statutory Declaration: Your employer MUST declare that you are employed in a genuine position in accordance with Australian legislation. The statutory declaration must confirm:
 - The position title, position description / duties and location of employment.
 - Start / end date of employment.
 - Average hours worked each week.
 - Annual taxable income (or hourly rate).
- **Self-employed (if you are not a small business owner):**
 - Australian Business Number (ABN).
 - Proof of work undertaken, e.g., tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets etc.
 - Australian Tax Office (ATO) evidence of taxable income: Single Touch Payroll (STP) report for the business or Pay As You Go (PAYG) instalments for the last 12 months.
 - Bank statements for the claimed employment period showing income credits.
 - Summary of Working Hours: a clear record of the total hours worked, and net salary paid for each pay cycle in the claimed period of ACT employment.
 - Statutory Declaration. You MUST sign a statutory declaration confirming your self-employment:
 - A brief description of your ACT business activity.
 - ABN, business name, trading name and business address.
 - Start date of ACT trading and annual taxable income.
- **Small business owner:**
 - ASIC Current and Historical Australian Registered Body Extract. This document should also evidence majority business ownership.
 - ACT business activity information:
 - Lodged Business Activity Statements (BAS), including the most recent one. As long as you have uploaded the most recent BAS, it

does not need to cover the entire period up to date of Canberra Matrix submission.

- Accountant prepared financial report
- Business bank statement (must show your income and your employee's wage payments).
- Australian Tax Office (ATO) evidence of applicant's income: Single Touch Payroll (STP) report for the business and business owner's individual tax return - notice of assessment.
- Employee information
 - Attachment C: Summary of working hours for qualifying employee
 - First and last payslip.
- You MUST sign a statutory declaration confirming your ACT business activity:
 - A brief description of your ACT business activity.
 - ABN, business name, trading name and business address.
 - Start date of ACT trading, annual turnover, and net profit.
 - Your annual taxable income.
 - Number of employees, citizenship or residence, location of their employment and confirmation that they are employed in a genuine position in accordance with Australian legislation.

☐ **English:**

- A valid English language test result that meets the Department of Home Affairs requirement for the claimed level of English ability for the main applicant and / or partner. The English test result must be valid at the date of Matrix submission.
 - If the current test is taken after you submit Canberra Matrix, you must also attach the previous one in your application.
 - If the current test expires before you receive ACT nomination, it is your responsibility to obtain a valid English test before you are nominated.
- For competent English only: a valid passport issued by the United Kingdom; Canada; New Zealand; United States of America; or Republic of Ireland.
- For the spouse/partner only: an Australian passport if claiming competent English

☐ **Spouse/partner (if applicable):**

- Passport bio-data page.

- Proof of relationship: marriage certificate, civil partnership/union registration, or VEVO secondary applicant status for yourself or spouse/partner.
- Proof of residence:
 - If they are living in Canberra, attach bank statements to prove their ACT residence and the 'Summary of ACT residence'. If they are not living in Canberra, attach evidence they are overseas.

Partner / spouse employment (if applicable)

- Proof of 'competent' English or an Australian passport.
- **Employee**
 - Bank statement to prove the claimed period of employment; with salary payments highlighted.
 - First, middle and last pay slips for claimed period of employment.
 - Summary of Working Hours.
 - Statutory Declaration from their employer declaring that they are employed in a genuine position in accordance with Australian legislation. The statutory declaration must confirm their position title, location of employment, position description / duties, salary (or hourly rate) and commencement date. (Attachment E)
 - Valid skills assessment relevant to **current** occupation (if applicable).
 - Relevant qualification (if applicable): academic transcript and completion letter from the Australian tertiary institution.
- **For self-employed only:**
 - Australian Business Number (ABN).
 - Proof of work undertaken e.g., tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets etc.
 - Australian Tax Office (ATO) income reports: Single Touch Payroll (STP) or Pay As You Go (PAYG) instalments.
 - Bank statements for the claimed employment period showing income credits.
 - They **MUST** sign a statutory declaration confirming their self-employment:
 - A brief description of their ACT business activity.
 - ABN, business name, trading name and address.
 - Start date of ACT trading.

- Annual taxable income.
 - **Not working:** an academic transcript and completion letter from the Australian tertiary institution.
- ☐ **Tertiary qualification**
- Academic Transcript: record of your enrolment history, including results received, courses attempted, and awards conferred.
 - Letter of course completion from tertiary institution.
- ☐ **Financial capacity:**
- While you are not required to provide proof of your financial capacity, you must declare your assets available for settlement purposes when completing the online application.
- ☐ **Close family members living in Canberra**
- Proof of the close familial relationship with the Canberra resident:
 - Spouse/partner: marriage certificate, civil partnership/union certificate; or
 - Birth certificates to prove the familial relationship between you and the ACT family member.
 - From your Canberra relative:
 - Proof of two years ACT residence: bank statements, rates notice, utilities bill or PAYG summary; and
 - Proof of Australian citizenship or residency.
 - *Please note, statutory declarations will NOT be accepted as proof of relationship.*
- ☐ **ACT assets:**
- Residential or commercial property: Certificate of Title and/or rates notice; purchase settlement statement; proof of minimum \$250,000 cash investment; letter of mortgage approval (*if applicable*).
- ☐ **Service fee: \$300**