

# VISA REQUEST FORM

## VISA APPLICATION FORM



PLEASE COMPLETE AND FORWARD TO: [visa@adelaide.edu.au](mailto:visa@adelaide.edu.au)  
HUMAN RESOURCES BRANCH  
DIVISION OF UNIVERSITY OPERATIONS

This form is to be used as a nomination/application form for all overseas Visitors to the University who require a sponsored visa.

The form is intended to be completed by the University of Adelaide host area.

### VISITOR DETAILS (PLEASE USE BLOCK CAPITALS)

Title:	Family name:	Given names (in full):		
Date of birth:	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Home/postal address:				
City:	State:	Country:	Postcode:	
Email address:				
Will the visitor be accompanied by secondary applicants? YES <input type="checkbox"/> NO <input type="checkbox"/>				

\*If yes, include copies of passport pages for each person.

If passport is from a sanctioned country, an Autonomous Sanctions Recommendation Form must be completed and submitted with this form. Please refer to the website for more information.

Figure 1

- Temporary Work (Short Stay Specialist) (Subclass 400) (*applicable to stay for up to 3 months, 6 months in very limited circumstances where a strong business case is evident*)
  - Highly specialised skills, knowledge and experience; is non ongoing work
  - Skills cannot be reasonably found in Australian labour market
- Training Visa (Subclass 407) (*applicable to stay for up to 24 months - select relevant stream below, refer to website for stream definitions and*)
  - Workplace-based occupational training required for registration
  - Structured workplace-based training to enhance skills in an eligible occupation
  - Structured workplace-based training for capacity building outside Australia.
    - o Overseas qualification
    - o Government support
    - o Professional development
- Temporary Activity Visa (Subclass 408) (*applicable to stay up to 24 months – select relevant stream. More stream options available on the website*)
  - Academic Researchers - Observe or participate in an Australian research project
  - Research Students – must include a letter from the educational provider in the home country advising that the practical experience, research or observation is a requirement of the nominated person's course

Refer to website for more information: <http://www.adelaide.edu.au/hr/recruitment/visa/>

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### DETAILS OF THE VISIT

School/Area the visitor will be associated with:

Period of visit: \_\_\_\_\_ to \_\_\_\_\_

Hours per week:

Person to whom visitor will be responsible:

Detailed purpose of visit / area of research:

#### For Subclass 400 – Special Short Stay Visa

Describe the applicants highly specialised skills, knowledge or experience & why this cannot be found in the Australian labour market.

Describe the purpose of the visit and how the applicant can assist the area of the University for which they will be associated.

#### For Subclass 408 – Temporary Activity Visa

**\*PLEASE NOTE\*** For Academic Researchers (not Research Students) this must be an AUSTRALIAN Research Project & NOT the visitors own Research project/work

Details of the Australian Research Project

Project Title:

Project Lead:

Project Details:

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### Further Subclass 408 Visa Questions

Applicant's role in the project and extent of their involvement:

Names/Position titles/Roles of Academics with whom the applicant will be collaborating:

Describe how the proposed research will contribute to the nominee course requirements (students only):

How will the nominee skills/ knowledge benefit the project:

Confirmation of applicant's demonstrated substantial record of achievement (please do not write 'Refer CV', please include detailed information for use in the letter of invitation, outlining the prospective visitor's career details, publication history, etc. The applicant will submit this letter of invitation when lodging their visa application with the local Australian Embassy):

Confirmation that the visitor's English Skills have been assessed as acceptable to undertaking a collaborative research project:

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407 Visa Nomination Costs (\$170): (non-refundable fee paid by HR & recovered from the School)	Acc code 1		%
	Acc code 2		%

Is funding provided by the University of Adelaide for this visit:  YES  NO

If YES, how much per week/month:

If NO, funding provided by:

**NOTE:** If funding is provided to 407 visa nominees, there is no maximum amount which can be paid as a Living Allowance through Financial Services.

If funding is provided to 408 visa nominees, a maximum of \$34,000 per annum can be paid as a Living Allowance through Financial Services. This equates to approximately \$653.00 per week as a maximum.

Payments may attract Fringe Benefits Tax in Australia which must be met by the University. Please liaise with Financial Services for tax advice.

### AUTHORISATION(SIGNATURE REQUIRED)

Head of School/Branch Manager

Name:

Signature:

Date:

*Please retain a copy for your records*

**Please ensure all required documentation detailed on the checklist below is forwarded with this request form.**

### DOCUMENT CHECKLIST

Completed documentation must be attached and forwarded to Human Resources as follows:

#### 407 Training Visa;

- Curriculum Vitae and Copy of relevant Qualification
- Passport photo page (required for applicant and any accompanying dependents)
- A letter of support from the applicant's home institution confirming enrolment, program, period and purpose of visit
- A letter of funding support (if applicable) from the sponsoring organisation
- University Templates - Faculty and Nominee
- Training Plan Outline
- 1283 Acknowledgement of Unpaid Placement

#### 400 Temporary Work and 408 Temporary Activity Visa;

- Curriculum Vitae
- Passport photo page (required for applicant and any accompanying dependents)
- University Template – Nominee
- Letter from your educational provider in your home country advising that the practical experience, research or observation is a requirement of your course

PLEASE ENSURE (WHEN APPLICABLE) YOU COMPLETE THE AUTONOMOUS SANCTIONS RECOMMENDATION FORM

12 February 2018