

Onboarding – Add VISA details in CAPS

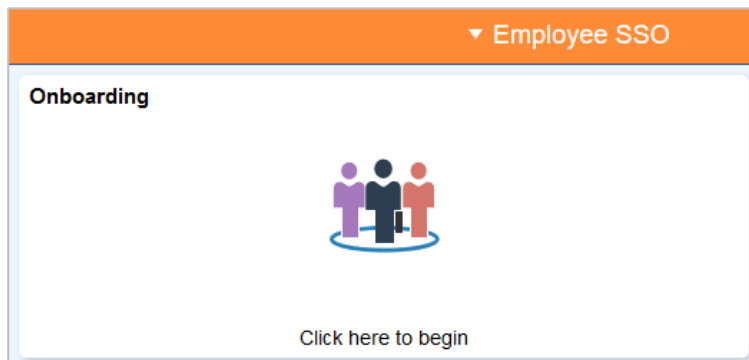
Introduction

This guide describes how to add or update VISA details in the Onboarding form in CAPS. Where information already exists in the system, it will be pre-populated in the form.

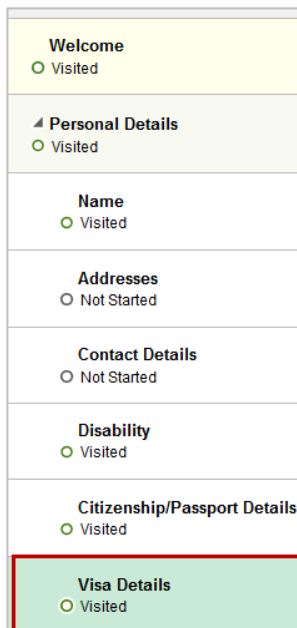
Procedure

Log in to SSO

1. Click on the **Onboarding** tile.



2. Click on **Personal Details** and select **Visa Details**.



3. Click **Add Visa Details**.

Personal Details - Visa Details

Please add or update the details of your **current visa**, and provide all requested information and documentation, below.

If you have obtained a new visa since joining the University or your visa status has changed (e.g., you have become a permanent resident), please ensure you have added the details of that new visa below.

No data exists.

Add Visa Details

4. Complete the mandatory fields marked with an asterisk *.

Cancel **Add Visa Details** **Save**

Country AUS

*Visa/Permit Type

Visa Details

*Issue Date

*Expiration Date

*Duration

*Type of Duration Months

*Visa Grant #

5. Upload supporting documents (mandatory).

Upload Supporting Documents

Upload a Passport Bio Page (unless already provided) and a grant notice as a proof of this visa.

If you hold a Bridging Visa, you must upload:

- Letter from DIBP confirming grant of bridging visa; AND
- Letter from DIBP confirming type of visa applied for.

Please note that only .jpeg, .jpg and .pdf files up to 10 MB are accepted.

View or Upload Documents

6. Click **Save**

Cancel **Add Visa Details** **Save**

Country AUS

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au