Onboarding – Add VISA details

Introduction

This guide describes how to add or update VISA details in the Onboarding tasks. 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.
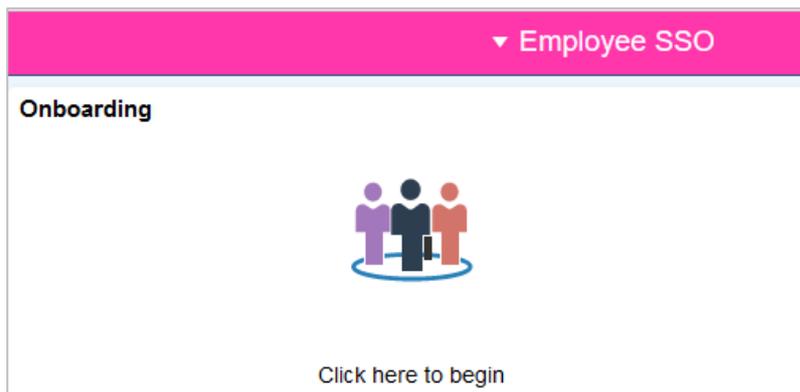
2. Click on **Personal Details** and select **Visa Details.**
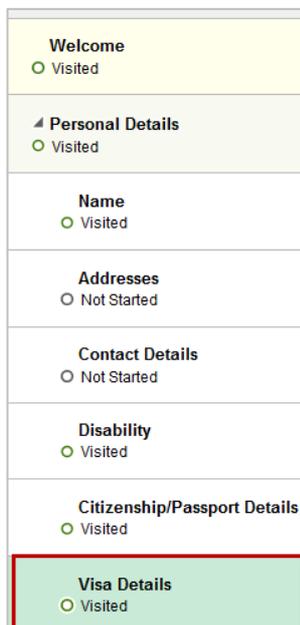
3. Click **Add Visa Details**.

> **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. Add attachment: Note: Only jpeg/jpg or PDF files can be uploaded to the form

   Click **Add Attachment**

> [Can...]   **Upload Supporting Documents**   [Save]
>
> [Add Attachment]

Select **My Device** (where the document is saved)

Select the file from the browser, click on **Open**.
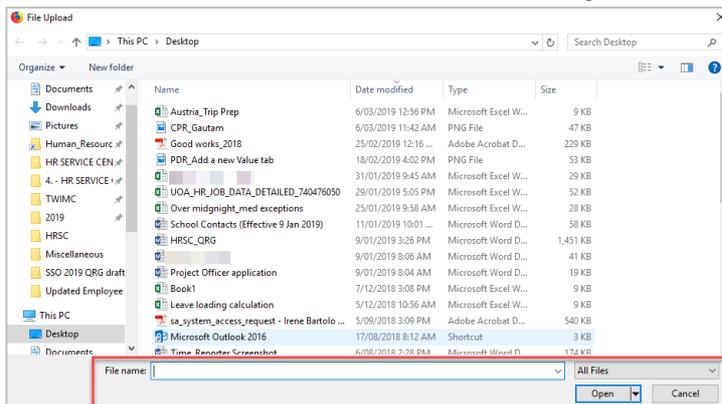
Click **'Upload'**

Click **'Done'**

Click **Save**

Contact Us

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