

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 *.

Ca	ncel	Add Visa Details	Save
	Country *Visa/Permit Type	AUS	
	Visa Details		
	*lssue Date		
	*Expiration Date		
	*Duration		
	*Type of Duration	Months ~	
	*Visa Grant #		

5. Upload supporting documents (mandatory).



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**.

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SSO 2019 QRG draft	Project Officer application	9/01/2019 8:04 AM	Microsoft Word D	19 KB		
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Click 'Upload'

File Attachment	
You may attach up to 5 files to upload	
Choose From	
My Device	
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Click 'Done'

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You may attach up to 5 files to upload		
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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