

FMH International Visitors Process

If you would like to invite a visitor from overseas or a temporary visa holder to the University to collaborate on an Australian research project, please refer to the processes below for information about the appropriate visa category and appointment process.

Please note that this process is not available for overseas visitors who wish to pursue their own personal research that does not contribute to the University of Sydney's research productivity.

Contact: HR Immigration and Relocation <u>hr.immigration.relocation@sydney.edu.au</u>

Process for users

Determining the appropriate appointment process

| 1. | Identify the type of Visa required | A <u>table matrix</u> to guide visitors on which visa is most appropriate. |
|----|--|--|
| 2. | Identify if the visitor requires sponsorship | The University can sponsor visitors on the following visas: Temporary Activity visa (subclass 408) Training visa (subclass 407) |
| 3. | Complete the Checklist for International Visa Applications | International visitor checklist |
| 4. | Follow the appropriate appointment process | Appointment process for non-university sponsored pathways Appointment process for university-sponsored pathways |

Appointment process for non-university sponsored pathways

| | Subclass 400 | 417 Working Holiday, 462 Work and Holiday, Short Stay Business, ETA – 600, 601, 651 |
|-------------------------------------|---|--|
| Complete the relevant paperwork | International visitor request form - pdf And Detailed resume Passport ID pages Visiting Academic Program or Research Student Program by the supervisor/host | International visitor request form - pdf And Detailed resume Passport ID pages Visa grant letter if already obtained |

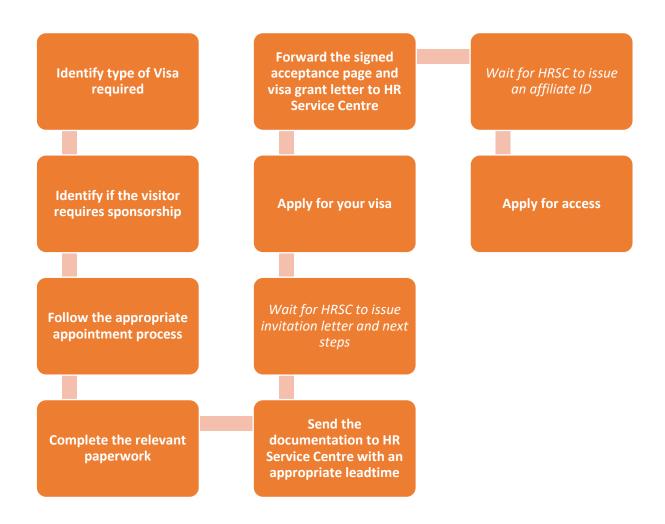
| 2. | Send the documentation to HR Service Centre with the appropriate lead time | 4 weeks before appointment commencement | 2 weeks before appointment commencement |
|----|---|---|---|
| 3. | Wait for HR to issue invitation letter and next steps | HR Service Centre will issue an invitation letter and instructions on how to apply for the appropriate visa | HR Service Centre will send the invitation letter to the visitor. |
| 4. | Apply for your visa | Follow the guidelines outlined in the email you received from HR | Seek guidance from HR Service Centre if required. |
| 5. | Forward the signed acceptance page and visa grant letter to HR Service Centre | | |
| 6. | Wait for HR to issue an affiliate ID | The affiliate ID is usually issued wi documentation in step 5. | thin a week of receiving the |
| 7. | Apply for Access | Unikey: Contact ICT (02 9351 2000 number (please allow 24 hours) | 0) and quote your affiliate ID |
| | | Affiliate Card: Apply online or visit the Campus Card Centre. Ensure that you have a copy of your signed letter of affiliation, photographic proof of identification (driver's license or passport), and your affiliate ID number. | |
| | | Building Access: Request building Access request form | access by completing the Security |

Appointment process for university-sponsored pathways

| | | Subclass 408 (Research)* | Subclass 407 (Training Visa)* |
|----|---|--|---|
| 1. | Complete the relevant paperwork | International visitor request form - pdf And Detailed resume Passport ID pages Visiting Academic Program or Research Student Program by the supervisor/host | International visitor request form - pdf And Detailed resume Passport ID pages Training Program (407 Visa only) Form 1283 by the visitor |
| 2. | Send the documentation to <u>HR</u> <u>Service Centre</u> with an appropriate lead time | 16 weeks before appointment commencement | 20 weeks before appointment commencement |
| 3. | Wait for HR to issue invitation letter and next steps | HR Service Centre will issue an invito apply for the appropriate visa | ation letter and instructions on how to |
| 4. | Apply for your visa | Follow the guidelines outlined in the | email you received from HR |

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| 5. | Forward the signed acceptance page and visa grant letter to HR Service Centre | |
|----|---|--|
| 6. | Wait for HR to issue an affiliate ID | The affiliate ID is usually issued within a week of receiving the documentation in step 5. |
| 7. | Apply for access | Unikey: Contact ICT (02 9351 2000) and quote your affiliate ID number (please allow 24 hours) Affiliate Card: Apply online or visit the Campus Card Centre. Ensure that you have a copy of your signed letter of affiliation, photographic proof of identification (driver's license or passport), and your affiliate ID number. Building Access: Request building access by completing the Security Access request form |



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