



## 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 [hr.immigration.relocation@sydney.edu.au](mailto:hr.immigration.relocation@sydney.edu.au)

FMH Executive Services [fmh.executive-services@sydney.edu.au](mailto:fmh.executive-services@sydney.edu.au)

### Process for users

#### Determining the appropriate appointment process

<b>1. Identify the type of Visa required</b>	A <a href="#">table matrix</a> to guide visitors on which visa is most appropriate.
<b>2. Identify if the visitor requires sponsorship</b>	The University can sponsor visitors on the following visas: <ul style="list-style-type: none"> <li>• Temporary Activity visa (<a href="#">subclass 408</a>)</li> <li>• Training visa (<a href="#">subclass 407</a>)</li> </ul>
<b>3. Complete the Checklist for International Visa Applications</b>	<a href="#">International visitor checklist</a>
<b>4. Follow the appropriate appointment process</b>	<ul style="list-style-type: none"> <li>• Appointment process for non-university sponsored pathways</li> <li>• Appointment process for university-sponsored pathways</li> </ul>

#### Appointment process for non-university sponsored pathways

	Subclass 400	417 Working Holiday, 462 Work and Holiday, Short Stay Business, ETA – 600, 601, 651
<b>1. Complete the relevant paperwork</b>	<ul style="list-style-type: none"> <li>• <a href="#">International visitor request form - pdf</a></li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• Detailed resume</li> <li>• Passport ID pages</li> <li>• <a href="#">Visiting Academic Program</a> or <a href="#">Research Student Program</a> by the supervisor/host</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">International visitor request form - pdf</a></li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• Detailed resume</li> <li>• Passport ID pages</li> <li>• Visa grant letter if already obtained</li> </ul>

2. Send the documentation to <a href="#">HR Service Centre</a> 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 <a href="#">HR Service Centre</a>		
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	<p><b>Unikey:</b> Contact ICT (<b>02 9351 2000</b>) and quote your affiliate ID number (please allow 24 hours)</p> <p><b>Affiliate Card:</b> <a href="#">Apply online or visit the Campus Card Centre</a>. 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.</p> <p><b>Building Access:</b> <a href="#">Request building access</a> by completing the <a href="#">Security Access request form</a></p>	

### Appointment process for university-sponsored pathways

	Subclass 408 (Research)*	Subclass 407 (Training Visa)*
1. Complete the relevant paperwork	<ul style="list-style-type: none"> <li><a href="#">International visitor request form - pdf</a></li> </ul> And <ul style="list-style-type: none"> <li>Detailed resume</li> <li>Passport ID pages</li> <li><a href="#">Visiting Academic Program</a> or <a href="#">Research Student Program</a> by the supervisor/host</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">International visitor request form - pdf</a></li> </ul> And <ul style="list-style-type: none"> <li>Detailed resume</li> <li>Passport ID pages</li> <li><a href="#">Training Program (407 Visa only)</a></li> <li><a href="#">Form 1283</a> by the visitor</li> </ul>
2. Send the documentation to <a href="#">HR Service Centre</a> 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 invitation letter and instructions on how to apply for the appropriate visa	
4. Apply for your visa	Follow the guidelines outlined in the email you received from HR	

<p>5. Forward the signed acceptance page and visa grant letter to <a href="#">HR Service Centre</a></p>	
<p>6. Wait for HR to issue an affiliate ID</p>	<p>The affiliate ID is usually issued within a week of receiving the documentation in step 5.</p>
<p>7. Apply for access</p>	<p><b>Unikey:</b> Contact ICT (<b>02 9351 2000</b>) and quote your affiliate ID number (please allow 24 hours)</p> <p><b>Affiliate Card:</b> <a href="#">Apply online or visit the Campus Card Centre</a>. 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.</p> <p><b>Building Access:</b> <a href="#">Request building access</a> by completing the <a href="#">Security Access request form</a></p>

