



Your Lodgment Buddy

October 2019

Pretoria Processing Times

- Subclass 600 visitor - 30 Days

- Subclass 600 business - 10 days

Please note that we are moving to our visitor peak processing season. Christmas travelers should lodge their applications now to ensure you have time to book tickets following grant.

Your Visa Grant Letter

This letter is for your information and should be kept safe for the validity of your visa. Although you are asked to keep this letter with you at all times while you travel it is for your information only, as the check-in or immigration staff will be able to access departmental records to search for your visa grant. They will always enter your passport number to access your grant information.

When you apply for a new passport you need to inform us by updating your information on your ImmiAccount. Once you have updated your information the system will link your new passport to your current visa grant. If this doesn't happen you may be denied boarding as the systems will indicate that your passport is not linked to a visa grant.

Who is classed as a Dependant

A number of our subclasses allow dependants to be included on a main applicants application at a reduced fee. We have noted a number of occasions where clients have included siblings on the same application. This does not meet the dependant definition and the siblings have been requested to withdrawn as they do not meet our definition of a dependant. To qualify as a dependant the applicant needs to meet the following criteria—

- Be financially dependent upon the main applicant for food, shelter and minimal clothing
- Dependant applicants are those who are unable to live independently, either through age or factors such as disability or illness
- An adult child, up to 25, may still be dependent upon parents if still in full time education
- A Child applicant may include their children on their application as the children rely on, and are dependent upon, their parent

A dependant cannot be a sibling as they are not reliant upon each other for survival.

If you do not qualify as a dependant you will need to lodge your own application and pay the full fee as the main applicant, regardless of age or other linked applications.

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Your Visa is expiring or has expired.

You must have a valid visa to stay in Australia. **It is unlawful to stay in Australia without a valid visa.** It's important to know when your visa expires so you can take action to remain lawful. We advise all applicants to keep their visa grant notice in a safe place so that you can refer to your visa conditions and expiry date.

Applicants can also refer to [VEVO](#) to check their visa status. ETA applicants can use the [Check an ETA](#) service.

Short Stay Visa Holders

If you are overseas and wish to travel to Australia you should make use of the above tools to check if your visa is still valid before you book a flight or make any reservations. If your last date of entry is after you wish to travel you will need to lodge a new application. If your last date of entry is before you wish to travel but expires a few days later, check your visa conditions as you will probably still be able to travel. As long as you enter before the last date of entry you may remain for the permitted stay period but your visa will expire on departure.

If you are in Australia and your visa expires you will need to contact your closest immigration office and arrange the most appropriate visa cover until you depart.

You can leave Australia any time. If your visa has expired, you should apply for a [BVE](#) before you depart the country. It is important to follow the right steps when you make arrangements to leave. [How you leave Australia could affect your ability to be granted a visa in future](#). For example, you may be subject to a re-entry ban, or exclusion period.

Permanent Residents

As a permanent resident, you can leave Australia and return on your permanent visa as often as you wish for the first 5 years after the visa is granted. After this:

- the travel component of your permanent visa will expire, making travel back to Australia difficult
- you must apply for a [Resident Return visa](#) if you want to leave Australia and return as a permanent resident

If you are outside Australia when the travel component of your permanent visa expires, do not return to Australia on any other kind of visa. If you do:

- you might lose your permanent resident status
- your eligibility for citizenship might be affected

For more information and links within the immigration website please [click here](#).

SPOTLIGHT — Your ImmiAccount & VEVO — how it can help you.

The ImmiAccount has been developed to enable applicants to have more control over their application. Most of our applicants are aware that you can lodge an application and then attach additional information via their ImmiAccount, but, they are not aware of the other facilities available. It is not just a lodgement tool, it allows applicants to update their details after lodgement, correct incorrect information supplied, check message from the department etc. You can even initiate the medical process if required.

Share or Copy an application.

If you are lodging multiple applications, ie a family or group of travellers, you can copy an application so that you only need to update the personal information about the other travellers.

Tell us that you made a mistake or that your situation has changed.

If any of the details in your application change at any stage you can use your ImmiAccount to update the relevant information. You may only do this before the application has been finalised.

Update your details.

If you notice that there is incorrect information on your application, such as an incorrectly spelt name, you want to update your email address or your passport number you can do so. Log into your ImmiAccount and update the incorrect information. This can be done before or after an application has been finalised.

NOTE: If you need to update your passport gender or date of birth you must complete [Form 929 – Change of contact and/or passport details \(172KB PDF\)](#) and email it to 929@homeaffairs.gov.au

Check your application status.

Your ImmiAccount will show you the status of your

application throughout the process. Check the information on the “My Application Summary” section.

Incomplete means you have started but not completed an application.

Ready to submit means you have completed an application and can submit.

Submitted means you have submitted an application.

Received means we have received an application from you and can assess it within the current processing times.

Initial assessment means we are assessing your application.

Further assessment means we are assessing the information we requested from you.

Finalised means we have made a decision. We will notify you by email or post.

Check messages from us.

Under View Details and then Messages you will see the correspondence that has been sent to you. All request for information will appear in this section.

Use MY Health Declaration.

If you are required to undergo medicals you can start the process without waiting for us to send you a request letter. Through My Health Declaration you can initiate the process, receive your HAP number and then make your medical appointments.

Information and help on how to use your ImmiAccount can be found on the Immigration website. [Click here](#) for full details. You will find step by step guidance on the immigration website that will guide you .

STUDENT VISAS—FINANCIAL REQUIREMENTS

As a student you will be in Australia for an extended period of time which will incur significant living expenses. One of the requirements for a student is to demonstrate that you have enough money to cover your living, tuition, travel and sundry expenses while you are in Australia.

The Immigration website provides detailed information on the costs that a student would need to cover as well as providing examples of the types of evidence we require. Students from outside Australia should be aware that expenses vary depending on where in Australia you will be studying. The Immigration website advises that prospective students research the areas you intend studying in.

You must provide evidence that you can cover the following costs—

- Your travel
- 12 months course fees—if you have accompanying children of school age you will need to provide evidence that you can also cover their school fees
- 12 months living costs—on average living costs for one student amount to AUD 20,290

Any subsequent entrant applications must also provide additional evidence that their extra costs will be covered. When you provide evidence of your financial position you need to ensure that there is proof that you can access these funds. For example, if someone is funding you evidence that you have access to the funds. Issues of call or deposit account access will also need to be explained.

All applicants and agents should be aware that a case officer is able to make a decision based on the information available when they open an application. They are not required to follow up with applicants to request outstanding evidence. Please ensure that when you lodge your application that you lodge a **complete** application and that you have read and provided the documentation listed on the immigration website. This [link](#) will take you to the relevant information. There is a short time frame from receipt of COEs to start dates and it is better for the applicant and the case officer if a complete application can be assessed and finalised quickly.

CONTACT



Listed below are a number of web links, email addresses and contact numbers to assist locating commonly needed information or for general assistance.

[Department of Home Affairs](#)

Tempentry.pretoria@dfat.gov.au

[Australian High Commission, Pretoria](#)

Students.pretoria@dfat.gov.au

[VFS Global](#)

Immigration.pretoria@dfat.gov.au

[Panel Physicians](#)

[ImmiAccount Technical Assistance](#)

Global Service Centre—+61 2 6196 0196

[Visa finder](#)

[MARA Approved Migration Agents](#)

[My Health Declaration](#)

[Departmental Forms](#)

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