

Monash University Immigration Information Sheet

Visiting Academic Visa Subclass 419

When to use this visa type:

This visa is for professional academics who wish to visit Monash on a temporary basis for periods of up to 12 months, to observe or participate in a research project. Visitors must not receive remuneration other than a contribution towards living and travel expenses.

The new three step process for applying for a 419 visa is as follows:

Step 1: Sponsorship (Responsibility of Monash University) –

Monash University has registered with DIAC to become a sponsoring organisation for visiting academics. This step has been completed by HR Operations on behalf of the University. Monash University's Sponsorship Application ID is 450530895. Please use this number when lodging a nomination form.

Step 2: Nomination (Responsibility of Monash University)

Each nomination is valid for 12 months and will cost \$140

Nominations must be submitted using form 1378 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1378.pdf>

For a nomination to be approved the nominated person must:

- have been invited to observe or participate in an Australian research project at Monash University in collaboration with other academics employed by Monash.
- be employed or have formerly been employed as an academic at a tertiary or research institution overseas and hold or have held a senior academic title
- have a significant record of achievement in their field.
- have qualifications and experience which match those required for the nominated position
- be able to produce supporting documentation including :
 1. A letter of invitation from Monash University as supplied by the HR Division upon receipt of a Request for Visiting Academic Form (<http://adm.monash.edu/human-resources/forms/vis-acad-request.pdf>). The letter must include the period for which the invitation is extended, details of the applicant's proposed activities in Australia, the nature and amount of any proposed payments by the institution to the applicant. NB: this cannot be a salary or fee for service
 2. Where the academic is currently employed by an overseas tertiary or research institution, a statement from the home institution which should confirm the invitation to visit Monash University and provide evidence that their leave from their usual academic appointment will be granted.
 3. A list of papers published in recognised journals by the nominated applicant

Step 3: Visiting Academic Visa Application (Responsibility of the nominated person)

Each visa is valid for 12 months or the period of stay covered in the letter of invitation, whichever is the earlier date. The application will cost \$260.

Applications must be submitted using form 147 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/147.pdf>. If planning to use a Migration agent, applicants will also need to complete form 956 which can be found at: <http://www.immi.gov.au/allforms/pdf/956.pdf>

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To be eligible for this visa, applicants must meet all the following in addition to the above nomination requirements:

- Have adequate means to support themselves and any accompanying secondary applicants while in Australia – The applicant may be asked to provide evidence of funds, such as bank statements or a letter from their financial institution stating their financial position. Allowances, accommodation and other assistance from Monash University can also be considered when looking at their ability to support themselves and any secondary applicants.
- Have adequate private medical and hospital health insurance for themselves and any secondary applicants.

Nominations and applications can be submitted by each Faculty/Division directly to the Department of Immigration and Citizenship or via the University's current, preferred migration agent Hamilton Watts, tel: 9804 8887 (fees apply).

Department of Immigration and Citizenship website:

<http://www.immi.gov.au/skilled/specialist-entry/419/>

Please note: The department of Immigration are still developing the policy in relation to the recent legislative changes regarding this visa type. Consequently this information is subject to change.

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Occupational Trainee Visa Subclass 442

When to use this visa type:

This visa allows completion of workplace-based training at Monash University on a temporary basis for periods of up to 12 months. The training must provide additional or enhanced skills in the nominated occupations, tertiary studies or fields of expertise. Visitors must not receive remuneration other than a contribution towards living and travel expenses except if they also hold a subsequent sessional appointment in which case they can be paid the appropriate salary.

The new three step process for applying for a 442 visa is as follows:

Step 1: Sponsorship (Responsibility of Monash University)– Monash University has registered with DIAC to become a sponsoring organisation to provide workplace based training to occupational trainees. This step has been completed by HR Operations on behalf of the University. Monash University's Sponsorship Application ID is 1500530931. Please use this number when lodging a nomination form.

Step 2: Nomination (Responsibility of Monash University)

Each nomination is valid for 12 months and will cost \$140

Nominations must be lodged using form 1378 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1378.pdf>

At Monash University Occupational Trainees hold unpaid position therefore form 1283 must also be completed, it can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1283.pdf>

For a nomination to be approved the nominated person must:

- be able to provide details of the proposed workplace based training as well as the skills, qualifications and experience they hold
- be able to produce a letter of invitation from Monash University as supplied by HR Operations upon receipt of a Request for Visiting Academic form: <http://adm.monash.edu/human-resources/forms/vis-acad-request.pdf> meet the criteria for one of three visa streams, requirements differ for each stream. The specific stream must be indicated in the nomination, please see table for details.
- for those also holding sessional appointments they must be paid in accordance with Australia's industrial relation laws if they are employees of Monash University.
- If the University secures an offer of accommodation for the occupational trainee it must meet the reasonable standards as outlined at: <http://www.immi.gov.au/students/sponsored/accommodation.htm>. If the occupational trainee wishes to select his/her own accommodation, please ensure that they are aware of these guidelines.

Step 3: Occupational Trainee Visa Application (Responsibility of the nominated person)

Each visa is valid for 24 months or the period of stay covered in the letter of invitation, whichever is the earlier date, the application will cost \$260. Note: University's visitor approval procedure provides for visits of all visitors for up to 12 months.

Applications must be submitted using form 147 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/147.pdf>.

At Monash University Occupational Trainees hold unpaid position therefore form 1284 must also be completed, it can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1284.pdf>

Additionally applicants should complete form 956 if using a Migration agent, this form can be found at:

<http://www.immi.gov.au/allforms/pdf/956.pdf>

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To be eligible for this visa, applicants must meet all the following in addition to the above nomination requirements:

- Be at least 18 years of age (exceptional circumstances exceptions may apply)
- Have sufficient English to undertake the training program and to ensure OHS standards are met
- Have a genuine intention to stay temporarily in Australia to carry out the training for which they have been nominated
- Have adequate arrangements for health insurance for the duration of their intended stay in Australia
- Be of good health and character.
- Declare that they will respect Australian values and obey the laws of Australia.

NB: Applicants can transfer to a subclass 442 visa from a student visa in certain circumstances.

Nominations and applications can be submitted by each Faculty/Division directly to the Department of Immigration and Citizenship or via the University's current, preferred migration agent Hamilton Watts, tel: 9804 8887 (fees apply).

Department of Immigration and Citizenship website:

<http://www.immi.gov.au/students/sponsored/otv/>

Please note: The department of Immigration are still developing the policy in relation to the recent legislative changes regarding this visa type. Consequently this information is subject to change.

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Stream 1:	Occupational Training Required for Registration
Eligibility	<p>Training eligible under this stream is workplace training or practical experience that:</p> <ul style="list-style-type: none"> • is necessary for the person to obtain registration in their identified occupation • involves a mandatory registration requirement to be employed in the identified occupation of the person • is of a duration necessary for the person to meet the registration requirement in the identified occupation, taking into account their prior experience • The person should have appropriate skills to undertake the occupational training.
Requirements	<ul style="list-style-type: none"> • A letter from the relevant regulatory body occupation in Australia or in the nominated person's home country advising that the training is necessary for the person to obtain mandatory registration to work in the identified occupation. • Health practitioners who are treating patients as part of their occupational training are required to have conditional or provisional registration from the relevant national, state or territory regulatory body.
Stream 2:	Structured Training to Enhance Skills in an Eligible Occupation
Eligibility	<p>Occupational training eligible under this stream is training that:</p> <ul style="list-style-type: none"> • involves a structured workplace training program • is specifically tailored to the training needs of the person • is of a duration that meets the specific training needs of the person • is related to an eligible occupation, see link for list of eligible occupations: http://www.immi.gov.au/skilled/skilled-workers/sbs/457occupations.pdf • involves a person that has recent and suitable prior experience in employment or study that is the equivalent of at least 12 months fulltime experience in the occupation and has occurred in the 24 months immediately preceding the time of nomination.
Requirements	<p>Attach the structured training program that is specifically tailored to the training needs of the person. A structured program should include:</p> <ul style="list-style-type: none"> • an outline of the objectives of the training program and the type of work activities involved • details of the curriculum and the specific training tasks to be undertaken in the program • the location of the training activities, including details of the various components which may be at different locations • details of the training duration and timeframes for the various training tasks to be conducted • a skills audit (including English language skills) that assesses the person's existing skills and identifies their training needs • details of all supervisors, trainers, and/or assessors including their qualifications, and/or experience • the learning outcomes and how these will be monitored and assessed.
Stream 3:	Workplace-based Training for Capacity Building Overseas
Eligibility	<p>Occupational training eligible under this stream is training that:</p> <ul style="list-style-type: none"> • is not available in the home country of the person • is workplace-based and will give the nominated person additional or enhanced skills in the related occupation • is one of the following: <ul style="list-style-type: none"> ○ supported by a government agency in Australia or in the home country of the nominated person and involves a structured training program ○ practical experience, research or observation required to complete a qualification from a foreign educational institution ○ involves a person that is a current or recent student of a foreign educational institution and undertaking research in Australia that is closely related to the person's current or recent enrolled course • Involves a nominated person that intends to return to their home country after successfully completing the training.
Requirements	<ul style="list-style-type: none"> • provide one of the following attachments depending on the nature of training: <ul style="list-style-type: none"> ○ a letter of support from a government agency in Australia or a government agency in the home country of the person indicating that the training promotes international capacity building ○ a letter from the educational institution in the home country of the person advising that the practical experience, research or observation is a requirement of the person's overseas course ○ an outline of the research to be conducted in Australia and how it relates to the studies or qualifications of the person. • For occupational training that is supported by a government agency in Australia or in the nominated person's home country, the sponsor will need to attach a structured training program that includes the elements stated in the requirements for Stream 2.

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Exchange Visa Subclass 411

When to use this visa type:

This visa allows skilled workers to come to Australia for a temporary stay to broaden their work experience and skills, to experience other cultures and to enhance international relations. This visa has reciprocal arrangements to allow Australian residents similar opportunities overseas.

The new three step process for applying for a 411 visa is as follows:

Step 1: Sponsorship (Responsibility of Monash University)–

Monash University is registering with DIAC to become a sponsoring organisation to provide exchanges. This step is being completed by HR Operations on behalf of the University. Monash University's Sponsorship Application ID will be made available as soon as our Sponsorship application has been processed. When issued, this number should be used when lodging a nomination form.

Step 2: Nomination (Responsibility of Monash University)– - Each nomination is valid for 24 months or the period of stay covered in the letter, whichever is the earlier date, and will cost \$140.

Note: University's visitor approval procedure provides for all visitors for periods up to 12 months.

Nominations must be submitted using form 1378 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1378.pdf>

For a nomination to be approved the nominated person must:

- have been nominated by Monash University and have a written agreement in place with a reciprocating organisation overseas.
- provide a letter from both Monash University (provided by HR Operations upon receipt of a request for Visiting Academic form (<http://adm.monash.edu/human-resources/forms/vis-acad-request.pdf>)) and their home organisation indicating:
 1. the purpose of the exchange
 2. the name of the nominated person who is to work for the exchange sponsor
 3. the proposed skilled position, duties to be performed and the period of the exchange in Australia
 4. the name of the Monash staff member who will be working in the reciprocating organisation overseas, that is party to the agreement
 5. the period of exchange with the overseas organisation
 6. confirmation that the employee will have the same position as held, or an equivalent position available on completion of the exchange
 7. how the exchange agreement will benefit both the nominated overseas exchange visa applicant and the current employee.

Additionally the sponsoring organisation:

- Must not attempt to recover costs associated with the engagement of a 411 visa holder.
- Must make available to the Monash employee who is a participant in the exchange the same position or equivalent position in Australia that was held by the employee at the time the exchange was initially entered into.

Step 3: Exchange Visa Application (Responsibility of the nominated person)

Each application is valid for 24 months or the period of stay covered in the letter, whichever is the earlier date. It will cost \$260.

Applications must be submitted using form 147 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/147.pdf>.

If using a Migration agent, applicants will also need to complete form 956. This form can be found at:

<http://www.immi.gov.au/allforms/pdf/956.pdf>

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To be eligible for this visa, applicants must meet all the following in addition to the above nomination requirements:

- Be of good health and character
- Have adequate private medical and hospital health insurance for themselves and any secondary applicants for the duration of their visit to Australia. This requirement may not apply to the visitor if their country has a reciprocal health care agreement with Australia, and they are enrolled with Medicare. **NB: This is no longer the responsibility of Monash University.**

Nominations and applications can be submitted by each Faculty/Division directly to the Department of Immigration and Citizenship or via the University's current, preferred migration agent Hamilton Watts, tel: 9804 8887(fees apply).

Department of Immigration and Citizenship website: <http://www.immi.gov.au/skilled/specialist-entry/411/>

Please note: The department of Immigration are still developing the policy in relation to the recent legislative changes regarding this visa type. Consequently this information is subject to change.

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Temporary Business (Long Stay) Visa Subclass 457

When to use this visa type:

This visa is for employers to sponsor overseas workers to visit Monash on a temporary basis for periods between one day and four years, to undertake nominated skilled employment.

The three step process for obtaining a 457 visa is as follows:

Step 1: Sponsorship (Responsibility of Monash University) – Monash University has registered with DIAC to be a sponsoring organisation for Temporary Business (Long Stay) Subclass 457. This step has been completed by HR Operations on behalf of the University. Monash University's Sponsorship Application ID is 105524838. Please use this number when lodging a nomination form.

Step 2: Nomination (Responsibility of Monash University)

Nominations can be for a period up to four (4) years and will cost \$70.

Nominations must be submitted using form 1196n which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1196n.pdf>

For a nomination to be approved the organisation must:

- Be committed to employing local labour first and foremost
- Nominate an overseas worker to a position in an approved occupation <http://www.immi.gov.au/skilled/skilled-workers/sbs/457occupations.pdf>
- Ensure terms and conditions of employment are equivalent to a locally sourced employee including the payment of market rate salary (which can be composed of Base Salary plus Living Away From Home Allowance {LAFHA})
- Produce a letter of invitation from Monash University (as supplied by the HR Division upon receipt of a Recommendation to Appoint Form: <http://www.adm.monash.edu.au/human-resources/forms/recommendation-to-appoint.pdf>). The letter must include the period for which the invitation is extended, details of the applicant's proposed activities in Australia, the nature and amount of any proposed payments by the institution to the applicant.

Additional obligations as a sponsor:

- Must pay reasonable and necessary travel costs to enable the sponsored persons to leave Australia if the costs have been requested in writing by the sponsored persons or the Department of immigration.
- Must not attempt to recover costs that relate specifically to the recruitment of the primary sponsored person (including migration agent costs):
- Faculties/Departments who engage a 457 visa holder must notify HR Operations of any changes to the sponsorship arrangement including ceasing employment (or intended cease date), change of duties, change of address or contact details of the visa holder and payment of the return travel costs.

Nominating a 457 visa holder currently in Australia:

- If nominating a 457 visa holder who is currently employed (by another sponsoring organisation) and residing within Australia, Monash require that both a nomination and new application (by the current visa holder) is lodged. This means that the obligation to cover health costs rests with the applicant.

Step 3: Temporary Business (Long Stay) Visa Application (Responsibility of the nominated person)

Applications can be for a period between up to four (4) years (as outlined in the letter of invitation) and the will cost \$260.

Applications must be submitted using form 1066 which can be downloaded from:

<http://www.immi.gov.au/allforms/pdf/1066.pdf> or Online - <http://www.immi.gov.au/e-visa/>

If using a Migration agent, applicants should complete form 956. This form can be found at:

<http://www.immi.gov.au/allforms/pdf/956.pdf>

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To be eligible for this visa, applicants must meet all the following in addition to the above nominations requirements:

- Have skills, qualifications, experience and an employment background which match those required for the position
- Demonstrated English language proficiency
- Be eligible for any relevant licenses or registration required for the nominated position
- Be of good health and character
- Have adequate private medical and hospital health insurance for yourself and any secondary applicants for the duration of your visit to Australia. This requirement may not apply to you if your country has a reciprocal health care agreement with Australia, and you are enrolled with Medicare. **NB: This is no longer the responsibility of the Employer.**

Nominations and applications can be submitted by the relevant Faculty/Division directly to the Department of Immigration and Citizenship or via the University's current, preferred migration agent Hamilton Watts, tel: 9804 8887(fees apply).

Department of Immigration and Citizenship website: <http://www.immi.gov.au/skilled>

Please note: The department of Immigration are still developing the policy in relation to the recent legislative changes regarding this visa type. Consequently this information is subject to change.