**Immigration Procedures for Overseas Visiting Academics and Research Student (RHD)**

**Overview**

All visitors to the University of Newcastle (UON) must be approved by the appropriate UON delegate.

The Department of Immigration and Border Protection (DIBP) requires Australian Universities to sponsor overseas academics who wish to visits their institutions. All visitors to the University must hold a valid visa for the purpose of their visit. A visiting academic and from an overseas institution may need to be sponsored and apply for a [Temporary Activity 408 visa - Research](http://www.border.gov.au/Trav/Visa-1/408-). The University of Newcastle is an accredited sponsor for this visa class. This Visa can be granted for a maximum of 12 months.

Depending on the period and purpose of the visit some visitors may be eligible to apply for a [Business Visitor Visa](http://www.border.gov.au/Trav/Visa-1/600-) (subclass 600, ETA 601 or 561 eVisitor) or a [Temporary Work (short Stay Specialist) 400 visa](http://www.border.gov.au/Trav/Visa-1/400-)

Business visitors cannot undertake work, paid or unpaid or supply service to the University. The purpose of a business visit is limited to making a general employment or business inquiry such as establishing contacts with a business, participating in a conference, trade fare, seminar or training (providing no fee is paid and no work is otherwise performed).

Each case must be assessed for eligibility, which is dependent on the activities to be undertaken and may require an assessment by our Immigration Lawyers. Cost associate with this assessment will need to be met by the inviting area.

**Eligibility for a Temporary Activity 408 Visa – Research Stream**

This visa is for professional academics from overseas who, because of a significant record of achievement in their field, and invited by an Australian tertiary or research institution to come to Australia to observe or participate in an Australian research project for a period of up to 12 months.

The visiting academic must meet the following visa requirements:

* be employed or have formerly been employed as an academic at a tertiary or research institution outside Australia and hold or have held a senior academic title
* have qualifications and experience required for the position
* have a significant record of achievement in your field
* must not receive remuneration other than a contribution towards living and travel expenses
* have a genuine intention to stay temporarily in Australia
* have adequate financial support for you and any accompanying family members while in Australia
* have adequate arrangements for health insurance for you and any accompanying family members for the duration of your intended stay in Australia
* meet health and character requirements.

This visa is not appropriate for academics who will be involved in teaching/lecturing in Australia, or for undergraduate students who want to undertake research in Australia that is credited towards an award or qualification in their home country.

**Nomination Process**

1. The sponsoring academic is required to complete the [Request for International Visiting Academic, Researcher or Student](Request%20for%20International%20Visiting%20Academic,%20Researcher%20or%20Student.docx) and attach all listed documents
2. The request must be endorsed by the Head of School and approved by the Pro-Vice Chancellor
3. The request and associated attachments must be sent to the Immigration Co-ordination in Human Resource Services [immigration@newcastle.edu.au](mailto:immigration@newcastle.edu.au) for processing and lodgement with the Department of Immigration and Border Protection. Please allow a minimum of 2 months for processing and approval of the visa by DIBP.
4. The nominating academic and responsible Faculty must comply with the [Honorary Appointments Policy and associated guidelines](http://www.newcastle.edu.au/policy/000408.html)

**Visa Process**

Once the Visiting Academic Request Form is received, the Immigration Co-ordinator in Human Resource Services will liaise with the visitor in regards to the lodgement of the visa application.

DIBP will notify the visa applicant when the visa is approved including any conditions associated with the Visa grant.

A copy of the Visa approval must be supplied by the visitor and sighted by prior to them commencing with the University.

**Costs**

The visitor/visa applicant will be responsible for lodging their own application and paying the associated fee [Click here](http://www.border.gov.au/Trav/Visa/Fees) for the current charges.

**Further Information**

The [Department of Immigration and Border Protection](https://www.border.gov.au/Trav/Visa-1/408-) website provides further information on the process and obligations for sponsors and visa applicants.

Please contact the Immigration Co-ordinator on +61 (02) 4921 6644, or email [immigration@newcastle.edu.au](mailto:immigration@newcastle.edu.au),