**Immigration Procedures**

**Undergraduate Students and Occupational Trainees**

The Department of Immigration and Border Protection (DIBP) requires Australian Universities to sponsor and nominate overseas students and occupational trainees to undertake a supervised training program for a [Training subclass 407 visa](https://www.border.gov.au/Trav/Visa-1/407-). The University of Newcastle is an accredited sponsor for this visa class.

Depending on the length of the training program, purposes and activities to be undertaken, it may be possible for the trainee to obtain a different visa. The Immigration Co-ordinator in Human Resource Services (HRS) will conduct a visa assessment and provide advice to the area and trainee regarding immigration/visa requirements.

**Eligibility for 407 visa Nomination**

This visa allows people to complete workplace-based training in Australia on a temporary basis. The training must provide the trainee with additional or enhanced skills in their nominated occupations, tertiary studies or fields of expertise.

People may be nominated for this visa if the proposed occupational training is one of the following:

* training or practical experience in the workplace required for the person to obtain registration for employment in their occupation in Australia or in their home country;
* structured workplace training program to enhance the person’s existing skills in an eligible occupation;
* structured workplace training to enhance the person’s skills and promote capacity building overseas.

**Obligations for the University and the nominating academic**

The University and nominating academic must comply with certain obligations relating to this visa sponsorship. In particular, the University is required to notify the department of certain events within 10 days of the event occurring. Therefore it is the responsibility of the nominating academic to inform the Immigration Co-ordinator immediately of any changes relating to the Trainee, including:

1. The information provided in the application such as address or contact details changes
2. The trainee fails to participate in the activity for which they were nominated
3. The trainee ceases the activity for which they were nominated, prior to the agreed cessation date.

[Further information on obligations is available here](https://www.border.gov.au/Trav/Visa-1/407-)

Failure to comply with these obligations may result in sanctions being placed on the University, such as fines, and/or barring of future visa sponsorship.

**Nomination Process**

1. For all trainees/students the nominating academic must complete the [Request for International Visiting Academic, Researcher or Student](file:///\\uncle.newcastle.edu.au\entities\divisions\HRS\Records\Immigration_%20Visas\FORMS\UPDATE%202017%20International%20Visitors\Request%20for%20International%20Visiting%20Academic,%20Researcher%20or%20Student.docx) and attach required documents:
2. The request must be endorsed by the Head of School and approved the Pro-Vice Chancellor.
3. The request and associated attachments must be sent to the Immigration Co-ordinator for processing and if required lodgement of a visa nomination.

The nominating academic and responsible Faculty must comply with the [Volunteer Policy and associated procedures](http://www.newcastle.edu.au/policy/000904.html).

**Visa Process**

The nomination and visa should be lodged simultaneously, the Immigration Co-ordinator will liaise with the visitor in regards to the lodgement of the visa application.

Current visa processing times for 407 visa grant must be considered when selecting a training start date. DIBP processing times for grant of a 407 visa cannot be influenced by the University. Where a proposed commencement date has passed the visa cannot be approved and requests for amended documents may delay the process further.

It is the visa applicant’s responsibility to ensure they meet eligibility requirements and provide the required supporting documents with their application.

**Costs**

The costs of the nomination and visa application will be borne by the nominating academic, school or Faculty. [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-1/407-) website provides further information on the process and obligations for sponsors and visa applicants:

Please contact the Immigration Co-ordinator on +61 (0)2 4921 6644 or email [immigration@newcastle.edu.au](mailto:immigration@newcastle.edu.au)