The UON Staff Member inviting an international visitor must complete this form, obtain approval and provide all necessary documents/information. Requests will not be processed unless all information is provided and could delay the visitor's visa grant and commencement.

All visitors must hold an appropriate visa for the purposes and length of their stay.

Senior Academic, Master/PhD student will generally require [Temporary Activity visa (subclass 408)](http://www.border.gov.au/Trav/Visa-1/408-) – Research Only Activities

[Temporary Work 400 (specialist) visa](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-work-400) – Max grant 6 months – generally stay period longer than 3 months requires strong business case.

Visiting Undergraduate Students & Occupational Trainees will require nomination and grant of a [Training visa (subclass 407)](http://www.border.gov.au/Trav/Visa-1/407-)

In limited circumstances e.g. short term stay to attending interview, conference delegate, negotiating a contract or attending business meetings a [Visitor Visa](https://immi.homeaffairs.gov.au/Visa-subsite/Pages/visit/600-visitor-landing.aspx) (600, ETA601 or eVisitor 651) may be appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VISITOR DETAILS** | | | | | |
| Family Name |  | | **DOB:** | |  |
| Given name/s |  | | | **Male or Female** | |
| For return UON visitors provide dates of previous visit |  | | | | |
| Has the visitor ever held and Australian Visa | * **Yes** *Attach copy of visa grant* * **No** | Country of Passport | | | |
|  | | | |
| Current Residential Address  ***PO Box******not acceptable*** |  | | | | |
| Email and Phone Details |  | | | | |
| Proposed Visit date/s:  ***Allow a min 4 months for visa processing. Priority processing will not be considered by DHA.*** |  | | | | |
| *Max 2 year visa grant for Visiting Academic/Researchers and HDR Students.*  *Max 6 months visa grant for Undergraduate students* | | | | |

|  |  |  |
| --- | --- | --- |
| Will the visitor be accompanied by family members | * **Yes**   *Attach copies of all passports* | * **No** |

|  |  |  |
| --- | --- | --- |
| Is the visitor from a [Sanctioned Regime/Country](http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/pages/sanctions-regimes.aspx) | * **No** | * **Yes** |
| **If yes, complete** [**Sanction Assessment Form**](https://www.newcastle.edu.au/__data/assets/pdf_file/0008/386216/Sanctions-Assessment-Form-408KB.pdf) **& attach** | |
| Current Employer/Education Provider |  | |
| Position at Home Institution | * **Senior Academic – Position Title:** * **Other Employee – Position Title:** * **Current PhD Student** * **Current Master Student** * **HDR Graduate –** *must be within 12 months of placement start* * **Current Undergraduate Student** | |
| Visitors Highest Qualification and date awarded |  | |

|  |  |  |
| --- | --- | --- |
| **HOST/SUPERVISOR & ADMINISTRATIVE CONTACT IN AREA** | | |
| UON Host Name &Title:  Phone and email details | |  |
| Administrative Contact :  Phone and email | |  |
| School/Faculty/Department | |  |
| **UON VISITING APPOINTMENT DETAILS** | | |
| Position Title for visitor while at UON | Visiting PhD or Master Student  Visiting Research Associate  Visiting Fellow  Visiting Associate Professor  Visiting Professor  Visiting Undergraduate Student**\*\***  Visiting Occupational Trainee**\*\***  **\*\****Appendix A - must be completed* | |

|  |  |  |  |
| --- | --- | --- | --- |
| Campus Location/s where activity will be undertaken |  | | |
| Cost Collector *Must be provided*  *Form will not be processed* |  | Hours per Week  *Range 30 – 37hrs* |  |
| Purpose of visit | Participate in Research  Observe Research  Undertake Research Training  Formal participate in Event/Conference (e.g. Keynote speaker)  Conference Attendee only  Performer  Other – provide details | | |
| Title of Event or Performance  Include web link if applicable |  | | |
| Details of Australian Research Project on which the visitor will work/collaborate/observe |  | | |

|  |  |
| --- | --- |
| Describe the main tasks/duties & responsibilities of the visitor |  |
| Describe how the visitor’s skills knowledge and experience benefit the project or event |  |
| If the visitor is an international specialist in their field a [Temporary Work 400 (specialist) visa](http://www.border.gov.au/Trav/Visa-1/400-) *may be appropriate for stay up-to 3 months. In exceptional circumstances a 6 month grant may be possible and UON must provide a strong business case to support a longer stay.* | Provide details of the specialist skills and how the visit will benefit UON and the broader Australian community. A separate submission may be attached. |
|  |

|  |  |  |
| --- | --- | --- |
| Will the Faculty/School/Unit be providing any payments or assistance with expenses? | * **No** * **Yes**   *Payment of allowances need to be organised by the hosting area.* | Provide details of all payments $amount, frequency and purposes of payments? |
|  |

|  |
| --- |
| **DOCUMENT CHECK LIST -** The following documents must be provided with the approved Form |

Copy of passport including passport for family members included in visa application

Copy of current/previously held Australian visa (if applicable).

Copy of candidate’s CV

Confirmation of scholarship/award the visitor will receive to fund their stay

Signed [VEVO Authorisation Form](file:///\\uncle.newcastle.edu.au\entities\divisions\HRS\Records\Immigration_%20Visas\VEVO\Authority%20to%20conduct%20VEVO.pdf)

For visitors from a [Sanctioned Regime/Country](http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/pages/sanctions-regimes.aspx) completed [**Sanction Assessment Form**](https://www.newcastle.edu.au/__data/assets/pdf_file/0008/386216/Sanctions-Assessment-Form-408KB.pdf)

**Additional requirements for Students who are currently enrolled at an overseas institution**

Letter of support from PhD/Master student’s home institution confirming: enrolment, proposed activities, period of placement, purposes of visit and how it relates to current studies. Must be on official letterhead.

Letter of support from the Undergraduate Student’s home institution confirming enrolment and that the UON placement is a course requirements for their overseas qualification. Must be on official letterhead.

[Signed Form 1283 – Acknowledgement of Unpaid Placement](https://www.newcastle.edu.au/__data/assets/pdf_file/0006/533292/Form-1283-Acknowledgement-of-Unpaid-Placement-Visa-applicant.pdf) - Current Undergraduate Students

Undergraduate Students & Trainees must provide evidence of [functional English language skills](https://www.border.gov.au/about/corporate/information/faqs/how-can-i-prove-i-have-functional-english)

|  |
| --- |
| **AUTHORISATION & ACCEPTANCE OF VISA SPONSORSHIP OBLIGATIONS** |

**By signing the following Authorisation (or where email authorisation is received) you are taken to have read and agreed to adhere to the** [**sponsorship obligations**](file:///O:\divisions\HRS\Records\Immigration_%20Visas\SPONSORSHIP%20&%20NOMINATIONS\407%20and%20408%20Sponsorship\407%20and%20408%20visa%20-%20Sponsor%20Obligations.docx) **and to provide all information regarding the visit including changes to** [**immigration@newcastle.edu.au**](mailto:immigration@newcastle.edu.au)

In accordance UON Schedule of Operational Delegations 2.2.8 Visiting Appointments must be approved by the relevant PVC.

|  |  |
| --- | --- |
| * **INVITING ACADEMIC/SPONSOR** | |
| Name & Title |  |
| Signature:  Date: |  |

**AUTHORISATION & APPROVAL TO PROCEED**

|  |  |
| --- | --- |
| **HEAD of SCHOOL/DIRECTOR PLACEMENT SUPPORT and SIGNATURE** | |
| Comment: | |
| Name & Title |  |
| Signature:  Date: |  |

|  |  |
| --- | --- |
| **PRO VICE-CHANCELLOR APPROVAL and SIGNATURE** | |
| Comment: | |
| Name & Title: |  |
| Signature:  Date: |  |

***Please email a copy of the completed form and all required documents (separate attachments) to*** [*immigration@newcastle.edu.au*](mailto:immigration@newcastle.edu.au)

**APPENDIX 1**

****

**Structured Training Program**

Must be completed for all visiting Undergraduate Student and Occupational Trainees (Individual receiving training to gain skill/experience in their current occupation/employment) placements.

Student/Trainee Name: (Enter Name)

Training Dates:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Frame**  **(by month)**  **Add more rows as necessary** | **Objectives of the proposed training** | **Expected learning Outcome/Enhanced Skills to be developed** | **Relevant skills and experience required for the training.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title of UON Supervisor

Date