Brisbane Program Visa Application Process

Fall 2018 and Spring 2019

-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

The following set of instructions applies for U.S. citizens ONLY

If you are **NOT** a U.S. Citizen, you will need to visit the following website for your home country-specific instructions: http://www.border.gov.au/Trav/Visa-1/500-

General Australian Visa Information:

- Explore the Australian Visa website before applying.
    - http://www.border.gov.au/Trav/Visa-1/500-
    - You will find helpful information as to how to save your application, check its status, etc.
- You will be applying for the **Student Visa (Subclass 500)**.
- It takes **10-15 minutes** to apply for your visa online.
- Visa fee is **AUD $550 (amount subject to change)**.
- Once all documentation has been supplied correctly you may need to allow up to one week for a decision from Australian Department of Immigration and Border Protection. Please note you may be asked as part of the application process to provide some or all of the following documentation:
    - Evidence of intended study (CoE)
    - OSHC evidence
    - Genuine Temporary Entrant requirement (a statement that you intend to stay in Australia temporarily and/or documentation to support your claim)
    - Financial Capacity
    - Evidence of English ability (if not US Citizen)
    - Identity (passport/Driver's license)
- Please be sure to supply all evidence requested, as your application will not be assessed until all of the necessary evidence has been supplied.
- You must have the compulsory Overseas Student Health Coverage (OSHC); this is included in your Dickinson program fee and UQ will register you for it. Online enrollment instructions to arrive later.
    - In the comment section of your COE (sent to you from UQ via your UQ online application portal), you will see your OSHC policy number (which is just your UQ student ID with UQ at the end). The provider UQ uses is Allianz, and more information is available here: https://www.oshcallianzassistance.com.au/

- You may need to provide a certificate of insurance when applying for your visa. Allianz *should* be e-mailing these to students, but if not, you should be able to print one out by logging into the Allianz web site (above). If that does not work, you can send an e-mail to oshc@allianz-assistance.com.au and request a certificate of insurance. You will need to give them your policy number, full name, date of birth and preferred e-mail address. Allianz will then e-mail the certificate of insurance to your preferred e-mail address.

Step 1: Gather necessary documents

- Your current **U.S. Passport**
- **Credit card** to pay the visa fee (AUD$550)
- **Confirmation of Enrollment** (**COE**)
  - UQ will send this to you via your online application portal- please check your email and online application portal regularly. As soon as you receive the COE, proceed to step 2.

Step 2: Apply for your VISA

To apply for your Australian Student Visa (Subclass 500) go to:
http://www.border.gov.au/immiaccount

- **Create an ImmiAccount.**
- **Read** the Terms and Conditions; then click "I agree to the Terms and Conditions."
- **Complete** the Personal information and the Visa application – remember you need your CoE to apply for the visa online! And may need to provide other documentation as requested during the application process. Until the documentation is provided your application will be delayed.
- "**Save**" the online application if you cannot complete all the necessary information
  - Applications will generally be saved for 28 days; after this time, you will need to start a new application
  - To continue a saved application or check the status of your application, go to: http://www.immi.gov.au/e_visa/students.htm#b

- The **Transaction Reference Number (TRN)** is a unique number assigned to each online application submitted. Once you have submitted your application, a receipt for your payment and a TRN will appear on your screen.
  - The TRN is important as you can use it to identify your application when communicating with the department and access information online about the progress of your application at any time prior to finalization.
- **Print** the payment receipt for your records. (Once submitted, this payment is non-refundable)
- When your visa has been approved, you will receive a **confirmation email** – **print and carry along with your passport when traveling to Australia.**
  - You will not receive anything to put into your passport. Instead, your visa information will be electronically administered.

- When you enter Australia, immigration control will scan your passport and your Student Visa details will show up on their computer/system; however, carry your visa confirmation with you in case of confusion.

- If you have questions about visas, contact the Australian Embassy in Washington DC by calling (613) 238-1040, Monday to Friday from 9 am - 5 pm EST, and you will be able to speak directly with an immigration officer.

Please contact the Center for Global Study and Engagement with any questions.

CONTACTS:	
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