

We have commenced processing Student visa (Subclass 500) visa applications lodged online since 1 July 2016.

To make the application process even easier for you and for us, we have a few tips, outlined below.

### **Authorising electronic communication.**

Processing is much quicker when we can correspond with you via email rather than via the postal system. As per the screen shot below, if you would like us to correspond with you by email you should enter your email address in the field called 'email address' under the heading 'electronic communication'. You should not tick the box stating "The applicant does not agree to electronic communication". If you tick this box, we cannot communicate with you via email.

Australian Government  
Department of Immigration  
and Border Protection

### Application for a Student Visa

Transaction Reference Number (TRN): 9/25

#### Authorised recipient <sup>?</sup>

Does the applicant authorise another person to receive written correspondence on their behalf?  
This authorises the department to send the authorised person all written correspondence that would otherwise be sent directly to the applicant.

No  
 Yes, a migration agent  
 Yes, an education agent  
 Yes, another person

This person is referred to as the 'authorised recipient'.

#### Electronic communication

The Department prefers to communicate electronically.

By providing an email address below, the applicant agrees correspondence will be sent to:

Email address

The applicant does not agree to electronic communication

Selecting the check box above means the applicant will not receive correspondence via email and will result in delays to communication.

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### **Confirmation of Enrolment (CoEs)**

Wherever possible, we would ask that you upload your COE/COEs to ImmiAccount as well as providing the COE details in the application form. Guidance in attaching document to your online application <http://www.border.gov.au/Trav/Visa/Atta>

### **Client name details**

Your name should be entered into the visa application form in accordance with your name in your passport. Entering a different name, or in a different format, may result in you being denied boarding for your flight to Australia. Given this, it is important to ensure these details are correct.

### **Passport Biodata Page**

Please remember to upload a copy of your passport biodata page to ImmiAccount (the page with your name, date of birth, photograph etc).

### **Health examinations**

Where a health examination is required to be undertaken with a panel doctor, we would encourage you to download the HAP ID from ImmiAccount as soon as you have lodged the visa application and use this to organise your medical examination. It is not necessary to wait to receive a HAP ID letter from this office. Attached are some screen shots showing how you can access this information yourself from ImmiAccount .

To summarise, you should go to 'view health assessments' on the left hand side of your screen on the 'View Application Status Screen'. Then select 'Organise Health Examinations'. You will then be taken to a screen called 'Generate Referral Letter'. You should then click the button called "Print Referral Letter". This can be taken to the medical appointment as it includes the information that the panel doctor requires to complete the health examination.

DOC 1

The screenshot shows the 'Online Lodgement' page for a 'Student Visa' application. The page is titled 'Application for a Student Visa' and includes a 'Reference Number' field. The main content area is divided into two sections: 'Application' and 'View application status'. The 'Application' section has a 'Received' status and includes links for 'View application status', 'View application mailbox', 'Update us', 'Attach documents', and 'View health assessment'. The 'View application status' section contains 'Important information' and a table of application events.

Type	Date	Action
Application submitted	02 Jul 2016	<a href="#">View application</a>
Application fee paid	02 Jul 2016	<a href="#">View receipt</a>

### **GTE statements**

We would ask that you complete all questions in the application form in English, including the answer to the question about why you meet the Genuine Temporary Entrant (GTE) requirement. If you would also like to include a Portuguese version of this statement (for clarity, or if it is more

detailed), you can do so. You can attach this statement to IMMIaccount. For more information about the GTE requirement, see:

<http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

### **Including family members**

If you are including eligible family members in an application, remember to upload to ImmiAccount their passport biodata page and evidence that they are covered by Overseas Student Health Cover (OHSC). Please also include evidence of the relationship between you and your family member, and a statement from the family member addressing why they also meet the GTE requirement.

We believe these suggestions will make it easier for us to process your visa applications more quickly.

### **TRADUÇÃO INFORMAL**

Desde 01 de julho de 2016 estamos analisando os requerimentos de visto de estudante (subclasse 500) realizados online.

Objetivando tornar o procedimento mais fácil para o requerente como também para nós no ato da análise, temos abaixo algumas dicas relevantes.

### **Autorização para comunicação eletrônica (Authorising electronic communication)**

De acordo com o conhecimento de todos, o método mais eficiente de contatar o requerente ou o receptor autorizado faz-se através de email e não por correspondência postal. O requerimento online esta atualizado para o envio de email.

Na imagem abaixo mostra que quando for solicitado a permissão de contato para a comunicação eletrônica deverá informar o EMAIL . Se marcar no mencionado campo que **o requerente não concorda com a comunicação eletrônica “The applicant does not agree to electronic communication”** estará impedindo que venhamos a realizar qualquer comunicação por email.

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Transaction Reference Number (TRN):

9/25

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### **Confirmação da matrícula (CoEs)**

Sempre que possível deverá anexar no requerimento através do ImmiAccount o CoE ou CoEs e como também informar os números no próprio requerimento. Favor acessar o link a seguir a respeito de procedimentos para anexar documentos:

<http://www.border.gov.au/Trav/Visa/Atta>

### **Informações pessoais do requerente**

Os dados pessoais do requerente devem estar de acordo com os dados descritos no passaporte vigente. Conceder informações diferentes tanto no nome quanto no formato, poderá resultar na negativa de embarque nos vãos para Austrália. É de suma importância verificar se todos os dados pessoais estão exatamente em conformidade com que estão informados no

passaporte que irá apresentar como documento de viagem.

### **Página do passaporte**

Favor anexar a página do passaporte onde estão informados os dados pessoais, através do ImmiAccount .

### **Exames médicos (health examinations)**

Quando o exame médico a ser realizado com médico credenciado for necessário, pedimos que imprima a carta do HAP ID através do ImmiAccount tão logo tenha realizado o requerimento de visto. O nosso escritório não irá enviar a carta com o HAP ID.

Em anexo tem a imagem mostrando como ter acesso a carta com o HAP ID através do ImmiAccount .

Ressaltamos que deverá clicar em **ver requisitos de saúde - 'view health assessments'** no lado esquerdo da tela onde esta escrito **ver tela o status do requerimento - 'View Application Status Screen'**. A partir daí selecione **organizar exame médico - 'Organise Health Examinations'**. Então deverá clicar em **gerar carta de referência - 'Generate Referral Letter'**. A carta de HAP ID do estudante poderá ser vista nesta tela. Favor clicar em **imprimir a carta de referência - 'Print Referral Letter'**. Esta carta contém os exames médicos necessários e deverá ser apresentada para o médico credenciado.

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Application for a Student Visa Reference Number: [REDACTED]

**Application** Received

View application status  
View application mailbox  
Update us  
Attach documents  
View health assessment

**View application status**

**Important information**  
This application has been received by the department and will be assessed.  
Please ensure you have attached all required supporting documentation. Failure to do so may result in delays in processing. Please refer to the 'Attach documents' link on the left hand side of this page.  
For information regarding application processing times, please refer to [service standards](#). Please note requests for status updates within this period will not be responded to.

Date	Action
02 Jul 2016	View application
02 Jul 2016	View receipt

Accessibility, Copyright & Disclaimer, Online Security, Privacy

### Declarações de GTE (GTE statements)

No campo destinado as declarações de GTE, o requerente deverá fazer as mesmas em inglês. Poderá também incluir as declarações também em português onde poderão ter ainda mais detalhes.

<http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

**Inclusão de membros familiares (Including family members)**

Caso esteja incluindo membros da família elegíveis no requerimento, favor anexar o passaporte da pessoa como também a evidência do OSHC através do ImmiAccount. Deverá informar também o nível de parentesco e uma declaração do membro familiar apresentando as razões que satisfaçam os critérios do GTE.

Desejamos que as dicas acima possam auxiliar na realização dos requerimentos online. Acreditamos que a observância destes itens facilitarão uma análise mais rápida dos requerimentos de visto.