Visitor Engagement – Visa 442 (Occupational Trainee)

Dept/Faculty

- Faculty decision to offer visitor

VMM

- Completes Visitor Info checklist
- Enters data to VMM OR Completes Request for Visitor form
- Completes 442 nomination form, submits to DIAC with invite letter (& forms 1283 & 1284 if unpaid) & pays fee
- Sends copy of nomination and supporting paperwork to HR
- Processes data
  - Confirms visa type
  - Produces invite letter, relevant invite information and sends workflow for approval

HR Ops

- Checks VMM input if available
- Consult with Faculty/Dept as required
- Checks VMM updated as required – ‘Letter sent’
- Receives DIAC approval notifications and paperwork from Visitor
- Updates VMM as required – ‘Visa accepted’ Faculty notified
- Checks paper work, visa
  - Acknowledges commencement, updates VMM
- Checks VMM updated as required – ‘Visa commenced’
  - Create SAP record (auto or manual)

Visitor

- Occupational Trainee verbally accepts offer
  - Provides CV, qualifications, passport # (& Form 1283 if unpaid)
- Sends documentation to visitor as required
  - Invite letter (non-watermarked)
  - Copy of Visa Nomination Form
  - DIAC Nomination/Lodgement Confirmation#
  - Terms Sheet,
  - Claim Form,
  - LAFHA Form,
  - Country of Origin form,
  - Banking details form
- DIAC Approval
- Visitor completes application in accordance with nomination & DIAC requirements (Form 147)
- Pays fee
- Returns paperwork along with DIAC Approval
- Visitor arrives and commences