ImmiAccount – How to attach documents to a visa application

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When you have submitted an application to the department, you may be required to support your application with documentary evidence. Examples include:

- a birth certificate
- a passport or other travel document
- proof of citizenship
- a bank statement as evidence of financial capacity.

This guide explains the steps for attaching documents to your application.

Once an attachment has been added to an application, it <u>cannot</u> be removed.

Login to your **ImmiAccount**.

For information on how to login to your **ImmiAccount**, refer to the **How to login to ImmiAccount** Quick Reference Guide.

The **My applications summary** screen displays.

1. In the **Reference no.** column, click on the link to the application that needs documents attached.

    The **View application status** screen displays a summary of the application.

2. Click the **Attach documents** link.

    The **Attach documents for…** screen displays.

ⓘ   The attachments are listed in three colour-coded categories:

   🔴 (Red) denotes a **Required** document

   🟠 (Amber/yellow) denotes a **Recommended** document

   🟢 (Green) denotes a **Received** document

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3. Click an **Attach document** link to select a document type to attach.

    The **Attach Document** dialog box displays.

4. Complete the fields, using the following as a guide.

   Evidence Type: Select the type of document you are attaching from the drop down list.

   Note: This field will already be populated if you select a link from the list of recommended documents.

   Document Type: Select the type of document from the drop down list.

   Note: If you select a link from the list of recommended documents, the first option in the list will be displayed. This will probably need to be updated to better reflect the document you are attaching.

   Description: Type a description of the document you are attaching.

   Filename: Click the **Browse** button, then navigate to the location on your computer where the file to be attached is saved. Select the document and click **Save**.

(*i*) The maximum file size for each attachment is 5Mb. The maximum number of files that can be attached ranges from 30 to 60 depending on the application type.

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5. Click **Add attachment**.

   Repeat this process for multiple files.

(*i*) One or more files can be attached to satisfy an evidence type.

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6. Once all files have been added, click **Confirm**.

(*i*) The attachments are not received by the Department until you click **Confirm**.

The **Attach documents for…** screen displays showing the list of documents you have provided.

You have successfully attached one or more documents to your application.

Supplying further information

In some cases the Department will contact you with a request for further information to support your application.

i You must provide the requested information in order for the Department to make a decision on your application.

Login to your **ImmiAccount**.

Follow steps 1– 5 above until you have attached all the required documents.

1. Click **Information provided**.

   The **Confirm information provided** screen displays.

2. Click **Confirm**.

   Your application will now proceed through the Department's decision-making process.