




# ImmiAccount – How to Attach Documents to an Application

## Introduction

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


- Birth Certificate
- Passport/other travel documents
- Proof of citizenship
- Bank statements as evidence of financial capacity

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

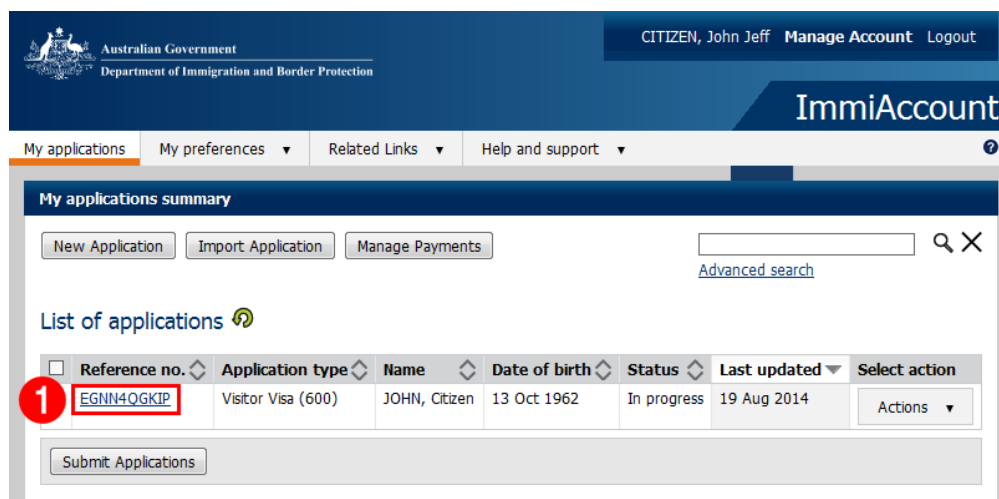
 Documents can only be attached to applications with a status of **'In Progress'**.

## Attaching Documents to an Application

1. 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** page displays.



The screenshot shows the 'My applications summary' page in the ImmiAccount interface. At the top, there is a navigation bar with the Australian Government logo, the user name 'CITIZEN, John Jeff', and links for 'Manage Account' and 'Logout'. Below the navigation bar, there are tabs for 'My applications', 'My preferences', 'Related Links', and 'Help and support'. The main content area is titled 'My applications summary' and contains buttons for 'New Application', 'Import Application', and 'Manage Payments'. There is also a search bar with a magnifying glass icon and a link for 'Advanced search'. Below the search bar, there is a section titled 'List of applications' with a refresh icon. A table displays the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EGNN4QGKIP	Visitor Visa (600)	JOHN, Citizen	13 Oct 1962	In progress	19 Aug 2014	Actions

A red circle with the number 1 is placed over the 'Reference no.' column header and the first row's reference number.

2. In the **Reference no.** column, click on the appropriate application link 

The **Application for a (application type)** page displays.

Australian Government  
Department of Immigration and Border Protection

CITIZEN, John Jeff Manage Account Logout

## Online Lodgement

### Application for a Visitor Short Stay Visa

Transaction Reference Number (TRN): EGNH4QGKIP

**Information**

The Application for a Visitor Short Stay Visa has been successfully submitted to the department.

For guidance on what documents to attach to this application, please click on the "Attachment checklist" link under Related Links to the right of this page. Note: An attachment checklist link may not be available for all application types.

For information regarding application processing times, please click on the "Processing Times" link under Related Links to the right of this page. Note: A Processing times link may not be available for all application types.

**Application documents**

Type	Date	Action
Application submitted	19 Aug 2014	<a href="#">View application</a>
Application fee paid	19 Aug 2014	<a href="#">View receipt</a>

**Admin forms documents**

Type	Client	Date	Action
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**Attach documents**

Add documents to this application.

**Attach document**

**Related Links**

- [View Correspondence](#)
- [Change of address details](#)
- [Change of passport details](#)
- [Change of email address details](#)
- [Visitor information](#)
- [Add/withdraw authorised recipient](#)
- [Add/withdraw migration agent or exempt person](#)
- [Change in Circumstances](#)
- [Request for access to documents or information](#)
- [Adding an applicant](#)

- Click **Attach document**

The **Attach Document** dialog box displays.

**Attach Document**

Applicant

Evidence Type

Document Type

Description

Filename

! 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.

- In the **Applicant** field, click the drop down arrow and select the required applicant.
- In the **Evidence Type** field, click the drop down arrow and select the evidence type.
- If required, in the **Document Type** field, click the drop down arrow and select the document type.
- Enter a description of the document
- Click **Browse**

Click **Cancel** if you want to stop attaching a document to your application.

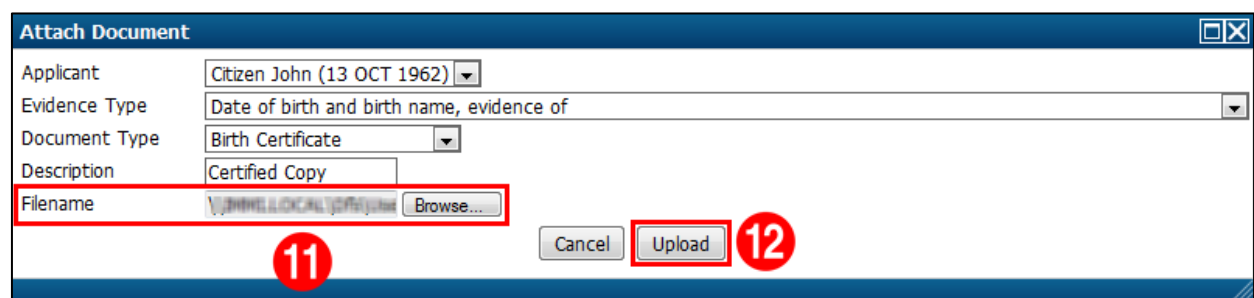
The **Choose File to Upload** dialog box displays.



9. Find and select the file to be attached **9**

10. Click **Open** **10**

The **Filename** field populates with selected document file **11**



11. Click **Upload** **12**

The **Application for a (application type)** page displays with document listed in the **Attachments provided**

section **13**

Australian Government  
Department of Immigration and Border Protection

CITIZEN, John Jeff Manage Account Logout

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**Application documents**

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**Admin forms documents**

Health has been finalised for this person for this visa subclass based on the information provided to the department. If this person needs to do anything further to meet the health requirement, they will be contacted by the department. There is no need to contact the department at this time concerning this matter.

**Attachments provided** **13**

Evidence Type	Document Type	Description	Date received	Filename
Date of birth and birth name, evidence of	Birth Certificate	Certified Copy	20/08/2014	Birth Certificate - Citizen, John Jeff.docx

[Go to my account](#)

**Attach documents**

Add documents to this application.

[Attach document](#)

**Related Links**

- [View Correspondence](#)
- [Change of address details](#)
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- [Change of email address details](#)
- [Visitor information](#)
- [Add/withdraw authorised recipient](#)
- [Add/withdraw migration agent or exempt person](#)
- [Change in Circumstances](#)
- [Request for access to documents or inform...](#)



Once an attachment has been added to an application, it cannot be removed.

You have successfully attached a document to an application.