Australian Government



Department of Immigration and Border Protection



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.

Australian Government		CITIZEN, J	Iohn Jeff Manage	Account Logout
			Imr	niAccount
My applications My preferences 🔻 Related Links 🔻	Help and support	•		0
My applications summary				
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□ Reference no. ◇ Application type ◇ Name	\diamondsuit Date of birth \diamondsuit	Status 🔷	Last updated \triangledown	Select action
Usitor Visa (600) JOHN, Citiz	ten 13 Oct 1962	In progress	19 Aug 2014	Actions 🔻
Submit Applications				

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

The Application for a (application type) page displays.

Australian Government	d Border Protection		CITIZEN, John Jeff Manage Account Logout
			Online Lodgemen
plication for a Visitor Short	Stay Visa		Attach documents
ransaction Reference Number (1	TRN): EGNN4QGKIP		Add documents to this
Information			application.@
The Application for a Visitor Sh	ort Stay Visa has been successfully submi	tted to the department.	
For guidance on what documer Links to the right of this page.	nts to attach to this application, please c Note: An attachment checklist link may r	lick on the "Attachment checklist" link und not be available for all application types.	der Related Related Links
For information regarding applic right of this page. Note: A Proc	ation processing times, please click on th cessing times link may not be available for	e "Processing Times" link under Related Li all application types.	nks to the <u>View Correspondence</u> <u>Change of address details</u> <u>Change of passport</u>
			details Characteristic dataset
Application documents			details
Application documents Type	Date	Action	details Visitor information
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Application documents Type Application submitted Application fee paid Admin forms documents	Date 19 Aug 2014 19 Aug 2014	Action View application View receipt	Change of email address details Visitor information Add/withdraw authorised recipient Add/withdraw migration agent or exempt period Change in Circumstances Request for access to desure the information

3. Click Attach document 2

The Attach Document dialog box displays.

	Attach Document
	Applicant 3
	Evidence Type 4
	Document Type 5
	Description 6
	Filename 7 Browse
	Cancel Upload
\bigcirc	The maximum file size for each attachment is 5mb.
U	The maximum number of files that can be attached ranges from 30 to 60 depending on the application type.
4.	In the Applicant field 💙, click the drop down arrow and select the required applicant.
5.	In the Evidence Type field 😃, click the drop down arrow and select the evidence type.
6.	If required, in the Document Type field 😏, click the drop down arrow and select the document type.
7	Enter a description of the document 6
••	
8	Click Browse 7
0.	
	Click Cancel If you want to stop attaching a document to your application.

The Choose File to Upload dialog box displays.

Organize 🔻 New folder	
A Second	
Desktop	System Folder
Downloads	
🔄 Recent Places	Computer
	System Folder
- 🔚 Libraries	E Network
Documents	System Folder
My Documents	
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T VIGEOS	
🖅 🎩 Computer	
SYSTEM (C:)	
🖙 🖵 Group Drive (G:)	
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	Open Cancel
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11. Click Upload 12

 $\square X$

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

section 13

Department of Immigration and	Border Protection					
					Online Lo	dgeme
lication for a Visitor Short S	Stay Visa				Attach d	locuments
nsaction Reference Number (T	RN): EGNN4QGKIP				Add docu	iments to this
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tachments provided		Description	Date received	Filename		
tachments provided	Document Type			Birth Certificate - Citizen, John		
tachments provided idence Type ite of birth and birth name, idence of	Document Type Birth Certificate	Certified Copy	20/08/2014	Jeff.docx		
tachments provided idence Type ite of birth and birth name, idence of S Go to my account	Document Type Birth Certificate	Certified Copy	20/08/2014	Jeff.docx	- 1	

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

You have successfully attached a document to an application.