



# ImmiAccount – How to attach documents to a visa application

Version: 3 (29-2-2016)

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 cannot 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.

The screenshot shows the 'View application status' page for application EGNN4P4M79. On the left sidebar, the 'Attach documents' link is highlighted with a red box and a red circle containing the number '2'. The main content area includes an 'Important information' section and a table of application events.

Type	Date	Action
Application submitted	08 Feb 2016	<a href="#">View application</a>
Application fee paid	08 Feb 2016	<a href="#">View receipt</a>

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

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

The screenshot shows the 'Attach documents for Mayhem, Truly (01 Jan 1996)' page. The 'Attach documents' link in the left sidebar is highlighted. The main content area features a table of attachments with a red circle containing the number '3' next to the 'Attach document' links for the 'Relationship - Relative, Evidence of' and 'Temporary Stay, Evidence of' categories.

Evidence	Status	Filename	Action
Financial Capacity - Personal, Evidence of	Recommended		<a href="#">Attach document</a>
Identity, Evidence of	Recommended		<a href="#">Attach document</a>
Relationship - Relative, Evidence of	Recommended		<a href="#">Attach document</a>
Temporary Stay, Evidence of	Recommended		<a href="#">Attach document</a>
Form 1149 Application for sponsorship for sponsored family visitors	Recommended		<a href="#">Attach document</a>
Employment - Current, Evidence of	Recommended		<a href="#">Attach document</a>



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

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**.



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.

5. Click **Add attachment**.

Repeat this process for multiple files.



One or more files can be attached to satisfy an evidence type.

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



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.

FOURSF0UR, Nlnelykznzz [Manage Account](#) [Logout](#)

Online Lodgement

My applications | Related links | Help and support

Application for a Visitor Short Stay Visa Reference Number: EGNN4P4M79 [Print summary](#)

**Application** Application received

[View application status](#)

[View application mailbox](#)

[Update us](#)

**MAYHEM, TRULY**  
(01 Jan 1996)

[Attach documents](#)

[View health assessment](#)

[Provide character assessment](#)

**Attach documents for Mayhem, Truly (01 Jan 1996)**

Please refer to the [checklist of documents](#) for this application for more information about what to attach.

**Note:** There are specific quality and formatting requirements when scanning documents. Refer to the help text before attaching documents.

**List of attachments**

Evidence	Status	Filename	Action
<input checked="" type="checkbox"/> Address - Business, Evidence of	1 Received		
<input checked="" type="checkbox"/> Other (specify)	Received		<a href="#">Attach document</a>
test file	Received 22 Feb 2016	test.txt	
<input checked="" type="checkbox"/> Travel Document	2 Received		
<input checked="" type="checkbox"/> Passport	Received		<a href="#">Attach document</a>
rtyty	Received 08 Feb 2016	Template - High Level Test Case Matrix.xlsx	
fdfdgdfg	Received 08 Feb 2016	Online Account.docx	

3 attachments have been received by the department.  
Maximum 60 attachments are allowed for this application.

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.



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.

The screenshot shows the 'Online Lodgement' interface for an Australian Government Department of Immigration and Border Protection. The user is logged in as 'FOURSF0UR, Ninetycznzz'. The application is for a 'Visitor Short Stay Visa' with reference number 'EGNN4P4M79'. The user's name is 'MAYHEM, TRULY' (DOB: 01 Jan 1996). The page shows 'Information requested' and a table of actions taken: 'Application submitted' and 'Application fee paid' on 01 Feb 2016. A red box highlights the 'Information provided' button, which is also marked with a red circle containing the number '1'. A message states: 'Important information: This application requires additional supporting documentation. Please check correspondence and attach the requested documents.'

1. Click **Information provided**.

The **Confirm information provided** screen displays.

The dialog box titled 'Confirm information provided' contains the following text: 'By confirming that you have provided the requested information you acknowledge that the department may proceed to make a decision on the application without waiting until the end of the period specified in the request for information correspondence sent in relation to this application. Your acknowledgement will be communicated to the department. The department aims to process applications within [service level standards](#) and will advise the applicant of the outcome of this application.' At the bottom, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box and a red circle containing the number '2'.

2. Click **Confirm**.

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