



ImmiAccount – How to attach documents to a visa application

Version: 2 (9-6-2015)

When you have submitted a visa 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** page displays.

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EG9NKC169H	Visitor Visa (500)	EGGERTSDOTTIR, Birna	22 Jul 1963	Application received	05 Feb 2015	Actions

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

The **Application for a...** page displays a summary of the application.

Application for a Visitor Short Stay Visa

Transaction Reference Number (TRN): EGN3C16MI

Application documents

Type	Date	Action
Application submitted	05 Feb 2015	View application
Application fee paid	05 Feb 2015	View receipt

Correspondence for this application is currently being sent to the Primary Applicant at the following email address: bima@eggertsdottir@jourrapide.com

Supporting documents

The department may require additional documents to support the processing of this application. Documents may be attached using the links available under the Next steps for each person on this application or by using the Attach document button below.

Attach document 3

Any request for additional information will include a specified time period for the applicant to respond. Advising the department that all requested information has been provided before the end of that period may speed up the processing of the application. You may do this by clicking below.

[Request complete](#)

Person 1 - Birna Eggertsdottir (22 July 1963) Approved

Next steps

Type	Date	Progress	Action
Birth or Age, Evidence of		Recommended	Attach document 2
Change of Name, Evidence of		Recommended	Attach document
Citizenship - Not Australian, Evidence of - Passport		Recommended	Attach document
Financial Capacity - Personal, Evidence of - Bank Statement - Personal		Recommended	Attach document
Form 956 Appointment of a migration agent		Recommended	Attach document
Military Discharge, Evidence of		Recommended	Attach document
Military Service, Evidence of		Recommended	Attach document
Photograph - Passport - Photograph - Passport		Recommended	Attach document
Travel Document		Recommended	Attach document
Custody, Evidence of		Recommended	Attach document
Family Composition, Evidence of		Recommended	Attach document
Invitation, Evidence of		Recommended	Attach document
Study, Evidence of		Recommended	Attach document
Form 956A Appointment of an authorised contact		Recommended	Attach document
Assets - Personal, Evidence of		Recommended	Attach document
Consent for travel of a child under the age of 18, Evidence of		Recommended	Attach document
Temporary Stay, Evidence of		Recommended	Attach document
Form 1257 Undertaking Declaration		Recommended	Attach document

[Get health details](#)

Supporting documents provided

Evidence type	Document type	Description	Date received	Filename
No attachments available.				

Admin forms documents

Type	Client	Date	Action
No attachments available.			

[Go to my account](#)

There are two ways to attach a document:

- Where a list of recommended documents exists, follow the **Attach document** link next to the entry for the document you want to attach.
- Click the **Attach Document** button where no list exists, or the document you want to attach is missing from the list.

The **Attach Document** dialog box displays.

Attach Document

There is a limit to the number, type and size of documents that may be attached to an application. Refer to the help text for information prior to attaching documents.

Applicant:

Evidence Type:

Document Type:

Description:

Filename: [Browse...](#)

[Cancel](#) [Upload](#)

Complete the fields, using the table below as a guide.

Field	Description
Applicant	Select the applicant name from the drop down list. i This field will already be populated if you select a link from the list of recommended documents.
Evidence Type	Select the type of document you are attaching from the drop down list. i 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. i 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.

The screenshot shows a dialog box titled "Attach Document". It contains the following fields and controls:

- Applicant:** Birna Eggertsdottir (22 JUL 1963)
- Evidence Type:** Travel Document
- Document Type:** Passport
- Description:** Scanned Passport
- Filename:** C:\My Documents\Passp
- Buttons:** Cancel, Upload (highlighted with a red box and a red circle with the number 4)

4. Click **Upload**.

The **Application for a...** page displays.

Repeat steps 3 – 5 for all additional documents that are to be attached to the application.

Person 1 - Birna Eggertsdottir (22 July 1963) Processing - Please wait for the department to contact you ↗

Next steps

Type	Date	Progress	Action	
Birth or Age, Evidence of		Recommended	Attach document	6
Change of Name, Evidence of		Recommended	Attach document	?
Citizenship - Not Australian, Evidence of - Passport	23/02/2015	Received	Attach document	?
Financial Capacity - Personal, Evidence of - Bank Statement - Personal	25/02/2015	Received	Attach document	?
Form 956 Appointment of a migration agent		Recommended	Attach document	?
Military Discharge, Evidence of		Recommended	Attach document	?
Military Service, Evidence of		Recommended	Attach document	?
Photograph - Passport - Photograph - Passport	23/02/2015	Received	Attach document	?
Travel Document		Recommended	Attach document	?
Custody, Evidence of		Recommended	Attach document	?
Family Composition, Evidence of		Recommended	Attach document	?
Invitation, Evidence of		Recommended	Attach document	?
Study, Evidence of		Recommended	Attach document	?
Form 956A Appointment of an authorised contact		Recommended	Attach document	?
Assets - Personal, Evidence of		Recommended	Attach document	?
Consent for travel of a child under the age of 18, Evidence of		Recommended	Attach document	?
Temporary Stay, Evidence of		Recommended	Attach document	?
Form 1257 Undertaking Declaration		Recommended	Attach document	?

[Get health details](#)

Supporting documents provided

Evidence type	Document type	Description	Date received	Filename
Financial Capacity - Personal, Evidence of	Bank Statement - Personal	Scanned Bank Statement	25/02/2015	Bank Statement.pdf
Citizenship - Not Australian, Evidence of	Passport	My Passport	23/02/2015	Passport.pdf
Photograph - Passport	Photograph - Passport	Passport picture	23/02/2015	Passport Photo.png

5. A list of attached documents displays in the **Supporting documents provided** section on the **Application for a...** page.

6. The progress of documents attached from the list of recommended documents, updates to **Received**.

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