

CHECKLIST FOR OCCUPATIONAL TRAINEES

Before submitting an application for an Occupational Trainee to the Department of Immigration and Citizenship, HRM requires:

- CV of occupational Trainee
- Letter of support from students institution
- Training Proposal
- Scanned/faxed copy of passport photo section
- Form 1283 - *note that this form does not always need to be completed

* Form 1283 needs to be completed only in instances where JCU is NOT paying the student a living allowance while they are here (ie Form 1283 is for the student to sign for them to formally acknowledge that they will be undertaking an unpaid occupational training program)

Form 1283 is available from the Department of Immigration website as follows:

<http://www.immi.gov.au/allforms/pdf/1283.pdf> - Form 1283

HRM Procedure:

- Letter of invitation sent to the occupational trainee
- When offer is accepted by occupational trainee, HRM will submit application to the Department of Immigration,
- Occupational trainee applies for visa
- When approval of nomination is received from Department of Immigration, HRM will advise occupational trainee

Time Lines

Nominations must be submitted not later than **four (4) months** prior to the commencement of the training program.

Any questions please contact Terri Williamson x 6558