**Visiting Academic/Occupational Trainee Process**

**Visiting Academic Visas:**

An academic who holds a position in his or her own university or other institution and who is visiting an organisational unit of the University to carry out teaching/or research may be eligible for conferral of the title “Visiting Academic” for the duration of their visit to the University.

To be eligible, international applicants requiring a visiting academic visa must hold a PhD and have a minimum of one year’s postdoctoral experience.

1. Supervisor to complete the Visiting Academic Appointment Form (no signatures required by supervisor/visitor) and the Position Description
2. Email Visiting Academic Appointment Form and Position Description to the Human Research Officer (HRO, Emma-Lee Tilley – e.tilley1@uq.edu.au) with the completed visitor’s forms (requirements listed below)
3. The HRO will then arrange for finance check (if living allowance being paid by SPH) and Head of School approval
4. Once appointment has been approved by the Head of School the HRO will arrange final approval at the Faculty by the Executive Dean/Deputy Executive Dean
5. Once approved the HRO will send out an invitation to the visitor who will then be able to apply for their Training and Research visa (subclass 402) via the Immigration Website <http://www.immi.gov.au/Visas/Pages/402.aspx>

Supervisor to complete:

1. Visiting Academic Appointment Form (living allowance section only required if being paid by an SPH Account; no signatures required)
2. Position Description

Visiting Academic to complete/provide:

* Visiting Academic Information Form
* Certified copy of Passport (plus any accompanying dependants)
* Copy of CV inc publications
* A letter from their home institution confirming they have approved leave to visit UQ

**NOTE:** A minimum of ***4 months’ notice*** is required – Immigration processing times on these visas is typically 3 months

**Occupational Trainee Visa:**

Occupational Trainee visas are for students to complete a traineeship/internship in Australia.  The traineeship/internship must be required to:

* 1. Complete their degree
	2. Obtain registration in their field
	3. Complete a Training Program to enhance skills in their current occupation (a skills assessment and training program needs to be developed for these placements)
1. Supervisor to complete the Occupational Trainee Appointment Form (no signatures required by supervisor/student), Position Description and the Skills Assessment and Training Program (if ‘c’ above)
2. Email Occupational Trainee Appointment Form, Position Description and Skills Assessment and Training Program (if ‘c’ above) to the Human Resource Officer (HRO, Emma-Lee Tilley – e.tilley1@uq.edu.au) with the student’s completed forms (requirements listed below)
3. The HRO will then arrange for finance check (if any financial assistance being supplied by SPH) and Head of School approval
4. Once appointment has been approved by the Head of School the HRO will arrange final approval at the Faculty by the Executive Dean/Deputy Executive Dean
5. Once approved the HRO will put though a nomination to Immigration
6. Once the nomination approval comes through the HRO will send out the nomination and invitation letter to the student who will then be able to apply for their Training and Research visa (subclass 402) via the Immigration Website <http://www.immi.gov.au/Visas/Pages/402.aspx>

Supervisor to complete:

* Occupational Trainee Appointment Form (living allowance section only required if being paid by an SPH Account; no signatures required)
* Position Description
* Skills Assessment and Training Program (if ‘c’ above)

Occupational Trainee to complete/provide:

* Occupational Trainee Information Form
* Certified copy of Passport (plus any accompanying dependants)
* Copy of CV
* Evidence of Financial Support
* If from a non-English speaking background an IELTS test or details of education completed in English etc.
* Letter from their education provider confirming practical experience/research is a requirement of their course/registration (‘a&b’ above) **or** letter from employer confirming they support the training/research and have approved leave (if ‘c’ above)
* Details of any accompanying dependents
* Acknowledgment form 1283

**NOTE:** A minimum of ***4 months’ notice*** is required – Immigration processing times on these visas is typically 3 months.

The University of Queensland does not insure trainees/interns during their placement. It is up to their education provider or themselves to provide sufficient insurance to cover their placement