



## ImmiAccount – How to import a paper application

Version: 2 (4-6-2015)

If you have submitted a paper application, you may be able to import the application into your **ImmiAccount**. You will then be able to attach documents online, view certain correspondence and the current status of the application.

To import a paper application, you need to enter the Application ID from the acknowledgment letter you would have received when you lodged the application.



If this ID begins with 'IRIS', you will not be able to import the application.

Below are the current paper applications that can be imported into ImmiAccount:

Subclasses	Description
155	Resident Return Visa
157	Resident Return Visa
400	Temporary Work (Short Stay Activity) Visa
417	Working Holiday
476	Skilled Recognition Graduate Visa
485	Temporary Graduate Visa
570*	Independent ELICOS Sector Visa
571*	Schools Sector Visa
572*	Vocational Educational and Training Sector Visa
573*	High Education Sector Visa
574*	Postgraduate Research Sector Visa
575*	Non Award sector Visa
600	Visitor Visa

\* Primary applicant only.



You **cannot** import paper applications that have been finalised.

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.

The screenshot shows the 'My applications summary' page in the ImmiAccount interface. At the top, there are navigation tabs: 'My applications', 'My preferences', 'Related Links', and 'Help and support'. Below the tabs, there are three buttons: 'New Application', 'Import Application' (highlighted with a red box and a red circle with the number 1), and 'Manage Payments'. To the right of these buttons is a search bar with a magnifying glass icon and a close icon. Below the search bar is a 'List of applications' section with a refresh icon. A table lists the applications with columns: Reference no., Application type, Name, Date of birth, Status, Last updated, and Select action. The table contains one row with the following data: Reference no. EGN3N3A23, Application type Visitor Visa (600), Name BROWN, Marie, Date of birth 26 Nov 1983, Status Application received, Last updated 31 Mar 2015, and Select action Actions. Below the table is a 'Submit Applications' button.

1. Click **Import Application**.

The **Import Application** page displays.

The screenshot shows the 'Import Application' page. It contains the following fields and elements:

- Reference number type**: A dropdown menu with a red box and a red circle containing the number 2.
- Reference number**: A text input field with a red box and a red circle containing the number 3.
- Applicant details**: A red box containing:
  - Date of birth**: A date picker with a red circle containing the number 4.
  - Passport number**: A text input field with a red circle containing the number 4.
  - Country of passport**: A dropdown menu with a red circle containing the number 4.
- Buttons**: 'Cancel' and 'Confirm' buttons at the bottom, with the 'Confirm' button highlighted with a red box and a red circle containing the number 5.

2. From **Reference number type** field, click the drop down arrow and select **Application ID**.

3. Enter your **Reference number**.

4. In the **Applicant details**:

- enter your **Date of birth**
- enter your **Passport number**
- select the **Country of passport**.

5. Click **Confirm**.

The **My applications summary** page displays with a **Success** message, and the imported paper application appears in your **List of applications**.

The screenshot shows the 'My applications summary' page in ImmiAccount. At the top, there is a navigation bar with the Australian Government logo, the user's name 'BROWN, Marie', and links for 'Manage Account' and 'Logout'. Below this is a secondary navigation bar with 'My applications', 'My preferences', 'Related Links', and 'Help and support'. The main content area is titled 'My applications summary' and features a green success banner with a checkmark icon and the text 'Success'. Below the banner, a message states 'The application has been added to your list of applications'. There are three buttons: 'New Application', 'Import Application', and 'Manage Payments', along with a search box and an 'Advanced search' link. The 'List of applications' section contains a table with the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
<input type="checkbox"/> EGNN5ZVC47	Temporary Work (Short Stay Activity) Visa (400)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015	Actions
<input type="checkbox"/> EGNN3NIA23	Visitor Visa (600)	BROWN, Marie	26 Nov 1983	Application received	31 Mar 2015	Actions

At the bottom of the table, it shows '1 - 2 of 2 results' and 'Page 1'. A 'Submit Applications' button is located at the bottom of the page.

You have successfully imported a paper application into **ImmiAccount**.