

## INSTRUCTIONS TO ASSOCIATES

### 1) Document Preparation and Submission in STEPS

Refer to the samples and forms uploaded in the process space link –

<http://git.cognizant.com/Australia/QCGI-AUSPR.docx>

**Please do not refer the samples shared by your colleagues as it may be outdated.**

- a. Please fill the Cigna AUS Health Insurance Enrollment Template which uploaded in process space link and send it to the mentioned PoC in the excel sheet
- b. Fill the forms 457, 1221 and resume, exactly as per the instructions in the template / sample.
- c. Update the authorized hospital details in the questionnaire at which you will be undergoing the medicals after filing the application. (Only one hospital details should be updated)
- d. Update the hospital details and upload all the documents in myvisa as per the checklist and click on Inform GIT to notify GIT to review the documents.
- e. Affidavit should be uploaded if your passport name is different as per the name in other records. Touch base with notary public for arranging the affidavit.

### EXAMPLE

**Surname in Passport:** Sundaram; **Given name in Passport:** Arumugam

**Name in any records (e.g. degree certificate):** Arumugam Rajesh

Affidavit is required.

- f. Form 457 & Resume has to be uploaded as a word document, Form 1221 and rest of the documents has to be uploaded as **scanned PDF**.

### g. Frequently made errors and remedies

Please note that the points mentioned below are frequent errors and not the only details to be filled in the forms. Refer to the sample for filling the rest of the details in the appropriate forms.

H. Medical Instruction to the associate -- > Please go through the pdf file which we uploaded in process space link.

You will now enter the My Health Declarations system. Follow the prompts and complete the required information

### **FAQ's**

1. Please choose Visa Subclass 457 - TEMPORARY WORK (SKILLED) even for dependents also same subclass.
2. Has the applicant already submitted a visa application for this subclass and are they waiting for a decision to be made by the Department on that application? – Please choose NO.
3. Does this applicant have national identity documents? – Please choose NO.
4. If associate travelling together or processing visa for dependents, please give Yes for the following question  
**Are there any accompanying family members included in this application?**
5. Length of time the applicant intends to stay in Australia on the above visa subclass – If your project duration is less than 3 months **please select the option Up to 12 months, then only you will get the medical referral letter.**
6. Rest all questions are general and straight forward questions.

#### **i. Form 457**

- ☐ Q 1, 2, 3 – Please specify or mention as “NA”
- ☐ Q 4 – Mention current address exactly as per HCM (without typo error)
- ☐ Q 5 – The contact numbers mentioned should exactly be same in form 1221 (Q 11)
- ☐ Q 7 – Please mention any 5 years period of your cumulative education and the duration in hours (If not a native speaker of English).
- ☐ Q 9 – Please elaborate on your job duties in Australia.

#### **ii. Form 1221**

- ☐ Q 1 – Family Name should be SURNAME as per passport and Given Name should be GIVEN NAME as per passport.
- ☐ Q 9 – For Indian nationals / citizenship by birth, mention your date of birth in “DATE GRANTED” and place of birth in “PLACE GRANTED”. For dual citizenship holders, mention your citizenship information.
- ☐ Q 10 – Mention current address exactly as per HCM (without typo error)
- ☐ Q 11 – The contact numbers mentioned should exactly be same in form 457 (Q 5)
- ☐ Q 18, 19 – If your duration of work is for less than 1 year, mention the “TO” date as the end of 1 year from the travel start date. If your duration of work is for more than 1 year, mention the “TO” date as the end of 4 years from the travel start date.
- ☐ Q 20, 21 – Mention the details as per sample
- ☐ Q 25 & 28 – Mention only as “NONE” or “Please see accompanying CV” as appropriate.
- ☐ Q 46 – To be filled and signed as appropriate.

### iii. Resume

- ☐ The format for education history is Month/ YYYY (Aug, 1996)
- ☐ The format for employment history is DD / Month/ YYYY (15 Aug, 1996)
- ☐ Summary and roles & responsibilities have to be written in the view of the first person.

h. Employment Contract will be uploaded by the GMSS within 2 business days from the documents submission in myvisa (Step a).

i. Upload the signed Employment Contract and click on “Inform GIT” to notify us on the signed document upload.

\*\*\*Please note that Witness signature in the employment contract is not mandatory.

j. Draft forms will be prepared and uploaded by GMSS team and attorney (in pdf and doc format). Please sign both the documents and upload the scanned copy in myvisa.

k. Upon receipt of the signed draft forms, your application will be filed with the Department of Immigration and Border protection (DIBP).

l. Post filing the application, you will get the approval up to 3 weeks.

## 2) Uploading documents in myvisa

Download Form 1221, fill the details, print, sign, scan and upload the same by clicking on “Upload New Document” in the navigation path given below under **Option 1 / Option 2**. You must click on the "+" **symbol** to view the description of each document. After uploading all the required documents, click the “**Inform GIT**” button to submit the case for our review.

## 3) View case level documents

Login <https://myvisa.cognizant.com> with your Network ID & Password → From the horizontal menu click on SWITCH ROLE to EMPLOYEE if you are in MANAGER portal → In My Cases, below the My INFO section you will have your case description → Click on the Case description → Now you will view all the status & reminder/steps → From the left panel of menu's click on Digital Docs menu to view the Case Digital Docs → Now you will have the list of Digital docs uploaded in the Case → Click on the icon to view/download the document.