RSMS Permanent Residence Visa Nomination Check List

Australian National University

Eligibility

☐	Position is Full Time
☐	Minimum employment period of 2 years
☐	If submitted through *Temporary Residence Transition* stream, applicant must have worked for ANU for the last two years in the same occupation and meet the specific visa criteria for this stream.

Required Documents

☐	Offer of Employment
☐	Applicant's CV or Resume
☐	Position Description and Advertisement Details
☐	Statement on how position contributes to business outputs
☐	Nomination form
☐	Application form for certification of a nomination under the RSMS
☐	Evidence of applicant's qualifications/professional registrations
☐	A copy of the passport (bio page and Australian visas if any) for main applicant and dependents
☐	Copy of primary applicant's current 457 visa (*if applying through the Temporary Residence Transition stream*)

Approval by ACT Government *(Not required for Temporary Residence Transition stream applicants)*

☐	Application for ACT Government	Date:	
☐	Supporting documentation attached to application (Include printed DIAC nomination form as well as all documents listed above)		
☐	Approval received from ACT Government	Date:	

Sponsorship Nomination Details

☐	Nomination Lodged with DIAC	Date:	
☐	Enter nomination details in visa data panel in HRMS		

Nomination Approval

☐	Forward nomination approval notice to applicant and advise applicant to apply for visa
☐	Update visa data panel in HRMS with nomination approval details

Upon arrival/commencement

☐	Copy of visa / visa grant letter / VEVO check placed on personal file (original must be sighted)
☐	Copy of bio page in passport placed on personal file (original must be sighted)
☐	Sponsorship nomination forms and letters placed on personal file
☐	Hire appointee on HRMS
☐	Update visa data panel in HRMS with visa details and passport number