

# STEP BY STEP GUIDE

- 1. How to create ImmiAccount
- 2. Apply Visa Online
- 3. Check Visa Status



# Create an ImmiAccount - Step 1 of 2

# Services Required

Fields marked \* must be completed.

What type of online services do you need? \* 

Individual

Organisation (including agents)

Select the online services you need Apply for a visa or citizenship (including sponsorship and nomination)

Included in all Individual ImmiAccounts

LEGENDcom (requires the purchase/join of an annual subscription)

## **New User Details**

Family name \* required

Given names

Phone \* required

Mobile phone

Specify an email address to be used for account notifications - such as password resets.

This should be an address where only you read the emails rather than a group email address.

Email address \*

Confirm email address \*



required



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#### How to Create ImmiAccount for Australian Visa Applications in 2023!

In the fast-paced world of visa applications, streamlining services and ensuring smooth processing is essential. Digitizing services through online channels has become the norm, and for Australian visa applications, the ImmiAccount platform serves as the digital gateway.

#### What Is An ImmiAccount?

ImmiAccount is an online, digital platform offered by the Department of Home Affairs Australia for visa applicants. It allows users to send, manage, and track visa applications in real-time. Through ImmiAccount, applicants can also make payments, submit additional documents, and rectify any errors in their applications.

#### When Should You Make An ImmiAccount?

You should create an ImmiAccount when you want to avail the following services:

- 1. Applying for an Australian Visa
- 2. Applying for Australian citizenship
- 3. Editing an ongoing application
- 4. Importing a submitted paper application
- 5. Submitting supporting documents to an application
- 6. Accessing accurate information regarding policies
- 7. Accessing the My Health Declaration service

#### What Can You Do With An ImmiAccount?

With an ImmiAccount, you can:

- 1. Apply for a temporary visa or permanent citizenship: The account allows you to apply for various Australian visas, excluding the ETA (electronic travel authority) application, which it does not process.
- Get access to authentic visa information: ImmiAccount provides accurate and reliable information regarding all types of visas, connecting you with VEVO (Visa Entitlement Verification Online) and Visa Finders for additional assistance.
- 3. Manage and track your visa application: ImmiAccount allows you to continuously save and edit your application, submit, and amend documents as needed, and track the progress of your visa application with ease.
- 4. Pay for your visa application: The account offers convenient payment options, allowing you to pay visa application fees using credit cards, PayPal, or union pay, depending on the application type.

#### How To Create Your ImmiAccount?

To create an ImmiAccount, follow these steps:

1. Individual Account:

- Open the Department of Home Affairs official website and click on "Create ImmiAccount."
- Enter your username, set a new password, and answer security questions to secure your account.
- Select the purpose of your application, such as "student" for a student visa, and choose the relevant subcategory.

#### 2. Organizational Account:

- Log in to your individual account and select "Organization" from the options provided.
- Tick the box for the services you require and enter the organization user details.
- Submit the application and wait for confirmation from the relevant authority.

#### How To Access Your ImmiAccount?

To access your ImmiAccount, visit the official website of the Department of Home Affairs. Enter your username and password to log in. In case you forget your password, you can use the "Username" or "Password" links to retrieve it. Note that your account will be locked for an hour after five consecutive incorrect login attempts.

#### How to Manage your ImmiAccount?

Once you have created your ImmiAccount, you have various options to manage it:

- 1. Create a new visa application.
- 2. Continue editing an existing application.
- 3. Import a visa application.
- 4. Send and receive an application from a different account.
- 5. Remove visa applications that are no longer relevant.
- 6. Send or receive an incomplete visa application from a different account.

#### How to Edit your ImmiAccount?

To maintain security and accuracy, it is advisable to make periodic updates to your ImmiAccount:

- 1. Changing password:
  - Log in to your account, go to "Manage Account," and click on "Change my password."
  - Set a new password containing uppercase, lowercase letters, digits, and special characters.

#### 2. Changing your email:

 Log in to your ImmiAccount, select "Manage Account," and go to "Edit email address."

- Add your new email address and save the changes.
- 3. Updating your secret questions:
  - Go to "Manage Account," click on "Change my secret questions," and update the questions and answers for added security.

#### What are the Benefits of ImmiAccount?

ImmiAccount offers numerous benefits for individuals and agencies:

- 1. Reduces human errors: ImmiAccount minimizes the risk of application rejections due to mistakes.
- 2. Categorizes applications: The platform helps categorize and prioritize applications efficiently.
- 3. Fast and efficient processing: ImmiAccount ensures speedy processing and delivery of visa applications.
- 4. Allows easy edits and fixes: Applicants can edit and correct information in their applications with ease.
- 5. Provides access to updated information: Users gain access to accurate and up-to-date Australian laws and policies.

#### How to Send Documents Through ImmiAccount?

ImmiAccount allows the online submission of relevant documents based on the visa application:

- 1. Check the list of required documents for your specific visa application.
- 2. Upload scanned copies or clear photos of the documents as required.
- 3. Remember, documents cannot be attached to a finalized application.

#### What Happens After You Apply Through ImmiAccount?

After you submit your application through ImmiAccount, the following steps typically occur:

- 1. Receive notifications/messages from the Department of Home Affairs.
- 2. Edit and fix any mistakes by notifying the department.
- 3. Update your details if new information comes to light.
- 4. Track the progress of your application.
- 5. Withdraw your application if necessary.

#### In Conclusion

With ImmiAccount, the visa application process becomes more efficient, allowing applicants to manage their submissions, track progress, and make necessary edits easily. While many organizations offer assistance, choosing a reputable and registered migration agency can provide the most benefits at an affordable price. Royal Migration & Education Consultants, situated in Australia, is a trusted agency that has helped thousands of applicants achieve their dream of studying, working, or living in Australia. Get in touch with us for more information and embark on your journey to Australia!