Onboarding - Add Citizenship & Passport Details

Introduction

This guide describes how to add or update Citizenship/Passport Details in the Onboarding form. Where information already exists in the system, it will be pre-populated in the form.

It will be useful to have your Passport, Birth Certificate (if you were born before 20 August 1986) or Citizenship Certificate with you before you start to complete the form.

You will need to enter all your citizenship statuses and identify all countries which you currently hold citizenship, including Australia.

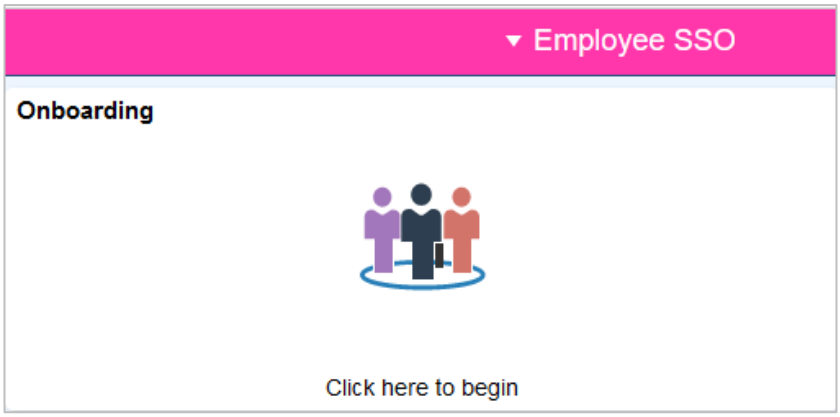
If you joined the University prior to 24th November 2017 the data held in this section may reflect your visa status rather than your country of citizenship. If you have become an Australian citizen since joining the University please update the field below and attach the evidence which is requested

Quick Reference Guides are also available to help you complete the Visa Details and Qualifications sections.

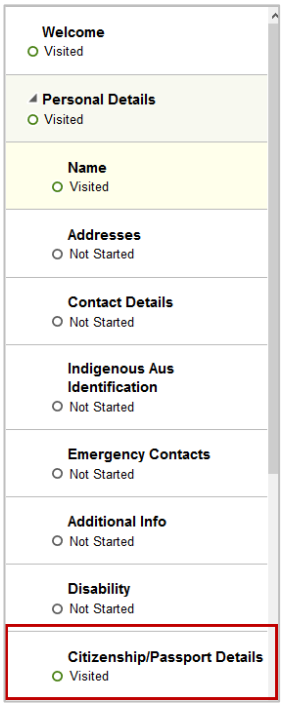
Procedure

Log in to SSO

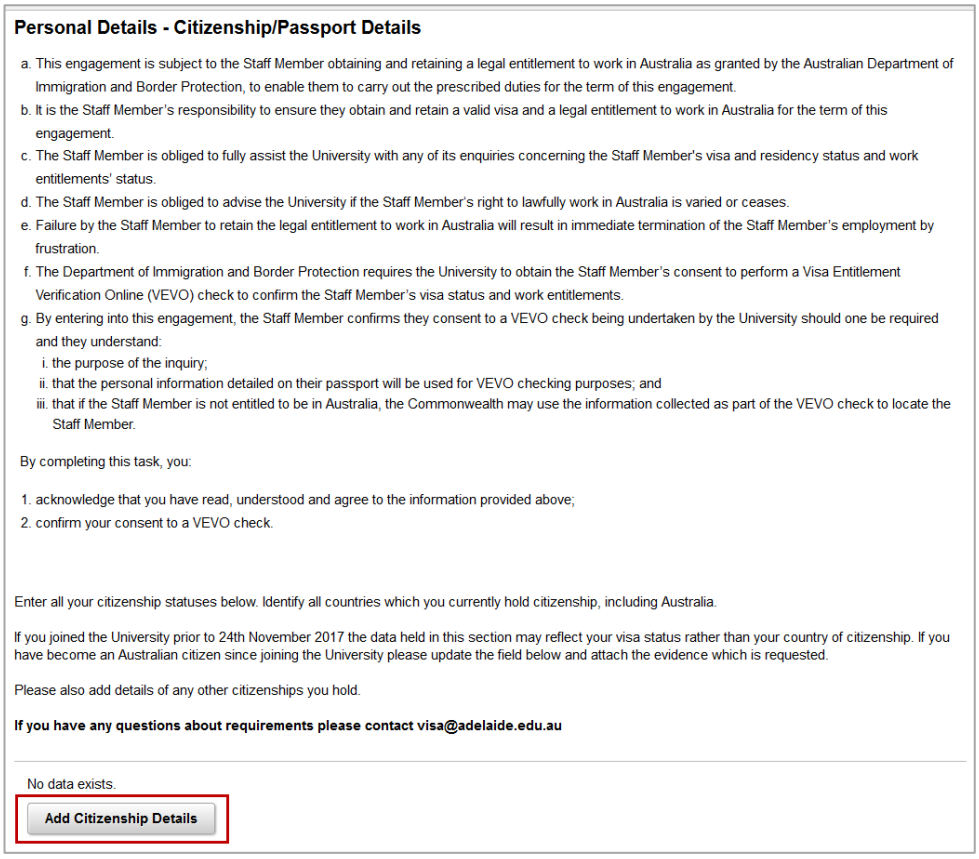
1. Click on the **Onboarding** tile.



2. Click on the **Personal Details** from the menu and select **Citizenship/Passport Details.**



3. Read the information provided and click **Add Citizenship Details**



Personal Details - Citizenship/Passport Details

a. This engagement is subject to the Staff Member obtaining and retaining a legal entitlement to work in Australia as granted by the Australian Department of Immigration and Border Protection, to enable them to carry out the prescribed duties for the term of this engagement.
b. It is the Staff Member's responsibility to ensure they obtain and retain a valid visa and a legal entitlement to work in Australia for the term of this engagement.
c. The Staff Member is obliged to fully assist the University with any of its enquiries concerning the Staff Member's visa and residency status and work entitlements' status.
d. The Staff Member is obliged to advise the University if the Staff Member's right to lawfully work in Australia is varied or ceases.
e. Failure by the Staff Member to retain the legal entitlement to work in Australia will result in immediate termination of the Staff Member's employment by frustration.
f. The Department of Immigration and Border Protection requires the University to obtain the Staff Member's consent to perform a Visa Entitlement Verification Online (VEVO) check to confirm the Staff Member's visa status and work entitlements.
g. By entering into this engagement, the Staff Member confirms they consent to a VEVO check being undertaken by the University should one be required and they understand:
   i. the purpose of the inquiry;
   ii. that the personal information detailed on their passport will be used for VEVO checking purposes; and
   iii. that if the Staff Member is not entitled to be in Australia, the Commonwealth may use the information collected as part of the VEVO check to locate the Staff Member.

By completing this task, you:

1. acknowledge that you have read, understood and agree to the information provided above;
2. confirm your consent to a VEVO check.

Enter all your citizenship statuses below. Identify all countries which you currently hold citizenship, including Australia.

If you joined the University prior to 24th November 2017 the data held in this section may reflect your visa status rather than your country of citizenship. If you have become an Australian citizen since joining the University please update the field below and attach the evidence which is requested.

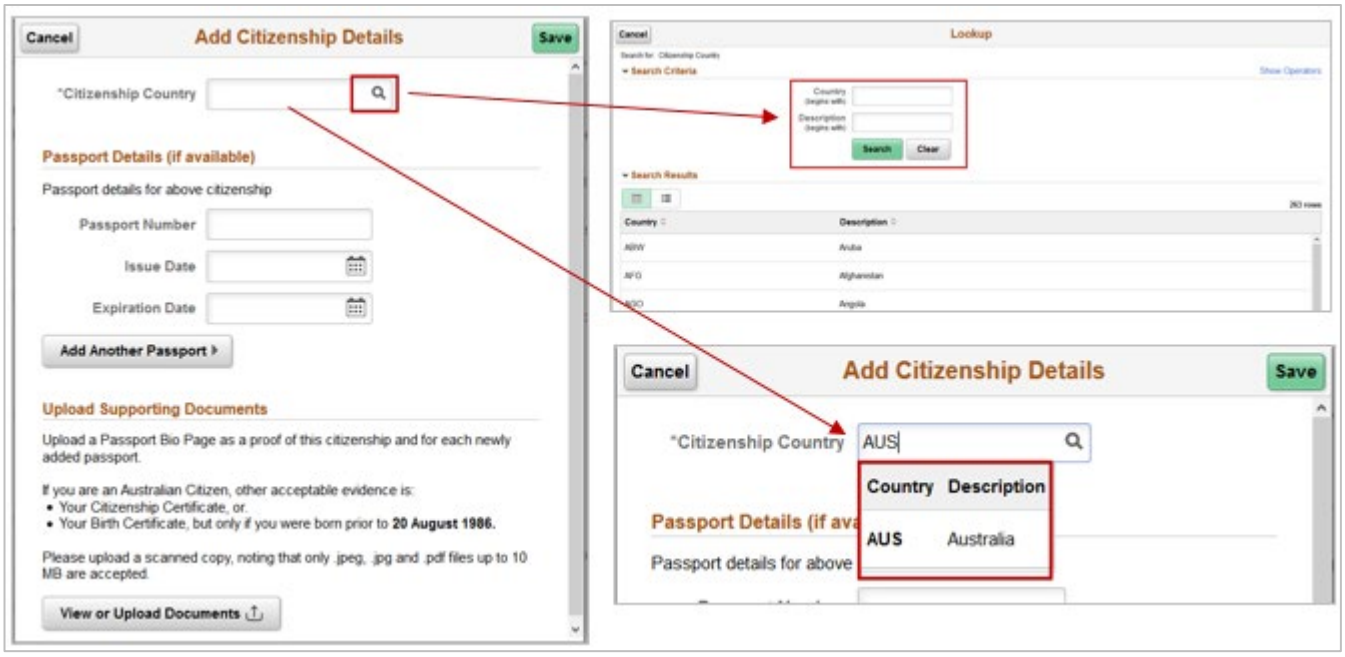
Please also add details of any other citizenships you hold.

If you have any questions about requirements please contact visa@adelaide.edu.au

No data exists.

Add Citizenship Details

4. Citizenship Details box you can either type the name of the country directly into the **Citizenship Country** field or click on the lookup icon to search for the required country.



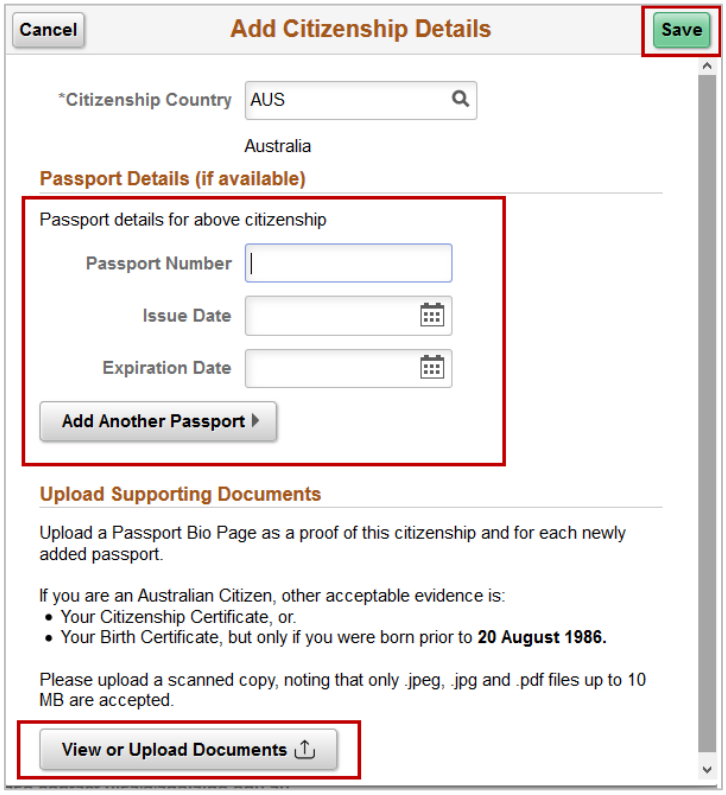
5. Complete the Passport Details section (if available).

   Enter your Passport Number, Issue Date and Expiration Date.

6. If you have more than one passport, click on **Add Another Passport** and follow the same process.

7. **Upload Supporting Documents** if required. Supporting documentation is mandatory for new casual staff and anyone with a break in service of more than 30 days.

   Note: Only jpeg/jpg or PDF files can be uploaded to the form.



8. Click **Save**

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au