

What you need to do

- a) You must have a **current valid Confirmation of Enrolment (eCoE)**. If you have recently changed your course or changed your institution you will need to obtain a new eCoE before you can apply for permission to work.
- b) You must have commenced classes in your current course.
- c) You must have a current Swinburne Student ID card (you must bring this to Swinburne International (SI) and DIAC (**Department of Immigration and Citizenship**) when you are applying).
- d) Your current residential address must be the same on your application form as it is on the Swinburne system. (C/- Swinburne International (SI) is NOT a valid residential address.)
- e) The application fee for a Student Visa with Permission to Work is **A\$70**.

NOTE: Your work condition will transfer to any new student visa you apply for. You do not need to apply for a new work visa for each new visa, unless DIAC tells you to do so.

How to apply

You can apply for your Permission to Work Either by Manual/Paper application OR make an Online application via the DIAC website.

1. Manual/Paper Application - Form 157P

(see over for online credit card and Bpay application)

Swinburne International Process

1. Print out the application form at: www.immi.gov.au/allforms/application-forms/index.htm (Form 157P - Application for a student visa with permission to work).
2. Complete the form and bring into the SI office to be approved and stamped. Please allow two working days for this process - it may be longer during peak periods i.e. February and July.
3. Collect the approved and stamped form from SI office.

DIAC Process

You can pay by money order, bank cheque (made payable to "DIAC"), debit card or credit card.
NO CASH.

1. **Mail** your application to DIAC with the application fee (A\$70). It is recommended that you post your application by registered mail. **DO NOT SEND YOUR PASSPORT.**

DIAC -Melborne Student Centre
GPO BOX 241
Melbourne, 3001

2. DIAC will send you a letter within 24 hours acknowledging that your application has been received. Applications lodged by mail take 28 days to process.

Outreach program

DIAC will be on campus to process permission to work applications. During the peak periods which is February and July. Please refer to Swinburne International for more details.



2. Online Application

Payment must be made by credit card-**Visa, MasterCard, American Express, Diners Club** or **JCB**. and **BPay** (allowing 7 days for your payment to be processed on Bpay)

Swinburne International Process

1. Complete this application form **before** you lodge your online application with DIAC (**Department of Immigration and Citizenship**).
2. Bring this form to the Swinburne International office. Your request will be processed within two working days - it may be longer during peak periods i.e. February and July. It will then take a further three working days for DIAC to download their information. So you need to wait a total of FIVE working days before proceeding with your application.

Note: If you changed your course or changed your institution you will need to obtain new eCoE before you can apply for permission to work.

DIAC Process

3. Visit the DIAC website at http://www.immi.gov.au/e_visa/students.htm and follow the prompts.
4. Complete the online application form 157P (including your payment details). You will be issued with a Transaction Reference Number (TRN) confirming that your online application has been received by DIAC. **Print out and keep this receipt.**
5. Once you have received confirmation that your Permission to Work has been granted (*allow up to 7 working days*), You do not need to have your visa label in your passport(see information on VEVO) however, if you want to have your Permission to Work visa label printed and placed in your passport visit a DIAC office or Student Outreach Program.

Please submit this form to Swinburne International BEFORE applying online

Surname	_____	Student ID	_____
Given Names	_____	Date of Birth	____ / ____ / ____
Course/s	_____	Start Date	____ / ____ / ____
Email	_____	Mobile Phone	_____

Current residential address (must match address recorded by Swinburne)

Suburb/city	_____	Postcode	_____
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I declare that to the best of my knowledge the above information is correct and complete.

Signature of Applicant	_____	Date	____ / ____ / ____
		DD	MM YY

For office use only

Front Counter		Visa Officer	
<input type="checkbox"/> Confirmed address	<input type="checkbox"/> Confirmed enrolment	<input type="checkbox"/> Processed	
Sign: _____	Date: ____ / ____ / ____	Sign: _____	Date: ____ / ____ / ____