



# CLEAN ENERGY CONFERENCE AUSTRALIA AFRICA

*Powering the future*

## VISA APPLICATION FOR TRAVEL TO AUSTRALIA.

### Steps of applying for an Australia visa.

1. Log in to the website [Australia Visa Application and Immigration services](#)
2. Select Visa Type, Visa Stream and Application Date as illustrated below: Select Temporary Activity Visa (Subclass 408), visa stream, Exchange arrangement

The screenshot shows the 'Processing times guide' section of the website. It includes a navigation bar with tabs for 'Overview', 'Processing times guide', 'Global processing times', 'Family visa processing priorities', and 'Skilled visa processing priorities'. Below the navigation bar is a form with three dropdown menus: 'Visa Type \*' (Temporary Activity visa (subclass 408)), 'Visa Stream \*' (Exchange Arrangements), and 'Application Date \*' (14/08/2023). A 'Submit' button is located to the right of the form. Below the form is a section for 'Visitor visa (subclass 600)' with a 'Tourist' category. It features a progress bar showing '90% processed in this period' between '0 Days' and '22 Days'. A green checkmark icon indicates 'Within standard processing timeframe'. Text below the progress bar explains that the information is based on current published visa processing times and provides instructions on how to check the status of an application through ImmiAccount.

3. Create an ImmiAccount to lodge your visa application. Click [ImmiAccount](#) to login/create an account

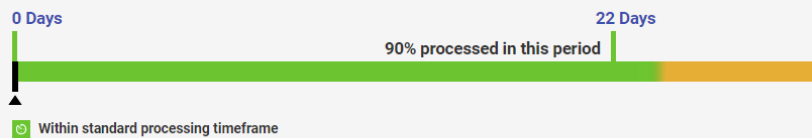
#### Visitor visa (subclass 600)

Tourist

90% of the visas are processed in 22 Days

Your visa may take longer to process if:

- information required for your application is incomplete or missing
- your application is complex.



The information provided in this guide is based on our current published visa processing times, and is a tool to help you understand how long a visa typically takes to process.

You can check the status of your visa application and if you have provided all necessary support documents through [ImmiAccount](#)

**We will contact you when your visa application is finalised.**

Further detail on processing times for applications recently finalised can be found at [Global Processing Times](#)



# CLEAN ENERGY CONFERENCE AUSTRALIA AFRICA

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## 4. Click Create ImmiAccount

Information

**Intermittent outages to ImmiAccount**  
Users experiencing issues accessing ImmiAccount please refer to [intermittent outages to ImmiAccount](#) page for more information.

Login to ImmiAccount  
Fields marked \* must be completed.

Username \*  ⓘ

Password \*  ⓘ

[I have forgotten my ImmiAccount username or password](#)

Create an ImmiAccount  
Create an ImmiAccount to access the Department of Home Affairs's online services.

ⓘ

[Accessibility](#) | [Copyright & Disclaimer](#) | [Online Security](#) | [Privacy](#)

## 5. Key in your details: Name, phone number (start with your country code (+254)), Email address

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 \*  ⓘ

Given names  ⓘ

Phone \*  ⓘ

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 \*

## 6. Click continue

## 7. Key in your preferred password, the security questions with their respective answers. Click the terms and conditions check box and the robot check box

## 8. Click submit. You should be redirected to the page below. Please read the content carefully



# CLEAN ENERGY CONFERENCE AUSTRALIA AFRICA

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Department of Home Affairs

ImmiAccount

Login successful

### Information

Your account has successfully been created.  
An email will be sent to the email address you provided, with your username and to confirm your email address.  
If you do not confirm your email address you will not be able to:

- Retrieve a forgotten username
- Reset your password
- Receive account notifications.

It is important that you do this as you may end up locked out of your account, which could delay your application or result in you missing important deadlines.

### Citizenship application for New Zealand applicants

Changes to eligibility apply for some New Zealand citizens holding a Special Category (subclass 444) visa from 1 July 2023. Check your [eligibility](#).

**IMPORTANT:** If applying online, ensure you enter your New Zealand citizenship under the 'Citizenship details' section on the 'Applicant details' page of the form. This will ensure the correct requirements are applied to your application, allowing you to lodge online.

### All Citizenship by Conferral applicants

We are receiving a higher than usual number of requests for international travel movement records. When entering your travel dates, dates of first arrival or visa grant dates, an estimated date will be accepted and a processing officer will confirm exact dates within our systems as required after you lodge your application.

### Action Required flag still showing

Please disregard the action required flag if you have already provided the following information and it is still showing as required on your application summary page:

- Additional payment requirement

This is a known system issue that is currently being investigated by technical teams and does not affect the processing of your application.

### Attach 'Facial Image' error

Applicants for some visa and citizenship products are encountering an error when attaching a passport sized photograph to the application.  
An error occurs on the 'Attach Documents' page of the application, when trying to attach an image under the heading 'Facial Image'. You may see the following error message:

- Mouth closed: the system is detecting that the person's mouth is open. Close the mouth so the lips are naturally together and are in a neutral position. Do not smile.*  
Click 'Choose Files' again to select a new image. The applicant will be given three (3) attempts to attach an image that meets Departmental guidelines. See 'Help' for further information.

### Visa applicants - If you have attached all other documents, to submit your application:

- Select 'next' to proceed to the application submission screen
- You will be asked to explain why you cannot provide 'Supporting Evidence'. Enter the reason 'system error message when trying to attach facial image'

### Visa applicants - If you have attached all other documents, to submit your application:

- Select 'next' to proceed to the application submission screen
- You will be asked to explain why you cannot provide 'Supporting Evidence'. Enter the reason 'system error message when trying to attach facial image'
- Select 'Confirm'
- You will be able to submit your application and attach the passport photograph at a later date

### Citizenship applicants - This is a mandatory document, to submit your application:

- Attempt three times to attach the photograph
- Ensure all three attempts are done on the screen where the error displays
- On the third attempt, the image will upload successfully

Technical teams are investigating the issue. We apologise for any inconvenience.

### Online Prepayment Portal Issue

Some ImmiAccount users are experiencing difficulty making a pre-payment for a paper application.  
When selecting the 'Calculate' button on the **Pre-pay Paper Service** you might encounter the following issues:

- If you are using an Apple mobile device, you may see the error message **Error while processing form action, please contact administrator.**
- If you are using an android device, the 'Calculate' button will not do anything and no error message will display.

We recommend that you use a laptop or desktop device to make the payment.  
Alternatively, you can manually enter the exact amount in the Amount (AUD) field. The system will then allow you to submit the payment online.  
Information on fees and charges for visas and citizenship application costs is available on the Department's website at:

- [Current visa pricing table](#)
- [1288 - Citizenship fees](#)

### Medical examinations changes effective from 1 July 2023

From 1 July 2023, urine tests will no longer form part of the medical examination. We will require a blood test to be undertaken instead. Applicants aged 15 years or older, who have not completed their medical examinations prior to 1 July 2023, will be required to undertake a blood test. We will no longer require children between the ages of 5 and 14 years old to undertake urine or blood tests unless clinically indicated.

Last successful login: 14/08/2023 17:24:06  
Last password changed: 14/08/2023 17:24:06

Continue

- Click continue
- Click New Application

Australian Government  
Department of Home Affairs

My applications | My payments | Manage groups | Related links | Help and support

### My applications summary

New application | Import application | Submit applications

Advanced search

List of applications

Sort by: Last updated | Refresh

No results found

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## 11. Click Temporary Work (Activity): Temporary Activity Visa (408)

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ImmiAccount

My applications | My payments | Manage groups | Related links | Help and support

### New application

- 482 - Temporary Skill Shortage
- Air & Sea Crew
- APEC
- Citizenship
- Family
- Health
- Labour Agreement
- Refugee & Humanitarian
- Resident Return
- Skilled
- Standard Business Sponsorship
- Status Resolution
- Student
- Temporary Work (Activity)**
  - Sponsorship for Temporary Activities (403, 407, 408)
  - Temporary Activity Visa (408)
  - Temporary Work - International Relations Visa (403)
  - Temporary Work - Short Stay Specialist Visa (400)
  - Temporary Work and Activity Visas (Subsequent Entrant) (403, 407, 408)
  - Training Nomination (407)
  - Training Visa (407)
  - Temporary Graduate Visa (476, 485)
  - Temporary Graduate (Subsequent Entrant) Visa (476, 485)
- Visa pre-application registration
- Visitor
- Working Holiday Maker

Cancel

## 12. Check the Terms and conditions box and click next

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Online Lodgement

### Application for a Temporary Activity Visa

1/24

Terms and Conditions  
[View Terms and Conditions](#)

[View Privacy statement](#)

I have read and agree to the terms and conditions

Print | Go to my account

Next

Related Links

- Subclass 408 information
- Health details
- Visa Pricing Estimator
- Processing times

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- Translation services

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## 13. Key in all required details from page 1 to 24

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### Application for a Temporary Activity Visa

2/24

Application context

Current location

Give details of the applicant's current location.

Current location

Proposed period of stay

Give details of the proposed period of stay in Australia.

Length of stay in Australia

Date from

Date to

Note: If granted, the stay period may be less than the period requested. The applicant should check the Grant Notification Letter to confirm their period of stay in Australia.

Group processing

Is this application being lodged as part of a group of applications?  
 Yes  No

Visa application charge concession

Is the applicant eligible for a Visa Application Charge (VAC) concession?  
 Yes  No

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14. Fill in all requested details: Name. Date of Birth etc. **Please click save before moving to the next page**

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### Application for a Temporary Activity Visa

3/24

Primary applicant

**Information: Entering names incorrectly may result in denial of permission to board an aircraft to Australia, or result in delays in border processing on arrival to Australia, even if the applicant has been granted a visa.**

Passport details

Enter the following details as they appear in the applicant's personal passport.

Family name

Given names

Sex  Female  Male  Other

Date of birth

Passport number

Country of passport

Nationality of passport holder

Date of issue

Date of expiry

Place of issue / issuing authority

It is strongly recommended that the passport be valid for at least six months.

National identity card

Does this applicant have a national identity card?  Yes  No

Place of birth

Town / City

State / Province

Country of birth

Relationship status

Relationship status

Related Links

- [Subclass 408 information](#)
- [Health details](#)
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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE

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Additional identity questions

Provide further details below, where available.

Previous travel to Australia

Has this applicant previously travelled to Australia or previously applied for a visa?  Yes  No

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- [Subclass 408 information](#)
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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE

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Accompanying members of the family unit

Are there any accompanying members of the family unit included in this application?  Yes  No

Related Links

- [Subclass 408 information](#)
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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 8/24

**Contact details**

Country of residence  
Usual country of residence

Department office  
The applicant may be required to attend an Australian Government Office for an interview. Which is the closest office to the applicant's current location?

Office

Residential address <sup>?</sup>  
Note that a street address is required. A post office address cannot be accepted as a residential address.

Country  
Address  
Suburb / Town  
State or Province  
Postal code

Postal address  
Is the postal address the same as the residential address?  Yes  No <sup>?</sup>

Contact telephone numbers <sup>?</sup>  
Enter numbers only with no spaces.

Home phone  
Business phone  
Mobile / Cell phone

Email address  
Email address: info@aaemi.com.au <sup>?</sup>

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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 9/24

**Authorised recipient**

Does the applicant authorise another person to receive written correspondence on their behalf?  
This authorises the department to send the authorised person all written correspondence that would otherwise be sent directly to the applicant.

No  
 Yes, a registered migration agent  
 Yes, a legal practitioner  
 Yes, another person

This person is referred to as the 'authorised recipient' <sup>?</sup>

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15. On page 12, key in the following company/organization details for the host company

- **Legal registered name:** Australia Africa Energy and Minerals Institute Limited
- **Trading name:** Australia Africa Energy and Minerals Institute Limited
- **Industry Type:**



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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 12/24

Organisation details

Legal registered name

Trading name

Organisation website (if available)

Industry type

Registration identifiers

Give details of all registration identifiers for the business / organisation.

**Add details**

Business registration type	Business registration ID	Actions
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Office address

Give details of the organisation's office address in Australia.

Country: AUSTRALIA

Address:

Suburb / Town:

State / Territory:

Postcode:

Contact person details

Give details of the contact person within the organisation.

Family name:

Given names:

Position:

Contact telephone numbers:

**Related Links**

- [Subclass 408 information](#)
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## Add Registration identifiers

- **Business registration type:** Australian Business Number (ABN)
- **Business registration ID:** 79127693887

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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 12/24

Registration identifier

Give details of a registration identifier for the business / organisation.

Business registration type: Australian Business Number (ABN)

Business registration ID: 71670672276

**Related Links**

- [Subclass 408 information](#)
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## Address

**Address:** 25 BursariaCrescent

**Suburb:** Ferndale



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State: Western Australia

Postcode: 6148

## Contact Person

Family name: Kuria

Given name: Stephen

Position: Managing Director

Business Phone: 61421800071

Email: info@aaemi.com.au

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Department of Home Affairs

Online

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 12/24

Organisation details

Legal registered name: Australia Africa Energy and Minerals Institute Limited ⓘ

Trading name: Australia Africa Energy and Minerals Institute Limited ⓘ

Organisation website (if available):

Industry type: Professional, Scientific and Technical Services ▼ ⓘ

Registration identifiers

Give details of all registration identifiers for the business / organisation.

Business registration type	Business registration ID	Actions ⓘ
Australian Business Number (ABN)	71670672276	Edit Delete

Office address

Give details of the organisation's office address in Australia.

Country: AUSTRALIA

Address: 25 Bursaria Crescent ⓘ

Suburb / Town: Ferndale

State / Territory: Western Australia ▼

Postcode: 6148

Contact person details

Give details of the contact person within the organisation.

Family name: Kuria ⓘ

Given names: Stephen ⓘ

Position: Managing Director

Contact telephone numbers ⓘ

Enter numbers only with no spaces.

Business phone: 61421800071

Mobile / Cell phone: 61421800071

Email address: info@aaemi.com.au ⓘ

Cancel Confirm



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16. On page 14, key in your designation

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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 14/24

Activity

Position details

Give details of the type of activity the applicant will be undertaking in Australia.

Position

Occupation grouping

Occupation (ANZSCO)

Duties / activities

Events

Give details of the event(s) in which the applicant will participate.

**Add details**

Event name	Date from	Date to	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Related Links**

- [Subclass 408 information](#)
- [Health details](#)
- [Visa Pricing Estimator](#)
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17. On page 14, key in the event details

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Online

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 14/24

Event details

Give details of the event.

Event name

Date from

Date to

Applicant's role in event

Applicant's role description

**Related Links**

- [Subclass 408 information](#)
- [Health details](#)
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18. On page 16, Key in your qualification, skills and experience

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Department of Home Affairs

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 16/24

Qualifications, skills and experience  
Give details of the applicant's qualifications, skills and experience that are relevant to the proposed activity in Australia.

Relevant qualifications

Relevant skills

Relevant experience

Registration / Licensing / Professional membership requirements

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19. On page 17, Key in funding details

Australian Government  
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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 17/24

Financial support

Remuneration package <sup>?</sup>  
Will remuneration be received for undertaking the activity in Australia?  Yes  No

Give details of how the stay will be funded

Online

Related Links  
[Subclass 408 information](#)  
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20. On page 18, Key required data



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Department of Home Affairs

### Application for a Temporary Activity Visa

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Progress bar: 18/24

Previous countries of residence

In the last 10 years have any of the applicants lived in a country other than their usual country of residence for 12 months or more (in total)?  
 Yes  No

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21. On page 18, Key required data

Australian Government  
Department of Home Affairs

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 19/24

Progress bar: 19/24

Additional information

AusAID or Foreign Affairs supported

Are any applicants currently or have they previously been an AusAID or Foreign Affairs supported student or recipient?  
 Yes  No

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22. On pages 20, 21 Key required health insurance data

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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 20/24

Progress bar: 20/24

Health insurance

Give details of any health insurance arranged for the applicants during their stay in Australia.

Add details				
Name	Name of health insurer	Date from	Date to	Actions
Add				

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**Related Links**

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Government of Australia  
Department of Home Affairs

## Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE

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### Health declarations

In the last five years, has any applicant visited, or lived, outside their country of passport, for more than 3 consecutive months? Do not include time spent in Australia.  
 Yes  No

Does any applicant intend to enter a hospital or a health care facility (including nursing homes) while in Australia?  
 Yes  No

Does any applicant intend to work as, or study or train to be, a health care worker or work within a health care facility while in Australia?  
 Yes  No

Does any applicant intend to work, study or train within aged care or disability care while in Australia?  
 Yes  No

Does any applicant intend to work or be a trainee at a child care centre (including preschools and creches) while in Australia?  
 Yes  No

Does any applicant intend to be in a classroom situation for more than 3 months (eg. as either a student, teacher, lecturer or observer)?  
 Yes  No

Has any applicant:

- ever had, or currently have, tuberculosis?
- been in close contact with a family member that has active tuberculosis?
- ever had a chest x-ray which showed an abnormality?

Yes  No

During their proposed visit to Australia, does any applicant expect to incur medical costs, or require treatment or medical follow up for:

- blood disorder
- cancer
- heart disease
- hepatitis B or C and/or liver disease
- HIV infection, including AIDS
- kidney disease, including dialysis
- mental illness
- pregnancy
- respiratory disease that has required hospital admission or oxygen therapy
- other?

Yes  No

Does any applicant require assistance with mobility or care due to a medical condition?

Yes  No

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## 23. On page 22, 23, 24 Key required data

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**Application for a Temporary Activity Visa**

**Related Links**

Transaction Reference Number (TRN): EGOZ0388IE

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[Health details](#)  
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[Processing times](#)

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**Application for a Temporary Activity Visa**

**Help and Support**

Transaction Reference Number (TRN): EGOZ0388IE

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### Paying for visa sponsorship

**Warning:**

Giving false or misleading information is a serious offence.

Section 245AS of the Migration Act 1958 prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - declaration requirement](#) for more information.

The applicant declares that no persons included in this application have engaged in conduct that constitutes a contravention of subsection 245AS(1) of the Migration Act 1958.

Yes  No

**Help and Support**

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### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZ0388IE 24/24

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**Declarations**

**Warning:**

Giving false or misleading information is a serious offence.

The applicants declare that they:

Have read and understood the information provided to them in this application.  Yes  No

Have provided complete and correct information in every detail on this form, and on any attachments to it.  Yes  No

Understand that if any fraudulent documents or false or misleading information has been provided with this application, or if any of the applicants fail to satisfy the Minister of their identity, the application may be refused and the applicant(s), and any member of their family unit, may become unable to be granted a visa for a specified period of time.  Yes  No

Understand that if documents are found to be fraudulent or information to be incorrect after the grant of a visa, the visa may subsequently be cancelled.  Yes  No

Understand that if this application is approved, any person not included in this application will not have automatic right of entry to Australia.  Yes  No

Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered.  Yes  No

Have read the information contained in the Privacy Notice ([Form 1442i](#)).  Yes  No

Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice ([Form 1442i](#)).  Yes  No

Give consent to the collection of their fingerprints and facial image if required.  Yes  No

Understand that, if required to provide their fingerprints and facial image, the applicant's fingerprints and facial image and biographical information held by the Department may be given to Australian law enforcement agencies to help identify the applicant and determine eligibility for grant of the visa being applied for, and for law enforcement purposes.  Yes  No

Give consent to Australian law enforcement agencies disclosing the applicant's biometric, biographical and criminal record information to the Department to help identify the applicant, to determine eligibility for grant of a visa and for law enforcement purposes.  Yes  No

Give consent to the Department using the applicant's biometric, biographical and criminal record information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007.  Yes  No

As an applicant:

24. On the last page attach the required documents

- **Invitation to participate evidence:** attach your invitation letter and event ticket. To get your conference ticket/ delegates' pass kindly visit: [Clean Energy Conference Australia Registration](#)



# CLEAN ENERGY CONFERENCE AUSTRALIA AFRICA

*Powering the future*

## Attach documents

Transaction Reference Number (TRN) EGOZ0388IE

Attach the documents listed below then click Next to pay for and submit the application.

If you choose to submit the application without attaching all required documents, you will need to provide a reason.

Applications submitted without all the required documents may take longer to process.

There are specific [quality and formatting](#) requirements when scanning documents.

[Expand all](#) [Collapse all](#)

KICHWEN, Faith (07 Mar 1996)  
0 attachments received of 60 maximum.

Required

- Invitation to participate, Evidence of 0 Received
- Personal Financial Status, Evidence of 0 Received
- Health Insurance, Evidence of 0 Received
- Travel Documents 0 Received

Recommended

- Identity, Evidence of 0 Received

[Print](#) [Go to my account](#) [Next](#)

Accessibility Online Security Privacy Copyright & Disclaimer (1480 (Internet) 19/11/2016.1)

- **Travel Documents:** Attach relevant documents
- **Health insurance:** Attach relevant documents
- **Personal Financial Status:** Attach bank statements
- **Identity Evidence:** Attach your passport

Once the above process is completed, kindly make your visa processing payment. You will receive an email with information on biometrics and a guide on booking your appointment. Once you receive the communication from immigrations on the biometrics, there is an express walk-in biometrics option, where your biometrics/fingerprints data can be taken earlier than the appointment date at an extra fee.