



**Australian Government**  
**Department of Immigration and Citizenship**

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**Online General Skilled Migration Lodgement**


**Complete email to Authorise third party - Agent's help card**

When lodging an online General Skilled Migration (GSM) application as a migration agent/third party on behalf of a client, an essential part of this process is to complete the steps below. **Important:** Third party authorisation **must** be completed at the time of application lodgement.

The auto-generated email acknowledges receipt of the application, requests documents and provides information on your immigration status.

The following table details the steps required to become an authorised third party.

Step	Action
1	<p>Complete the application. At the end of completing an online application, after entering the credit card details, and selecting the submit button, you will be taken to the post-lodgement page; this page provides the Transaction Reference Number (TRN) and five options.  <b>Note:</b> Some of these options are not provided at any other stage and must be actioned here.</p>
2	<p>At the post-lodgement page, select option 5 'Complete email to Authorised third party'.  <b>Note:</b> This <b>must</b> be done at time of application lodgement, for the process to successfully send the auto-generated email/s.</p> <div data-bbox="375 544 1452 582" style="background-color: #4F81BD; color: white; padding: 2px;"><b>Application for grant of a General Skilled Migration visa</b></div> <p data-bbox="375 589 1452 618">Your application has been submitted.</p> <p data-bbox="375 656 1452 685">Your Transaction Reference Number (TRN) is: <b>EGNMRFUMZQ</b></p> <div data-bbox="375 723 1452 761" style="background-color: #4F81BD; color: white; padding: 2px;"><b>Important information</b></div> <ul data-bbox="422 768 1452 1088" style="list-style-type: none"> <li>• Please note, this does not mean your visa application has been approved. You will be advised by this Department when your application has been approved.</li> <li>• Please record your Transaction Reference Number, as you will need it if you want to check the status of your application through the online enquiry facility which is available by selecting <a href="#">check the progress of an application on the Applications &amp; Forms</a> page accessible from this Department's homepage.</li> <li>• Once you have been granted a visa you can check details of your visa, including your visa conditions and information on work and study rights, through <a href="#">Visa Entitlement Verification Online (VEVO)</a>. You do not need to obtain a visa label from the Department. This information viewed from VEVO can be used instead of obtaining a visa label.</li> </ul> <div data-bbox="375 1126 1452 1164" style="background-color: #4F81BD; color: white; padding: 2px;"><b>Before you exit the application</b></div> <p data-bbox="375 1171 1452 1200">Before you exit you will need to complete the following steps:</p> <ol data-bbox="406 1216 1452 1485" style="list-style-type: none"> <li>1. <a href="#">General Skilled Migration Document Checklist</a> (required)</li> <li>2. <a href="#">Attach documents</a> (recommended)</li> <li>3. <a href="#">Retrieve and print your application form</a> (recommended)</li> <li>4. <a href="#">Retrieve your payment receipt details</a> (recommended)</li> <li>5. <a href="#">Complete email to Authorised third party</a> (required)</li> </ol> <div data-bbox="694 1559 1129 1597" style="text-align: center; padding-top: 20px;"><i>Thank you for applying online.</i></div>

3	<p>Enter the applicants email address in the field 'Sender's Email Address'.</p> <div style="background-color: #e6f2ff; padding: 10px;"> <p><b>Sender details</b></p> <p>Given names                      <b>Lititia</b></p> <p>Family name                        <b>SMALL</b></p> <p>The person that you have authorised may wish to contact you in relation to this email. Please enter your email address.</p> <p>Sender's E-mail address      <input type="text" value="Client.EmailAddress@hotmail.com"/> </p> </div>
4	<p>Enter your (agent's) email address in the field 'email address'.</p> <div style="background-color: #e6f2ff; padding: 10px;"> <p><b>E-mail address</b></p> <p>This e-mail will be sent to the e-mail address for your authorised person that you supplied in your application. If this e-mail address is incorrect, or it has changed, please amend it here.</p> <p>E-mail address                      <input type="text" value="Migration.Agent@BusinessName.com"/></p> </div>
5	<p>Click on 'Send Email'</p> <p><b>Result:</b> You will receive an email from the department within one working day. This email will be sent to the email address provided in step 4.</p>
6	<p>The process is now complete; you will receive an email within one working day.</p>
7	<p>If you do not receive the auto-generated acknowledgment or Bridging Visa grant letter within 48 hours you should send an email to the department:</p> <p><b>Email:</b> gsm.documents@immi.gov.au</p>