



## Changes to lodgement and processing arrangements for Occupational Trainee visas

### Location of lodgement and processing from 9 November 2009

From 9 November 2009, all Occupational Trainee visa processing will be consolidated in the Adelaide Occupational Trainee Processing Centre (AOTPC) in Australia.

All Occupational Trainee visas, nominations and sponsorships must be lodged directly with the AOTPC from this date.

### Lodging an application

**Applications sent by post to the AOTPC should be directed to the following address:**

Adelaide Occupational Trainee  
Processing Centre  
Department of Immigration and  
Citizenship  
GPO Box 2399  
Adelaide SA 5001  
Australia

**Applications sent by courier to the AOTPC should be directed to the following address:**

Adelaide Occupational Trainee  
Processing Centre  
Department of Immigration and  
Citizenship  
Level 4 West, 55 Currie Street  
Adelaide SA 5000  
Australia

For information on how to pay visa application charges in Australia, please visit the departmental website at [www.immi.gov.au/allforms/990i/how-to-pay.htm](http://www.immi.gov.au/allforms/990i/how-to-pay.htm).

Within one week of receiving the application, the AOTPC will contact the client (either by mail, phone or email) with the name and contact details of their case officer. If clients are requested to attend an interview, they will be asked to attend their nearest overseas post or departmental office in Australia. They will not need to go to the AOTPC, unless it is the nearest departmental office.

### Applications lodged prior to 9 November 2009

Where an application from a client who is not in Australia has been lodged and receipted prior to 9 November 2009, the departmental office overseas that originally received it will finalise it.

### Improved client service

The new arrangement will consolidate all aspects of Occupational Trainee visa processing to the one site regardless of the location of the applicant and will result in best practice and greater consistency.

## Who to contact

### Before an application is lodged

If you are considering lodging an Occupational Trainee visa application we encourage you to visit our website at [www.immi.gov.au/students/sponsored/otv/](http://www.immi.gov.au/students/sponsored/otv/)

The AOTPC can be contacted using the email or telephone options provided below:

By email: [otv.adelaide@immi.gov.au](mailto:otv.adelaide@immi.gov.au)  
By phone: (08) 7421 7128 (+ 61 8 7421 7128)

### After an application is lodged

The AOTPC can be contacted using the email or telephone options provided below:

By email: [otv.adelaide@immi.gov.au](mailto:otv.adelaide@immi.gov.au)  
By phone: (08) 7421 7128 (+ 61 8 7421 7128)