Changes to 408 Visa Processing

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Overview

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Why has the LPA visa process has changed?

On 18 June 2025, the Department of Home Affairs introduced compulsory use of multi-factor authentication (MFA) for ImmiAccount.
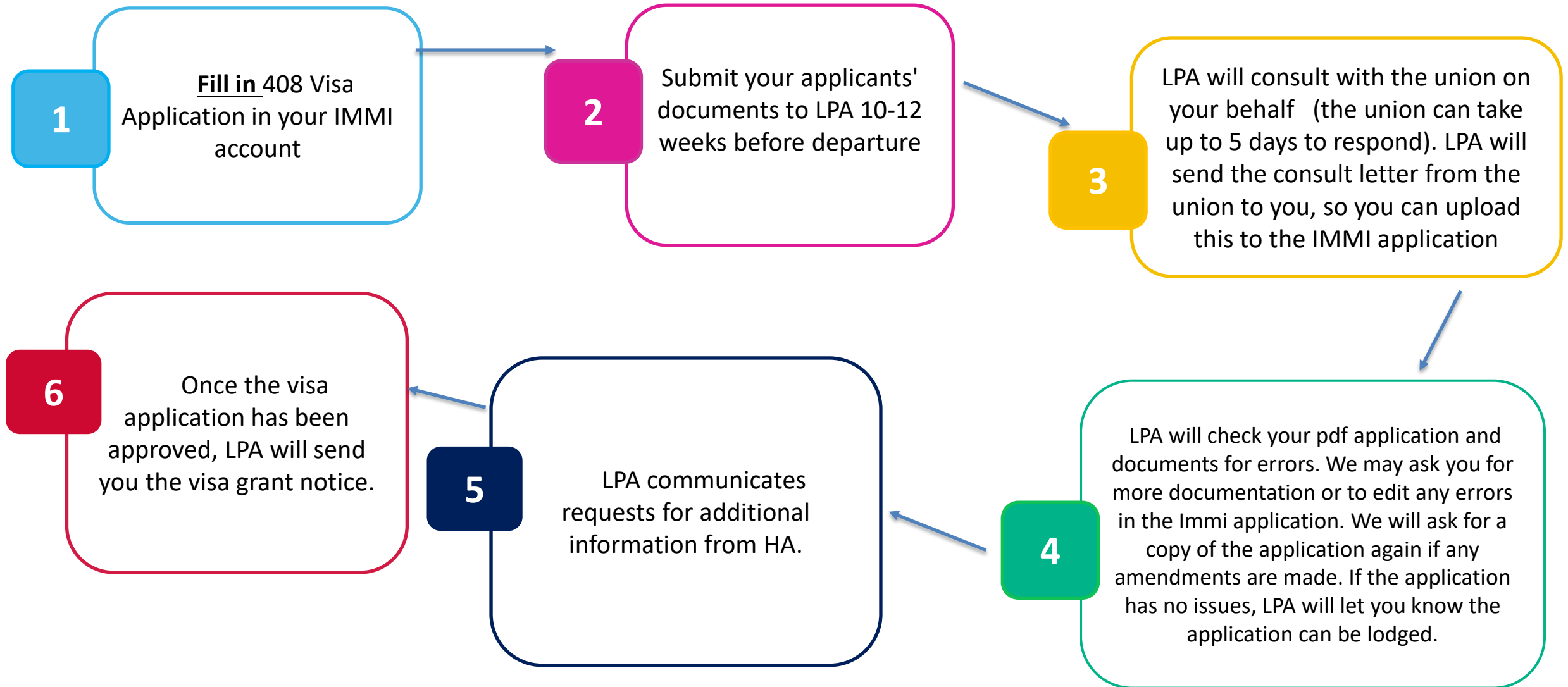
Because of that change, LPA has reviewed its procedures and determined (for both practical and policy reasons) that it will **no longer be able to log in to Members' ImmiAccounts** or process the payment of visa applications in Immi.
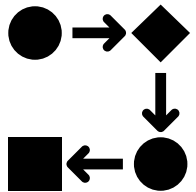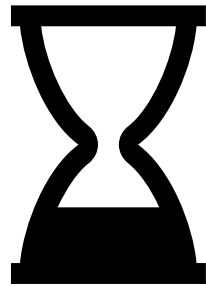
Going forward, Members will need to:
- Answer all questions in the 408 Visa application/s in Immi
- Attach evidence documents
- Before the application is lodged:
  - Download a PDF copy of the completed 408 visa application
  - Send all required documents **AND** the pdf copy of the 408 visa application to LPA **in one email.**
- Pay for and lodge their visa applications through Immi

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New Timeline for Visa Applications

1 **Fill in** 408 Visa Application in your IMMI account

2 Submit your applicants' documents to LPA 10-12 weeks before departure

3 LPA will consult with the union on your behalf (the union can take up to 5 days to respond). LPA will send the consult letter from the union to you, so you can upload this to the IMMI application

4 LPA will check your pdf application and documents for errors. We may ask you for more documentation or to edit any errors in the Immi application. We will ask for a copy of the application again if any amendments are made. If the application has no issues, LPA will let you know the application can be lodged.

5 LPA communicates requests for additional information from HA.

6 Once the visa application has been approved, LPA will send you the visa grant notice.

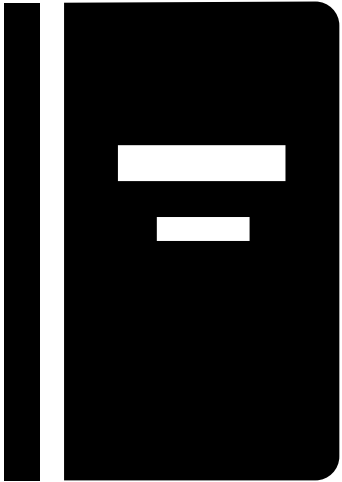# Department of Home Affairs current processing times

- 50% of applications: 33 business Days
- 90% of applications: 61 business Days

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Updated Resources

408 Visa Information Pack

The Visa Pack reflects this new process, and includes the following:
- A new document checklist
- A new Letter of Authorisation
- A guide on how to save a pdf copy of your Immi application
- A guide on how to lodge and pay for 408 visa applications in Immi

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The documents Members need to provide to LPA when lodging a visa

- A signed 956a form with the LPA Immigration Services Manager's signature and the applicant's signature
- A Letter of Authorisation
- A Letter of Invitation
- A Union Consult Personnel list
- A clear colour copy of the applicant's passport photo page
- Travel insurance
- A copy of the deal memo/contract
- A PDF copy of the completed application downloaded from Immi

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How to correctly attach evidence documentation in Immi

SMITH, John (14 Mar 1995)

6 attachments received of **60** maximum.

Required

Form 956A Appointment or withdrawal of an authorised recipient ❓
1 Received

Invitation to participate, Evidence of ❓
1 Received

Performer not in a film or television, Evidence of ❓
1 Received

Personal Financial Status, Evidence of ❓
1 Received

Health Insurance, Evidence of ❓
1 Received

Travel Document ❓
1 Received

Recommended

Identity, Evidence of ❓
0 Received

Form 956a Appointment
- 956a with my signature and the applicants signature

Evidence of Invitation to participate
- Letter of invitation

Evidence of Performer not in film or television
- Letter of invitation

Evidence of Personal Financial Status
- Copy of the contract/deal memo

Evidence of Health Insurance
- Travel insurance cert **(in English)** OR copy of passport if eligible for reciprocal health care

Travel Document
- Clear colour copy of the applicant's passport

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How to download a pdf copy of your visa application in Immi

How to pay for and lodge your visa applications in Immi

Questions

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