SHORT STAY VISITOR PROCESS

A Visitor to Monash University will be administered directly by the hosting department via the Short Stay Visitor Process where all of the criteria below are met:

- the Visitor is not paid a fee or allowance (not including expense reimbursements);
- the visit is for less than 21 days; and
- the Visitor does not require an ID card for security/library access.

Instructions for the hosting department are provided below. If you require assistance with any of the steps please contact the HR Business Support Team at hrvisitors@monash.edu.

The following categories of individuals are excluded from the Visitor definition for the purpose of this process:

- individuals invited to attend workshops, seminars or conferences that are organised by or with participation by Monash, but held at venues other than Monash campuses within Australia, where there is no payment / reimbursement made by Monash. These individuals must arrange their visit independently of the University;
- individuals invited to attend interviews or meetings at Monash for the purpose of applying for or being considered for employment by Monash. These individuals must arrange their visit independently of the University;
- individuals performing work who will receive payment for work other than as a lump sum fee for achievement as per the definition of a Visitor. Individuals in this situation may be engaged as contractors or employees of the University under the standard University procedures; and/or
- any individual who is visiting Australia for the intention of being a tourist.

INVITATION LETTER

Issue the Visitor with an invitation letter confirming their agreed entitlements and obligations for the visit. The letter must include:

- visit dates;
- activities of the Visitor while they are at the University;
- the appropriate visa for the visit, if applicable (refer to step 2);
- any agreed expense reimbursements that will be borne by the University directly;
- details of a person the Visitor should contact when they first arrive at the University; and
- other relevant details agreed between the Visitor and the University.

An invitation letter template is available. Please note, however, that this template is only suitable for use where the individual does not require Australian work rights for their visit (this will be the case for the majority of Short Stay Visitors). Please refer to section two for further information on when an application for Australian Work rights is required. Where an individual requires, or may require, Australian work rights, please contact hr-immigration@monash.edu for assistance.

VISA AND IMMIGRATION REQUIREMENTS

It is the responsibility of the hosting department to ensure that the University remains compliant with Australian immigration laws, by requiring all international or non-Australian domestic Visitors to hold the correct visa for their visit.

The Visa and immigration guidelines provide general information on the visas frequently used for University Visitors, and when they may be appropriate. Please contact the Global Mobility Team at hr-immigration@monash.edu to confirm the appropriate visa for each visit.
VISITOR PAYMENTS

Visitors invited to the University under the Short Stay Visitor Process should not receive a fee for service or living allowance from the University. If these are being offered, the visit must be administered through REX. Only reasonable expense reimbursements or reasonable expenses borne directly by the University can be offered to a Short Stay Visitor. These expenses must be pre-approved and the hosting department must arrange payment of expense reimbursements via the appropriate claim form. For guidance on what expenses would be deemed reasonable, please refer to the University’s international and domestic travel procedures.

INTERNET ACCESS

Visitors invited to the University under the Short Stay Visitor Process will not be granted access to the library or given a University ID card. They should have access to the free Monash wi-fi. Please contact eSolutions for any enquiries.

CONTACT

ask.monash or phone Monash HR on 990 20400.