

# CONFIRMATION OF COMMENCEMENT OF VISITOR

## When to use this form

This form is to be used to advise HR Operations, Monash HR of the commencement or renewal of a paid or unpaid visitor where:

- The Visit has been requested and approved through the Visitor Management Module (VMM).
- The visitor has physically commenced.

## Monash Identification Cards or IT Access (if required)

- Identification cards will be available from Student Services following the submission of this form.
- A charge of \$30.00, to the indicated cost centre and fund, will apply upon production of an ID card.
- To arrange for IT access, please contact your local IT systems area.

## Where and when to send this form

- Please forward your completed and signed form to HR Operations via email to: [hrvisitors@monash.edu](mailto:hrvisitors@monash.edu) or your designated HR Adviser. There is no requirement to send the original form.
- Please ensure the date the visitor commences matches the commencement date that has been entered in VMM. Where there is a change this must be updated in VMM **prior to** sending this form to HR Operations.

## Policy and Procedure references

All visitor requests must comply with the following policy:

- The Workforce Management Procedures – University Visitors
- <http://www.adm.monash.edu.au/human-resources/forms/>

### SECTION 1 – CONFIRMATION OF COMMENCEMENT OF VISITOR

I confirm that:

\_\_\_\_\_ commenced on \_\_\_ / \_\_\_ / \_\_\_\_\_

VMM ID No. \_\_\_\_\_

### SECTION 2 – ADDITIONAL INFORMATION REGARDING INTERNATIONAL VISITOR ONLY

Passport Number: \_\_\_\_\_

Visa Type & Number \_\_\_\_\_

Visa Holder Entry Date: \_\_\_\_\_

**NB. Please attach a copy of the Passport/Visa and the passport page with the Australian entry stamp to this commencement form.**

**It is the responsibility of the staff member providing confirmation to sight and copy the passport/visa. Please retain a copy of the passport and visa for your records.**

### SECTION 3 – EMERGENCY CONTACT DETAILS OF THE VISITOR

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### SECTION 4 – DETAILS OF STAFF MEMBER PROVIDING CONFIRMATION

The **Name of the staff member** providing confirmation from the Organisational Unit is:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisational Unit: \_\_\_\_\_

Ph Number: \_\_\_\_\_

For assistance, please contact HR Enquiries on 9902 0400  
 Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>