

## COMMON MISTAKES IN YOUR APPLICATION BY UNREPRESENTED APPLICANTS OR NON-SPECIALISTS

Avoiding **Common Mistakes of Unrepresented Applicants or Non-Specialists** is essential to ensure your application is successful with minimal complexity, cost, stress and delay.

A non-exhaustive list of common mistakes in applications lodged at the DHA includes:

1. Failure to appropriately check and review eligibility before application preparation
2. Failure to obtain immigration advice and a Strategic Plan before application preparation
3. Failure to check regular changes in Migration Regulations and DHA Policy Guidelines
4. Failure to satisfactorily address Migration Regulations and DHA Policy Guidelines
5. Failure to allow sufficient time and resources for professional and appropriate application preparation
6. Failure to address inconsistent and conflicting information and documentation provision
7. Failure to address insufficient information and documentation provision
8. Failure to address impact of risk profiling, high risk assessment and scrutiny and lengthy delays in application processing
9. Failure to understand processes and procedures of DHA and third parties (e.g. Health and Police Checks)
10. Failure to understand Health & Character Regulatory criteria, processes & procedures
11. Failure to address the disclosure of all Health and Character issues in previous visa applications and incoming passenger cards
12. Failure to prepare optimum supporting documentation required for the application
13. Failure to identify and address adverse information regarding the applicant, sponsor and / or nominator
14. Failure to retain work rights during the application processing e.g. the applicant is only a Bridging Visa holder during application
15. Failure to present applications and submissions professionally and in the best possible manner to avoid confusion and misunderstanding by the DHA Decisionmaker
16. Failure to establish credibility and genuineness of application and applicant and / or sponsor / nominator
17. Failure to appropriately manage interviews and integrity checking by DHA and third parties (e.g. ASIO, ATO, Centrelink)

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