

Dear CDC Applicant,

PRACTICAL ADVICE –ADAPT TO A NEW WAYS OF GETTING WORK DONE

IMPORTANT –THE CDC'S EXCLUSIVE FILE REFERENCE NUMBERS WILL BE ISSUED ONLY FOR THE CANDIATES WHO HAVE REGISTERED WITH US FROM 1ST OF JULY 2021 ONWARDS INORDER TO EFFECTIVELY SUPPORT THE CLIENTS IDENTIFICATION.

The Corona virus makes work from home the new normal and it has created a considerable remoteness with the minimum face to face interaction with our customers. However, we must adapt to a new way of getting work done and below are some of the important tips that you can follow in order to minimize the application processing complexities.

Please be advised that unlike in previous days, currently we commonly use the social media platform and the email communication systems to maintain a virtual interaction with our applicants .As a result, the number of emails we receive per day has drastically increased and please do not expect us to attend to your email inquiry on the same day you placed it and we might take a maximum 2 days to reach your email inquiry and respond accordingly.

We strongly recommend you to maintain a well-defined folder in your computer to save the correspondence we share with you about your application process in order to minimize the possible processing complexities in future. Below are the most crucial stages of the process and the types of documents that should be necessarily saved in your exclusive folder.

1-The File opening formality

The duly signed Agreement, payments transfer evidence, finalized application decision record with the application processing strategy and the letter of acknowledgment with the CDC file reference number.

2-The Skills assessment stage

Assessment Checklist, letter formats, advisory guides, copy of the completed skills assessment application form, Application declaration form, copies of the documents furnished for the assessment stage, CV used for the skills assessment process, assessment application fee receipt, assessment decision record

3-The EOI stage

Completed EOI client information form, finalized EOI preview pages provided by us for minimum of two regional nominations

4-The State nomination process -

We usually prepare applicants for two regional states nominations, and you must have saved copies of all the documents you intend to furnish for the nomination process, if the nomination application is lodged, the copy of the nomination application form, nomination application fee payment receipt issued by the state nomination authority and nomination approval letter.

5-The Visa stage -

Copy of the visa invitation, visa check list and the advisory guides, copy of the completed visa application form, copies of the supplementary forms such as form 80, employment confirmation forms ect, Police reports and all other documents furnished for the visa process. Because we will dispose of most of the supportive documents that were archived on your behalf after 2 years from the date of the grant of the visa and only the crucial documents will remain in the system. Applicant is liable to have saved copies of the supporting documents used for each of the stages.

Visa grant stage

Visa lodgment fee evidence, Visa grant letter and the other important information should be saved in your folder.

All the above-mentioned documents copies and advisory guides provided for each of these stages should be extracted and duly saved in your exclusive folder and you can do it in your own way and there is no uniform system to be followed.

Best regards

CDC Support Team