



# Onboarding - Add Citizenship & Passport Details in CAPS

## Introduction

This guide describes how to add or update Citizenship/Passport Details in the Onboarding form. Where information already exists in the system, it will be pre-populated in the form.

It will be useful to have your Passport, Birth Certificate (if you were born before 20 August 1986) or Citizenship Certificate with you before you start to complete the form.

You will need to enter all your citizenship statuses and identify all countries which you currently hold citizenship, including Australia.

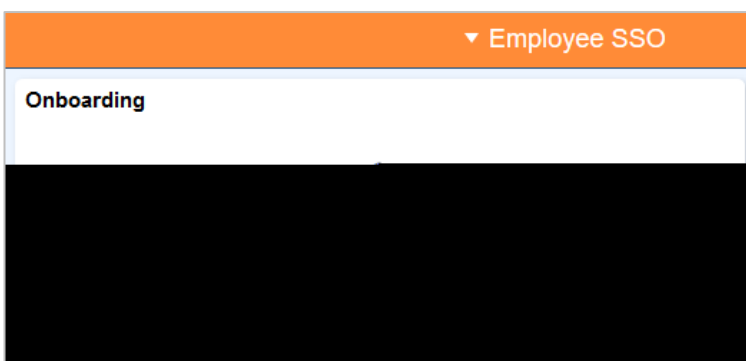
If you joined the University prior to 24th November 2017 the data held in this section may reflect your visa status rather than your country of citizenship. If you have become an Australian citizen since joining the University please update the field below and attach the evidence which is requested

Quick Reference Guides are also available to help you complete the Visa Details and Qualifications sections.

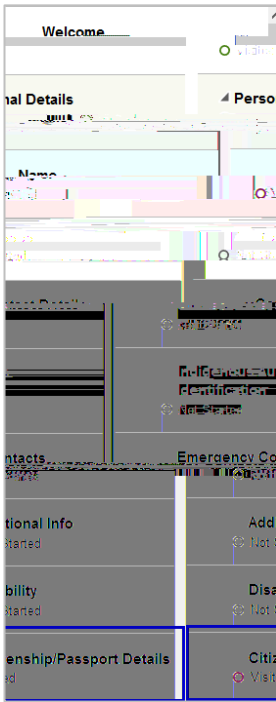
## Procedure

Log in to SSO

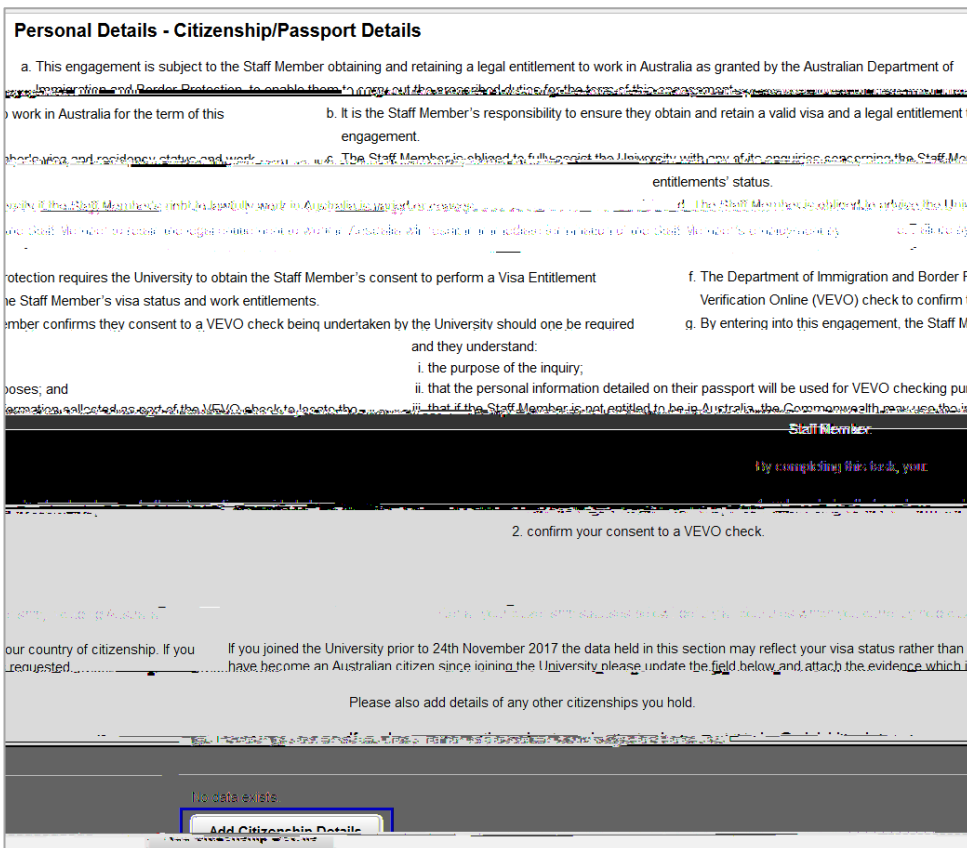
1. Click on the **Onboarding** tile.



2. Click on the Personal Details from the menu and select Citizenship/Passport Details.



3. Read the information provided and click Add Citizenship Details



4. Citizenship Details box you can either type the name of the country directly into the Citizenship Country field or click on the lookup icon to search for the required country.

5. Complete the Passport Details section (if available).

Enter your Passport Number, Issue Date and