

Department Correspondence and Deadline Tracker

Track notices, requests and submissions.

Communication log | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Date correspondence received	Status / notes
☐	2. Sender and subject	Status / notes
☐	3. Application or transaction reference	Status / notes
☐	4. Action required	Status / notes
☐	5. Response deadline	Status / notes
☐	6. Documents required	Status / notes
☐	7. Person responsible	Status / notes
☐	8. Date response submitted	Status / notes
☐	9. Submission method and receipt	Status / notes
☐	10. Follow-up date and outcome	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.