

## Application for Chinese Education Qualification Verification



vetassess

Barcode (Office use only)

Receipt number (Office use only)

### Important information about how to complete and print this form

- 1 Please read the **Explanatory Notes** before you complete this form at [www.vetassess.com.au](http://www.vetassess.com.au)  
OR if you prefer, you can apply online at [www.qualverify.com](http://www.qualverify.com)
- 2 Make sure you provide all documents required and sign the photo and declaration.
- 3 You may either complete this form on the screen using *Adobe Reader*, or print it out and complete by hand.
- 4 Please note that this form will be read by an electronic scanner. If you are completing this form by hand, please use a **black pen** and print clearly in **BLOCK LETTERS** (请按照示例, 用大写字母填写本表格)

Example:

J O H N   S M I T H

- 5 Mark answer boxes with a cross . If you make a mistake, fill in the entire box and mark the correct box  . Leave answer boxes blank if the data to be completed is not known to you. DO NOT use 'nil', 'n/a' or draw a line in the boxes.
- 6 When printing this form, set Page Scaling to 'None' in the Print dialog window. In *Adobe Reader*, see: File > Print > Page Scaling in the Page Handling section

### 1. Your verification purpose

1.1	Purpose of verification	Employment <input type="checkbox"/>	Further study <input type="checkbox"/>	DIAC <input type="checkbox"/>	Migration Skills Assessment <input type="checkbox"/>	Others <input type="checkbox"/>
1.2	Name of assessing body (if applicable)	<input type="text"/>				
1.3	Your DIAC or assessing body file number (if applicable)	<input type="text"/>				
1.4	Address of DIAC office or the assessing body (if applicable)	Address				
		<input type="text"/>				
		Suburb or town				
		<input type="text"/>				
		State	Postcode			
		<input type="text"/>	<input type="text"/>			
	Country (if not Australia)	<input type="text"/>				
1.5	Other, give details	<input type="text"/>				
		<input type="text"/>				

## 2. Your personal details

2.1 Preferred title  Dr  Mr  Ms  Mrs  Miss  Other

2.2 Sex  Male  Female

2.3 Date of birth Day  / Month  / Year  +

2.4 Name Surname or family name  No family name  
  
  
Given names  
  
  
Previous surname or family name (if applicable)  
  
  
Previous given names (if applicable)

2.5 Country of birth

2.6 Country of permanent residence

2.7 Postal address (please provide the address at which we can contact you)  
Postal address  
  
  
  
Suburb or town  
  
State  Postcode   
Country (if not Australia)

2.8 Home address (if different from your postal address)  
Home address  
  
  
Suburb or town  
  
State  Postcode   
Country (if not Australia)

## 2. Your personal details *continued*

2.9 Contact details

Daytime telephone number

Fax number

Mobile phone number



Email address

## 3. Authorising an agent or representative

3.1 Do you authorise an agent or representative to act for you?

No  Go to **Section 4**

Yes  Give details below

3.2 Name of agent or representative

3.3 Agent's company name  
(if applicable)

3.4 Agent's MARA number  
(if applicable)

3.5 Agent's email address

3.6 Agent's postal address  
(if different from your postal address)

Agent's postal address

Suburb or town

State

Postcode

Country (if not Australia)

3.7 Contact details of agent or representative

Daytime telephone number

Fax number

Mobile phone number

**4. Address for posting reports**

4.1 Where are **ORIGINAL** Verification Reports to be sent? (Select one)

The organisation specified in Section 1.4 of this form  Another address  Give details below  
The postal address specified in Section 2.7 of this form

Other address that **original** Verification Reports are to be sent to (if applicable)

Suburb or town

State

Postcode

Country (if not Australia)

4.2 Where are **COPIES** of Verification Reports to be sent? (Select one)

The organisation specified in Section 1.4 of this form  Another address  Give details below  
The postal address specified in Section 2.7 of this form

Other address that **copies** of Verification Reports are to be sent to (if applicable)

Suburb or town

State

Postcode

Country (if not Australia)

+

## 5. Your qualifications

### QUALIFICATION 1

5.1	Qualification title <i>(e.g. Bachelor of Management)</i>	<input type="text"/>	
		<input type="text"/>	
5.2	Major study	<input type="text"/>	
		<input type="text"/>	
5.3	Institution attended	<input type="text"/>	
		<input type="text"/>	
5.4	City and province of the institution you attended	<input type="text"/>	
		<input type="text"/>	
5.5	Awarding body <i>(if different from institution attended)</i>	<input type="text"/>	
		<input type="text"/>	
5.6	Normal length of full time course	Years <input type="text"/>	Semesters <input type="text"/>
		OR	
5.7	Date course commenced	Day <input type="text"/>	Month <input type="text"/>
		Year <input type="text"/>	
		+	
		Day <input type="text"/>	Month <input type="text"/>
		Year <input type="text"/>	
		Day <input type="text"/>	Month <input type="text"/>
		Year <input type="text"/>	
5.8	Study mode	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-study <input type="checkbox"/>	
		Other <input type="checkbox"/> Give details <input type="text"/>	
5.9	Select the documents to be verified. You can also specify the number of extra copies required <i>(if necessary)</i> .	<b>Document(s) to be verified</b> <i>(Please select)</i>	<b>Number of extra copies required</b> <i>(Please select and write the number of extra copies)</i>
		Degree Certificate <input type="checkbox"/> Certificate of Graduation <input type="checkbox"/> Academic Transcript or Examination Record <input type="checkbox"/> Other Certificate <input type="checkbox"/>	Degree Certificate <input type="checkbox"/> <input type="text"/> Certificate of Graduation <input type="checkbox"/> <input type="text"/> Academic Transcript or Examination Record <input type="checkbox"/> <input type="text"/> Other Certificate <input type="checkbox"/> <input type="text"/>

**\*认证成绩单须知:**

中英文两个版本的成绩单均会被认证并附于认证报告后。向VETASSESS递交成绩单前，请仔细检查文件，以确定学校为您开具的成绩单上，课程名称、分数及学分翻译准确无误。两个版本的成绩单如有不符，将延误认证进度或影响您的认证结果。

**5. Your qualifications *continued***

**QUALIFICATION 2**

5.1 Qualification title  
(e.g. Bachelor of Management)


5.2 Major study


5.3 Institution attended


5.4 City and province of the institution you attended

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5.5 Awarding body  
(if different from institution attended)


5.6 Normal length of full time course

Years  OR Semesters

5.7 Date course commenced

Day  / Month  / Year

Date course completed

Day  / Month  / Year

Date qualification awarded

Day  / Month  / Year

+

5.8 Study mode

Full time  Part time  Self-study

Other  Give details

5.9 Select the documents to be verified. You can also specify the number of extra copies required (if necessary).

**Document(s) to be verified**  
(Please select)

Degree Certificate <input type="checkbox"/>
Certificate of Graduation <input type="checkbox"/>
Academic Transcript or Examination Record <input type="checkbox"/>
Other Certificate <input type="checkbox"/>

**Number of extra copies required**  
(Please select and write the number of extra copies)

Degree Certificate <input type="checkbox"/>	<input type="text"/>
Certificate of Graduation <input type="checkbox"/>	<input type="text"/>
Academic Transcript or Examination Record <input type="checkbox"/>	<input type="text"/>
Other Certificate <input type="checkbox"/>	<input type="text"/>

**5. Your qualifications *continued***

**QUALIFICATION 3**

5.1 Qualification title  
(e.g. Bachelor of Management)


5.2 Major study


5.3 Institution attended


5.4 City and province of the institution you attended

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5.5 Awarding body  
(if different from institution attended)


5.6 Normal length of full time course

Years  OR Semesters

5.7 Date course commenced

Day  / Month  / Year  +

Date course completed

Day  / Month  / Year

Date qualification awarded

Day  / Month  / Year

5.8 Study mode

Full time  Part time  Self-study

Other  Give details

5.9 Select the documents to be verified. You can also specify the number of extra copies required (if necessary).

**Document(s) to be verified**  
(Please select)

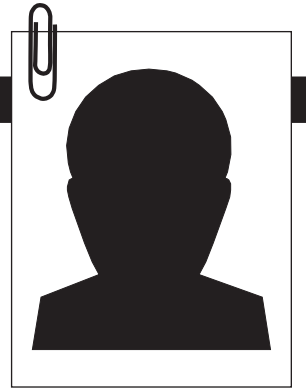
Degree Certificate <input type="checkbox"/>
Certificate of Graduation <input type="checkbox"/>
Academic Transcript or Examination Record <input type="checkbox"/>
Other Certificate <input type="checkbox"/>

**Number of extra copies required**  
(Please select and write the number of extra copies)

Degree Certificate <input type="checkbox"/>	<input style="width: 40px;" type="text"/>
Certificate of Graduation <input type="checkbox"/>	<input style="width: 40px;" type="text"/>
Academic Transcript or Examination Record <input type="checkbox"/>	<input style="width: 40px;" type="text"/>
Other Certificate <input type="checkbox"/>	<input style="width: 40px;" type="text"/>

**6. Applicant's declaration**

Please use a paperclip to attach two (2) **certified** photographs of yourself here.  
DO NOT STAPLE



**You MUST read and sign this declaration**

I declare that:

- The information I have supplied on this form and any attachments is complete, correct and up to date
- I undertake to inform VETASSESS of any changes to my circumstances in writing (e.g. address) while my application is being considered
- I authorise VETASSESS to make any enquiries necessary to assist in the verification of my qualifications and to use any information supplied in this application (e.g. contacting the educational institutions) for that purpose
- I have read and understood the information supplied to me in the Explanatory Notes accompanying this form
- I understand that VETASSESS may provide the Department of Immigration and Citizenship (Australia), the Australian Taxation Office or authorised bodies with any of the information supplied in relation to this application.

**Applicant's signature**  
(agents DO NOT sign on behalf of applicant)

Day / Month / Year

	/		/	
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**7. Agent's/Representative's signature**

**You MUST read and sign this declaration**

I declare that:

- The information I have supplied on this form and any attachments is complete, correct and up to date
- The qualification holder has granted authority to me/this organisation to verify their qualifications
- VETASSESS is given authority by me/us to make any necessary enquiries to assist in the verification of the qualifications
- I have read and understand the information supplied to me/us in the Explanatory Notes accompanying this application
- I will inform VETASSESS of any changes to the applicant's circumstances in writing (e.g. address) while this application is being considered
- I understand that VETASSESS may provide the Department of Immigration and Citizenship (Australia), the Australian Taxation Office or authorised bodies with any information supplied in relation to this application.

**Agent's/Representative's signature**

Day / Month / Year

	/		/	
--	---	--	---	--

## 8. Fees and payment

8.1 I am paying my fees by

Credit card  Bank draft or bank cheque  Money order

8.2 Amount payable

Calculate the total amount payable below before you make your payment

Total fee for verification of reports if applying <b>OUTSIDE</b> Australia (fee excludes GST)	Total number of <b>certificates</b> for verification <input type="text"/> x AUD \$105.00 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>transcripts</b> for verification <input type="text"/> x AUD \$130.00 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>extra copies</b> of reports <input type="text"/> x AUD \$50.00 = AUD \$ <input type="text"/> <input type="text"/>
Total fee for verification of reports if applying <b>WITHIN</b> Australia (fee includes GST)	Total number of <b>certificates</b> for verification <input type="text"/> x AUD \$115.50 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>transcripts</b> for verification <input type="text"/> x AUD \$143.00 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>extra copies</b> of reports <input type="text"/> x AUD \$55.00 = AUD \$ <input type="text"/> <input type="text"/>
Total fee for postage	Total number of <b>Australian</b> mail items <input type="text"/> x AUD \$5.00 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>international</b> mail items <input type="text"/> x AUD \$16.00 = AUD \$ <input type="text"/> <input type="text"/>
	Total number of <b>international courier</b> items <input type="text"/> x AUD \$34.00 = AUD \$ <input type="text"/> <input type="text"/>

**TOTAL Amount Payable**  
(add all the above amounts)

AUD \$

8.3 Credit card payment

I,

authorise VETASSESS to debit my credit card for the amount of:

AUD \$

as payment for the processing of my Application for Qualification Verification. I understand that the fee is non-refundable.

+

**8. Fees and payment *continued***

**8.3 Credit card payment *continued***

Credit card type

MasterCard   
VISA

Credit card

Number     Expiry date  /

Credit card validation code

*(the last three digits of the number printed on the signature panel)*

Name of cardholder

Signature of cardholder

Day  / Month  / Year

Authorisations missing any of the above information will not be processed.

**9. Submit application**

Post your application, with all required documentation and fees, to:



**VETASSESS**  
**Qualification Verification**  
**PO Box 2752**  
**Melbourne VIC 3001**  
**Australia**



# CQV1

## Explanatory notes for Chinese Education Qualification Verification



vetasess

You must read these **Explanatory Notes** before you complete the application form.

VETASSESS is authorised by the verification authorities of the Ministry of Education in China, including the China Higher Education Student Information and Career Centre (CHESICC) and the China Academic Degrees and Graduation Education Development Centre (CADGEDC), to verify the authenticity and recognition status of Chinese education qualifications.

The following qualification documents awarded in China from 1981 onwards can be verified through VETASSESS (some earlier qualifications may also be verified on application):

- Degree Certificates
- secondary and post-secondary vocational education and higher education Certificates of Graduation
- Academic Transcripts of vocational education and higher education programs
- certificates and records of high school graduation examinations
- records of university and college entrance examinations
- higher education program Certificates of Attendance.

Visit [www.qualverify.com](http://www.qualverify.com) for a list of Chinese names of these documents. VETASSESS will notify applicants in rare cases where qualification documents cannot be verified.

### Complete this application form

- Complete the application form carefully and answer all questions.
- Answer all questions on this form in English.
- Initial and date any alterations to your answers on the form.
- Provide all required information – your application will not be processed until all documentation is received.
- Do not send original documents.
- Copies of documents will not be returned.
- Keep a copy of all documentation submitted.
- Include fee with application and documentation.

### Include all required documents

Make sure that you include all required information and documents with your application.

#### Required Document Checklist

- Application form** – completed and signed
- Passport pages or birth certificate** – with qualification holder's name, date of birth and photo – certified copy
- A recent passport size photograph** of the applicant; if the photo is not the same as the one in the passport or birth certificate, certify or notarise this photo.
- Documents to be verified:**
  - photocopy of original certificate and its English translation (no need to be certified or notarised)
  - photocopy of Academic Transcript or Examination Record – official documents, in both Chinese and English, issued and endorsed by the central student administration or archiving office of the awarding body or the attending institution. For Self-Taught programs, they must be officially issued and endorsed by the relevant Self-Taught Examinations Committee. Any unofficially issued documents or Graduation Registration Records may be not acceptable and/or be verified as 'non-genuine' official documents. Ensure the information (e.g. subject name, scores and credits) in the English version matches the Chinese version, as both will be verified. **Inconsistent information in Chinese and English versions may cause considerable delay or lead to a negative verification result.**
  - if you were awarded qualifications during army service by an army institution, you must provide additional documents for verification (contact VETASSESS for further information)
  - clear **A4 size photocopy** of each above document
- Change of name** evidence (if applicable)
- Verification fee and postage**
- Supporting evidence** for your GST exemption claim (if applicable)

- If your correspondence address is in China, four completed self-adhesive name and address labels in Chinese characters

If you were awarded a Degree Certificate and a Certificate of Graduation separately for a degree level program, you may not need to apply to verify your Certificate of Graduation – check the requirements with the relevant organisation.

VETASSESS may provide verification outcomes to the Department of Immigration and Citizenship (DIAC) or other relevant organisations as authorised.

### Certification

All identification documents must be certified as a true copy of the original by a person who is authorised to certify documents in your country. In many countries people such as lawyers, Justices of the Peace and Public Notaries (among others) are authorised to certify documents. Each certified copy of the document must show clearly:

- the words 'certified true copy of the original'
- the original signature of the certifying officer
- the name and address or provider/ registration number (where appropriate) of the certifying officer legibly printed below the signature so that VETASSESS can contact the certifying officer if necessary.

### Agents and representatives

VETASSESS normally deals directly with people seeking a qualification verification but you may choose to appoint an agent or another person to help you to lodge an application.

Australia's privacy legislation prohibits VETASSESS from discussing your application with other people unless specifically authorised to do so. If you want a family member or other agent to deal with VETASSESS on your behalf, you must complete section 3 in the application form.

## Post your application

Mail your application, documents and verification fee to:

VETASSESS  
Qualifications Verification  
GPO Box 2752  
Melbourne VIC 3001  
Australia

## If you need help

- Visit [www.qualverify.com](http://www.qualverify.com)
- Email [chinesequal@vetassess.com.au](mailto:chinesequal@vetassess.com.au)
- Fax +61 3 9654 2773
- Tel +61 3 9655 4833/4838/4845

## Privacy statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Principles that protect your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

## NOTES TO QUESTIONS

### 1. Your verification

*This section deals with details of your verification purpose.*

- 1.1 Tick the reason why you require verification.
- 1.2 Write your DIAC or assessing body file number (if applicable).
- 1.3 Write the full address of the DIAC office or assessing body office (if applicable).
- 1.4 This may include other purposes such as professional recognition registration.

### 2. Your personal details

*This section asks for all your personal and contact details.*

Complete this section carefully and make sure you provide all required information.

### 3. Authorising an agent or representative

*Complete this section if you wish to appoint an agent or representative to liaise with VETASSESS about your application.*

If you are using a migration agent, you must include the agent's Migration Agents Registration Authority (MARA) number. To operate legally in Australia, a migration agent must be registered with MARA. Your migration agent will be able to supply you with this number. To find out more about migration agents, visit [www.themara.com.au](http://www.themara.com.au)

### 4. Address for posting reports

*This section indicates where your reports should be sent.*

Tick the box to confirm the addresses where your reports should be sent, or write these addresses in the spaces provided.

### 5. Your qualifications

*This section covers your qualifications. If you have more than two qualifications, provide details of any additional qualifications in the same format on a separate piece of paper. Sign and date this piece of paper and attach it to your application form.*

- 5.1 Write the title of your qualification, e.g. Certificate of Graduation or Bachelor of Arts.
- 5.2 Write the major area of study of this qualification, e.g. English or Management.
- 5.3 Write the name of the institution you attended, e.g. Shanghai University.
- 5.4 Write the city and province where the institution you attended is located.
- 5.5 Write the name of the awarding body, if this is different to the institution that you attended.
- 5.6 Write the normal length of this course, if it was studied full time.
- 5.7 Write the dates that you commenced and completed the course, and the date that your qualification was awarded.
- 5.8 Tick the box to show how you studied for your qualification.
- 5.9 Tick the qualification document(s) that you wish to have verified. Check the requirements with the relevant organisation if you are not sure which documents need to be verified. If you want extra copies of reports, write the number of extra copies in the box.

### 6. Applicant's declaration

*The applicant must carefully read this section before signing the declaration.*

Applicants must read the Required Documents Checklist and ensure that all documentation is ready and certified as required. The declaration must be signed by the applicant, not the agent.

### 7. Agent's/representative's declaration

*The agent or representative must carefully read this section before signing the declaration.*

The declaration must be signed by the agent or representative, not the applicant.

### 8. Payment of fees

*This section covers the fees and how to pay them. Please read it carefully.*

#### 8.1 How to pay

- Fees must be paid, in Australian dollars, when you submit your application.
- VETASSESS will not be responsible for banking delays or for loss of cash sent with your application.
- Funds must be cleared before applications are processed.

#### We accept:

Credit cards	<ul style="list-style-type: none"><li>• Mastercard</li><li>• Visa</li></ul>
Cheques	<ul style="list-style-type: none"><li>• must be cleared before the service is provided</li><li>• cheque payment from overseas must be by bank cheque or bank draft payable at an Australian bank</li></ul>
Money order	<ul style="list-style-type: none"><li>• via Australia Post</li></ul>

#### We do not accept:

Cash	<ul style="list-style-type: none"><li>• do not send cash through the post</li></ul>
Payments to a VETASSESS bank account	<ul style="list-style-type: none"><li>• fees cannot be paid directly into a VETASSESS bank account</li></ul>

## 8.2 Amount payable

Calculate the total amount payable to VETASSESS on the application form before you make your payment.

The following fees are in Australian dollars.

<i>Verification Service Items</i>		<i>Applying offshore (outside Australia, GST exempt)</i>	<i>Applying onshore (within Australia, GST payable <sup>4</sup>)</i>
Verification Report	Certificate e.g. Degree Certificate, Certificate of Graduation etc	\$105.00	\$115.50
	Academic Transcript or Examination Record <sup>1</sup>	\$130.00	\$143.00
	Extra copy of each report <sup>2</sup>	\$50.00	\$55.00
Postage <sup>3</sup>	Registered Australian mail	\$5.00	
	Express Post International (not traceable outside Australia)	\$16.00	
	Express Courier International (traceable in major cities outside Australia – check with Australia Post for details)	\$34.00	

<sup>1</sup> If you have completed a formal educational program, and you only wish to verify the transcripts without the related formal educational certificate, it may take longer for the verification and we may not be able to verify the documents. If you encounter this situation, contact our office before you apply.

<sup>2</sup> You may apply for an extra copy of a report separately if you have obtained a CADGEDC and/or CHESICC Credential Report in the last 12 months, or have verified through VETASSESS before. In this case, provide a photocopy of your previous report to VETASSESS with other required documents.

<sup>3</sup> Postage payment is required for each address that results are sent to.

<sup>4</sup> If all of the addresses in sections 2.7, 2.8 and 3.6 in this form are overseas addresses, we would assume you are not in Australia when you lodge your application and you are exempted from paying the Goods and Services Tax (GST) component. Otherwise, you must provide evidence to gain the exemption. A letter signed by an Australian registered migration agent or a Notarial Certificate to state that you were not in Australia at the time of lodging the application is acceptable. A letter signed by you (the applicant) is insufficient.

## 8.3 Credit card payment

Write your credit card details here, if you are paying by credit card.

## 9. Submit application

Post your application, with all required documentation and fees to:

**VETASSESS**  
**Qualifications Verification**  
**GPO Box 2752**  
**Melbourne VIC 3001**  
**Australia**

### **Important Note for the Verification of Transcripts**

Both Chinese and English versions will be verified and included in the Verification Report. Before submitting them to VETASSESS, please check them to ensure that they are officially issued and all subject names, scores and credits of the English version match the original Chinese one.

**Inconsistent information in the documents may cause considerable delay or a negative verification result.**