



## Explanatory notes for VETASSESS Advisory Letter on Qualification(s) for Points Test purposes (non-VETASSESS occupations)

For applicants whose nominated occupation for migration purposes is assessed by a Skills Assessing Authority other than VETASSESS You must read these **Explanatory Notes** before you complete the application form.

The VETASSESS SRG34 Application for Qualifications Assessment for Points Test Purposes is for applicants who do not require a Skills Assessment from VETASSESS (because their nominated occupation for migration purposes is assessed by another Skills Assessing Authority). These applicants may be referred to VETASSESS by that authority or by the Department of Immigration and Citizenship (DIAC) for a qualifications only assessment to assist DIAC to consider a claim for qualification points in the General Skilled Migration Program (GSM) Points Test. For further information about the Points test see the DIAC website at [www.immi.gov.au](http://www.immi.gov.au)

DIAC has authorised VETASSESS to undertake qualifications assessments for Points Test purposes for these applicants if their qualification is in a field unrelated to their nominated occupation and the Skills Assessing Authority and/or DIAC has referred them to VETASSESS.

This type of assessment is issued as an Advisory Letter for the applicant to give to DIAC for Points Test Purposes. DIAC determines whether points will be allocated.

VETASSESS will assess the highest qualification unless the applicant requests another qualification to be assessed for points test purposes. The assessment will determine the general educational level of the qualification in terms of a qualification level on the Australian Qualification Framework. An assessment of the relevance of the major area of study to the nominated occupation is not required.

In some cases VETASSESS may need to consider two or more overseas qualifications to determine their comparability to the educational level of a qualification on the Australian Qualification Framework.

VETASSESS also undertakes Skills Assessments for a broad range of occupations management, administration, professional and associate professional occupations for the:

- General Skilled Migration Program (GSM)
- Employer Nomination Scheme (ENS)
- Skilled – Graduate (Temporary) visa (subclass 485).

To find out more about applying for a Skills Assessment, or to apply online, visit [www.vetassess.com.au](http://www.vetassess.com.au)

### Who should use this application form?

#### Use this form if you:

- are a permanent resident of a country other than Australia
- are applying to migrate to Australia under the General Skilled Migration
- nominate an occupation for which an agency or professional body other than VETASSESS is the DIAC designated Skills Assessing Authority
- have been referred by a Skills Assessing Authority and/or DIAC for a VETASSESS Qualifications Assessment to assist DIAC to consider your intended claim for points in the GSM Points Test.

An applicant may also be able to claim points for a qualification not related to their nominated occupation, for example they may hold a trade qualification related to their nominated occupation and an unrelated Bachelor degree. If the assessing authority conducting their skills assessment cannot provide an opinion on the non-related qualification, applicants should contact the Vocational Education Training and Assessment Services (VETASSESS).

#### Do not use this form if:

- you have secondary school qualifications only
- you require a qualifications assessment for non-migration purposes
- VETASSESS is the Skills Assessing Authority for your nominated occupation – please see [www.vetassess.com.au](http://www.vetassess.com.au) for the relevant form
- your occupation does not appear on the Skilled Occupations List
- you do not intend to apply to migrate under the GSM
- you are a permanent resident of Australia
- DIAC or the Skills Assessing Authority for your nominated occupation have not referred you to VETASSESS for a qualifications assessment.

### Complete this application form

- Answer all questions on this form in English unless otherwise indicated.
- Initial and date any alterations to your answers on the form
- Provide all required information – your application will not be processed until all certified documentation is received
- Forged, altered or falsified documents will not be assessed and no refund will be provided
- Do not send original documents
- Do not staple or bind documents to the application form or put documents in display folders
- Copies of documents will not be returned
- Keep a copy of all documents submitted
- Include the fee with the application and all documentation.

### Include all required documents

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

#### Required Document Checklist for the Qualification Assessment

##### Form and payment

- Application form – completed and signed
- Assessment fee
- Supporting evidence for your GST exemption claim (if applicable)

##### Identity documents

- 2 recent photographs – passport size, certified and dated
- Birth certificate or relevant passport pages – certified copy (passport page must show name, photo & date of birth)
- Change of name evidence (if applicable)

##### Qualification documents

###### For each qualification that you hold

- Qualification (such as degree, diploma or certificate) – certified copy of the original award certificate in the original language
- Transcript – certified copy showing subjects studied and marks/grades awarded in the original language
- Certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English

**Note:** additional requirements apply for qualifications obtained from the following regions and countries: Europe, Pakistan, Nigeria, Philippines, and the People's Republic of China. See **Appendix A** for important information about these requirements.

- If your qualification is from the People's Republic of China see **Section 6** Verification of Chinese qualifications below.

### Missing documents

If you do not have your original documents, try to obtain the required documents from the relevant educational institution or awarding body. Most educational institutions and educational authorities keep relevant records and will reissue these documents if requested. In some circumstances, VETASSESS will accept a statutory declaration or other sworn affidavit in place of the required documents but assessment cannot be issued

on the basis of statutory declarations only. If you cannot obtain the required documents, contact VETASSESS for advice.

Your assessment will not begin until all your documentation is received. If missing documents are not received within four months of receipt of a letter from VETASSESS requesting documentation, your application will expire. You must then submit a new application and pay another application fee.

### Certification

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

Each copy of the document must be certified separately and 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.

VETASSESS does not accept:

- photocopies of certified copies
- certification by a company rather than the individual within the company who is authorised to certify documents
- certification where the identity of the certifying officer is unclear or the certifier's contact details are illegible.

### Agents

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, migration agent or other person to deal with VETASSESS on your behalf, you must:

- cross the relevant box at **Section 3** of the application form
- provide the agent's contact details.

### Post your application

Mail your application, documents and assessment fee to:

VETASSESS  
Skills Recognition – General Occupations  
GPO Box 2752  
Melbourne VIC 3001  
Australia

### Reassessment and appeals

If you disagree with the outcome of your assessment, VETASSESS may conduct a reassessment. You must submit a written request for reassessment and pay a reassessment fee. To find out more about reassessments and appeals, visit [www.vetassess.com.au](http://www.vetassess.com.au)

If you need help

- Visit [www.vetassess.com.au](http://www.vetassess.com.au)
- Email [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au)
- Fax +61 3 9654 2773
- Tel +61 3 9655 4801

### Privacy statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Act that protects 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 nominated occupation

*This section deals with your nominated occupation and reason for assessment.*

1.1 This is the title of the occupation that you nominate from the relevant Skilled Occupation List (SOL) Schedule for the General Skilled Migration Program. See the relevant SOL Schedule on the Department of Immigration and Citizenship (DIAC) website at [www.immi.gov.au/skilled/sol/](http://www.immi.gov.au/skilled/sol/)

1.2 Each occupation on the relevant SOL Schedule has an ANZSCO code. You will find the ANZSCO code for your occupation on the relevant SOL Schedule on the above DIAC website.

1.3 Only answer Yes if you are nominating an occupation assessed by another Skills Assessing Authority and you have been referred to VETASSESS by that Authority or DIAC for a Qualification Assessment to support your intended claim for points in the General Skilled Migration (GSM) Points Test. DIAC will determine whether points will be awarded.

1.4 Only answer Yes if you have been referred to VETASSESS for a Qualifications Assessment by DIAC or another Skills Assessing Authority for the GSM.

If VETASSESS is the Skills Assessing Authority for your nominated occupation for migration purposes, please refer to the VETASSESS website for the relevant application form.

*VETASSESS does not provide advice on which migration scheme or visa category is suitable for you. Please refer to the Department of Immigration and Citizenship (DIAC) for information about migration issues ([www.immi.gov.au](http://www.immi.gov.au)).*

### 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. If you are nominating an agent, their details are to be entered at **Section 3**.

### 3. Authorising an agent

*Complete this section if you wish to appoint an agent to communicate with VETASSESS on your behalf. Please note that all correspondence will be sent to your agent. Go to **Section 4** if you do not wish to appoint an agent.*

Fill this area in if you know the name of the person who will be your agent for your application for a VETASSESS Qualifications Assessment. If you do not know the agent's name, the company name will be sufficient. To operate legally in Australia, a migration agent must be registered with the Migration Agents Registration Authority (MARA) and must have a MARA number. Your 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)

Agents or representatives should also sign the declaration at **Section 9**.

### 4. Your school education

*This section is about your school years up until you began tertiary or higher education.*

4.1 Write the start and finish dates (month and year only), and the total number of years that you attended primary school. Primary schooling (or elementary schooling) usually refers to the first six to eight years of compulsory schooling. It may also include a compulsory kindergarten year. The number of years of primary education varies with different school systems.

4.2 List the country or countries in which you completed these years of schooling.

4.3 Write the year when you completed primary schooling.

4.4 Write the start and finish dates (month and year only), and the total number of years that you attended secondary school. In some countries 'secondary schooling' may vary between four to eight years following primary schooling. Include any upper secondary or senior secondary schooling you have completed.

4.5 List the country or countries in which you completed these years of schooling.

4.6 Write the name of the highest (either secondary school or upper secondary school) certificate you obtained – in your language and translated into English.

4.7 Write the year when you completed that certificate.

### 5. Your post-secondary education

*This section covers your education after secondary schooling. Fill in each qualification separately. If you have more than three 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.*

VETASSESS will assess the qualification with the highest educational level in Australian terms, unless you request otherwise. Please also list any underpinning qualifications (including the entry qualification to the program leading to the qualification you want assessed). If you hold both Australian and overseas qualifications, provide details of both and VETASSESS will assess as required.

- 5.1 Fill this section in if you know what your student registration number was.
- 5.2 Write the title of your qualification in English.
- 5.3 Write the name of your qualification in the original language, if it was awarded in a language other than English.
- 5.4 Name the awarding body. This is the organisation that awarded your qualification and it will be written on your qualification. This may be different to the campus of study.
- 5.5 Write the full address of the awarding body.
- 5.6 Write the name of the campus that you attended.
- 5.7 Write the name of the institution you attended, if this institution was not the awarding body.
- 5.8 List the normal entry requirements for your course or the name of the examination that you had to complete to gain entry. Give the name of any educational qualification normally required for admission to this course.
- 5.9 If your entry to the course was by some other means, write details here.
- 5.10 Write the normal length of this qualification (years or semesters) if it was studied full-time. Include any time required for a thesis, project, practical training etc.
- 5.11 Write the normal length of the semester in weeks or months.
- 5.12 Write the dates when you started and completed your qualification.
- 5.13 Write the date when your qualification was awarded.
- 5.14 Write if you completed the course by full-time or part-time study, and how many class hours were required per week.
- If you studied in a different way, e.g. by distance education, write that here.
- 5.15 If you completed any specific components, cross here.
- Write the normal length of any internship, supervised practical training or work placement required for your qualification. Include the total number of weeks and hours per week required. Write the dates when you started and completed this activity.

For any required thesis, give the normal length of study (e.g. which semester and whether full time or part time). Write the dates when you started and completed your thesis.

For any required major project, such as a graduation project, give the normal length of time to complete this requirement (e.g. one semester full time or part time or the number of weeks) and the dates you started and completed the project.

- 5.16 Provide details of any of the components you listed above.

## 6. Verification of Chinese qualifications

This section is for applicants for assessment of qualifications awarded in the People's Republic of China. Go to **Section 7** if you do not require assessment of qualifications from China. 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.

- 6.1 Cross 'yes' if you have qualification(s) awarded by an institute in the Republic of China.
- 6.2 For each qualification you hold, cross the boxes for the documents to be assessed and verified and write the number of extra copies of the Credential Report for each document that you need in the other boxes. If you have obtained Credential Reports from CADGEDC or CHESICC in the last 12 months or from VETASSESS at any time, provide a copy of the previous reports and ONLY apply for extra copies of reports.

For Bachelor or higher degrees, you need to have the following three documents verified:

- the Degree Certificate; and
- the Certificate of Graduation; and
- the Academic Transcript or Examination Results

If you have been awarded credit on the basis of previous studies, the documentation from these studies will also need to be verified.

Both Chinese and English versions of transcripts will be verified and included in the Verification Report. Before submitting transcripts 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.

## Required document checklist for verification of Chinese qualifications

- Copy of original Degree Award certificate and Certificate of Graduation awarded for the same degree program and any other Certificates of Graduation for non-degree programs and its English translation Copy of Academic Transcripts – 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 and assessment 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)
- A4 size photocopy of each above document – good quality
- If your correspondence address is in China, four completed self-adhesive name and address labels in Chinese characters
- Verification fee and postage

## 7. Required document checklist

Please ensure that:

- All documents are submitted with your application
- You include certified true copies of employment documents.

**Documents will not be returned.**

## 8. Applicant declaration

You must carefully read this section before signing the declaration. You must read the Required Document Checklist and ensure that all documentation is ready and certified as required. The declaration must be signed by you (the applicant), not your agent.

## 9. Agent declaration

The nominated agent or representative should read this section carefully and sign where indicated. If you do not have an agent, leave this section blank.

## 10. Payment of fees

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

- 10.1 How to pay
- Fees must be paid in Australian dollars when you submit your application.
  - You must pay your fees by credit card, bank cheque or bank draft, or money order. You cannot pay into a VETASSESS bank account or send cash.

- 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>

#### 10.2 Total payment for the Qualifications Assessment

Write the total amount owing for your Qualifications Assessment and then the total amount owing for your Chinese qualification verification (if applicable). Then fill in the total amount you are paying.

If required, include the fee for registered or express post as specified in the following fees table.

#### Fees for VETASSESS Qualifications Assessment

Overseas postgraduate doctoral degree	AUD \$385.00 (incl GST)	AUD \$350.00 (excl GST)
Other overseas qualification	AUD \$265.00 (incl GST)	AUD \$250.00 (excl GST)
Australian qualification(s)	AUD \$165.00 (incl GST)	AUD \$150.00 (excl GST)

**A discount to the application fee applies to on-line applications.**

Visit [www.vetassess.com.au](http://www.vetassess.com.au) for further information.

If you are not in Australia when you lodge your application, you may be exempt from paying the Goods and Services Tax (GST) component. You need to provide evidence, such as a statutory declaration stating in exact words 'I am not in Australia at the time of lodging my application' for this exemption. A personal statement signed by you is not sufficient.

If you wish to apply for a reissue, reassessment (review) or appeal (second review) of the qualifications assessment for Points Test purposes, you will need to complete the correct form, which can be downloaded from [www.vetassess.com.au](http://www.vetassess.com.au), and pay the relevant fee explained on that form.

Please note that the fee for a reissue of a Qualifications Assessment letter is AUD\$60.00.

#### Postage Options

Regular postage is included in the application fee. For a small additional fee, you may choose to have your results sent via registered post, Express Post International or Express Post Courier for an extra fee (as below).

Registered Australian mail	AUD \$5.00
Express Post International (not traceable outside Australia)	AUD \$16.00
Express Courier International (traceable in major cities outside Australia)	AUD \$34.00

#### Fees for Chinese qualification verification

	Applying onshore (within Australia)	Applying from outside Australia (excludes GST)
Each certificate (e.g., degree certificate, certificate of graduation) <sup>1</sup>	AUD \$115.50 (incl GST)	AUD \$105.00 (excl GST)
Academic transcript or exam record <sup>1</sup>	AUD \$143.00 (incl GST)	AUD \$130.00 (excl GST)
Extra copy of each report <sup>1</sup>	AUD \$55.00 (incl GST)	AUD \$50.00 (excl GST)

<sup>1</sup> If you have more than one Chinese qualification to be assessed, each qualification MUST be verified. You will receive our assessment letter and the verification results when your assessment is completed.

#### 10.3 Credit card payment

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

#### 11. Submit application

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

**VETASSESS**  
**Skills Recognition –**  
**General Occupations**  
**GPO Box 2752 Melbourne**  
**Vic 3001 Australia**

## Appendix A

### Additional documentation requirements – Europe, Pakistan, Nigeria, Philippines and People's Republic of China

> **Europe** – supply a 'Diploma Supplement' if one was issued with your degree and transcript. Most European universities will issue a Diploma Supplement automatically and free of charge to graduates from 2005

> **Nigeria** – ask the awarding body to send a verified copy of the award certificate and full academic transcript in a sealed envelope directly to VETASSESS

> **Pakistan** – ask the awarding body to send a verified copy of the award certificate and full academic transcript in a sealed envelope directly to VETASSESS

> **Philippines** – if you have passed the Professional Regulation Commission's Licensure Examinations in your field, supply copies as this may positively affect your assessment outcome

> **People's Republic of China** – qualifications awarded in China must be verified by the Qualifications Verification service at VETASSESS, which has an agreement with the Ministry of Education China appointed verification authorities, the China Academic Degrees and Graduation Education Development Center (CADGEDC) and the China Higher Education Student Information and Career Center (CHESICC), to verify the authenticity and recognition status of Chinese qualifications. If you have been awarded a qualification at Bachelor degree level or above, you will need to have both the Degree Certificate and Certificate of Graduation verified for the Qualifications Assessment. Please submit your qualification documents as outlined below. Note: qualification award certificates do not need to be notarised; photocopies of certificates are sufficient. To find out more about Qualifications Verification, visit [www.qualverify.com](http://www.qualverify.com)