

# APPLICATION FOR ASSESSMENT OF QUALIFICATIONS IN COMPLEMENTARY THERAPY

## ABOUT THIS FORM

### Important

- » Please read the Explanatory Notes before you begin the application form
- » Make sure to provide all required documents, including photos and signed declaration
- » You may either complete this form on the screen using Adobe Reader, or print it out and complete by hand
- » 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.
- » 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 box.
- » 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

Your modality is the therapeutic method in which you are qualified to work, and for which you are seeking registration or membership.

Please note:

- » employment cannot compensate for the lack of a relevant qualification or major area of study; and
- » a qualification which lacks official recognition by the relevant educational authorities in the country of the award does not lend itself to comparison to a qualification on the Australian Qualification Framework
- » the Skills Assessment is based on the information and documentation you provide, as well as research undertaken by VETASSESS staff
- » if you wish to be assessed in more than one modality, you will need to provide evidence of relevant qualifications to support your application. The assessment fee covers assessment under one modality only. If you wish to be assessed under additional modalities, additional fees apply
- » the relevant professional association may have additional criteria for membership and/or to assess a candidate for provider registration with a health insurance fund. For example, their criteria may cover specific subject content, the number of supervised classroom hours, and clinical practice

To find out more about the modalities we assess and how to apply for an **Assessment of Qualifications in Complementary Therapy**, please visit our website at [vetassess.com.au](http://vetassess.com.au)

## Explanatory notes

Use this form if you require a qualifications assessment to support an application for membership of a professional association as a practitioner of a complementary therapy and/or to support an application for private health insurance fund registration as a provider of complementary therapy (also known as alternative therapy).

Please contact the relevant professional body and/or health insurance fund for advice on whether a VETASSESS assessment of your qualification/s is required.

VETASSESS undertakes assessments of overseas qualifications for a range of occupations or modalities in complementary therapies for applicants referred to VETASSESS for an assessment to support an application for membership or registration with the relevant professional body and/or as an "alternative therapy" provider with a private health insurance fund.

This type of VETASSESS assessment compares an overseas qualification to an educational level on the Australian Qualification Framework, states the major area of study and determines whether that field of study is highly relevant to your nominated occupation or modality.

The assessment will determine the general educational level of your highest qualification in terms of a qualification level on the Australian Qualifications Framework. An assessment of the relevance of the major field 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 Qualifications Framework.

## Who should use this application form?

### Use this form if you:

- » hold overseas post-secondary or higher educational qualifications at the required level, in a highly relevant field to your nominated occupation; and
- » are seeking an assessment of your qualifications in a complementary therapy (also known as alternative therapy) to support an application for professional membership, or provider registration with a private health insurance fund. If your assessment is for another purpose, please contact VETASSESS or the relevant professional, registration or licensing body for advice.

### Do not use this form if:

- » you have secondary school qualifications only
- » you have employment experience, but do not hold any formal qualifications
- » you require a Qualifications Assessment for 485 visa purposes, or a Skills Assessment to support an application for permanent residency under the General Skilled Migration, the Employer Nomination Scheme or Regional Sponsored Migration Scheme.<sup>1</sup>
- » you have not consulted the relevant professional association about applying for this assessment.<sup>1</sup>

### Completion of 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 documentation submitted.

### Include all required documents

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

### Required Document Checklist for CHT Assessment

#### Form and payment

- Application form – completed and signed
- Assessment fee

#### Identity documents

- 2 recent photographs – passport size, certified and dated
- Birth certificate or relevant passport pages (passport page must show name, photo and 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
- Transcripts – 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
- If your qualification is from the People's Republic of China see also Question 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, authority or employer organisation. Most educational institutions, authorities and employer organisations 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.

**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.

Your assessment will not begin until all your documentation is received. If missing documents are not received within 30 days of receipt of original request from VETASSESS for those documents, 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.

### Email your application

VETASSESS will accept certified scanned colour documents attached to an email and forwarded to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au). The application form must be scanned colour copy of the original showing your full name, physical signature and date.

### Result letters

You can access your Result Letter via your application login portal online.

### Reassessment

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, please send an email enquiry to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au)

#### If you need help

- » **Visit:** [vetassess.com.au](http://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 personal details

This section asks for all your personal and contact details. Complete this section carefully and make sure you provide all required information.

### 2. Your school education

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

- 2.1 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.
- 2.2 List the country or countries in which you completed these years of schooling.
- 2.3 Write the year when you completed primary schooling.
- 2.4 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.
- 2.5 List the country or countries in which you completed these years of schooling.
- 2.6 Write the name of the highest (either secondary school or upper secondary school) certificate you obtained – in your language and translated into English.
- 2.7 Write the year when you completed that certificate.

### 3. Occupation

This section deals with the occupation for which you seek professional membership and/or provider registration.

Complete this section for each modality or occupation you require VETASSESS to assess.

VETASSESS will consider the relevance and level of your qualification against the requirements of the occupation or modality you select. However, professional bodies may have additional criteria.

Choose your modality or occupation carefully. Make sure that you read the description of this occupation thoroughly and that you meet all requirements.

- 3.1 This is the title of the occupation or modality for which you seek an assessment. List all of the occupations or modalities for which you seek a qualifications assessment. Your modality is the therapeutic method in which you specialise and for which you seek registration or membership with a professional body. You may use a positive VETASSESS qualifications assessment

to support your application to a professional body. In order to have a positive outcome, you must hold qualification/s at the required educational level and in a closely related field to each modality you select for this application.

- 3.2 More information about occupations can be found in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) at [abs.gov.au](http://abs.gov.au) or on the website of your professional body or health insurance provider.  
These websites include useful information about employment, registration and licensing which may assist you to identify the relevant body to contact about their assessment requirements.
  - 3.3 These websites include useful information about employment, registration and licensing which may assist you to identify the relevant body to contact about their assessment requirements.
  - 3.4 Additional Modalities – Write the name of any additional modalities for which you seek a VETASSESS qualifications assessment. There is a fee for each additional modality.
- ### 4. Your post-secondary education
- This section covers your education after secondary schooling. Fill in each qualification separately. 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.
- VETASSESS will assess the most relevant qualifications, which are at the required educational level for your nominated occupation. More than one qualification may appear on your final assessment letter. If you hold both Australian and overseas qualifications, provide details of both and VETASSESS will assess as required.
- If you are being assessed under more than one modality, please indicate to which modality each qualification relates.
- 4.1 Fill this section in if you know what your student registration number was.
  - 4.2 Write the title of your qualification in English.
  - 4.3 Write the name of your qualification in the original language, if it was awarded in a language other than English.
  - 4.4 **What is the major area of study in your qualification?**  
Your qualification or academic transcript/mark sheet may state your major area of study. The major area of study is the concentration of subjects which was the main focus of the educational program leading to your qualification. The major area of study usually includes a progression of subjects of increasing depth and/or specialisation. If your qualification has two majors, please provide details for both.
  - 4.5 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.
  - 4.6 Write the full address of the awarding body.
  - 4.7 Write the name of the campus that you attended.
  - 4.8 Write the name of the institution you attended, if this institution was not the awarding body.
  - 4.9 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.
  - 4.10 If your entry to the course was by some other means, write details here.
  - 4.11 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.
  - 4.12 Write the normal length of the semester in weeks or months.

- 4.13 Write the dates when you started and completed your qualification.
- 4.14 Write the date when your qualification was awarded.
- 4.15 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.
- 4.16 Write the total hours of any supervised practical training or work placement you undertook as part of the program requirements for this qualification. Cross 'No' if your course did not require supervised practical training or placement.
- 4.17 If you completed any specific components, cross here. 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.
- 4.18 Provide details of any of the components you listed above. Write the normal length of any internship, supervised practical training or work placement required and the dates when you started and completed this activity.

## 5. Current Professional Registration, Licensing, or Membership

Include details of any licences, registrations or memberships you hold, if relevant to your nominated occupation. Ensure you attach certified copies of evidence of those professional licences, registrations or memberships. This information provides additional evidence but does not replace the required qualifications or evidence listed above for all applicants.

## 6. Verification of Chinese qualifications

- 6.1 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.
- 6.2 Sign and date this piece of paper and attach it to your application form.
- 6.3 Cross 'yes' if you have qualification(s) awarded by an institute in the Republic of China.
- 6.4 For each qualification you hold, cross the documents to be assessed and verified and write the number of extra copies of the Credential Report for each document that you need.
- 6.5 For Bachelor or higher degrees, you need to have the following documents verified:
  - » the Certificate of Graduation; and
  - » the Academic Transcript or Examination Results
  - » Degree Certificate;
- 6.6 If you have been awarded credit on the basis of previous studies, the documentation from these studies will also need to be verified.
- 6.7 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

- Chinese Personal Identification Card. No English translation is required.
- Copy of original Degree Award certificate and/or Certificate of Graduation and its English translation. If you hold a Bachelor degree or above award, you will need to supply both documents.
- CDGDC Degree Certificate verification e-report in Chinese only.
- 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).
- Key in the required information for both Chinese and English versions of your academic transcripts on the editable PDF form templates from the VETASSESS website.
- A4 size photocopy of each above document – good quality
- Verification fee and postage

## 7. Required document checklist

- » 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).

## 9. Payment of fees

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

### 9.1 How to pay

You must be ready to complete the application payment when you apply. Upon receipt of your application, you will be sent a payment link to your email correspondence address. This payment link is valid for two days.

### 9.2 Total payment

Write the total amount owing for your Complementary Health Therapies Assessment, 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

|                           | ONSHORE APPLICATION<br>(within Australia) | OFFSHORE APPLICATION<br>(outside Australia) |
|---------------------------|---|---|
| Qualifications assessment | » AUD \$385.00<br>(incl GST)              | » AUD \$350.00<br>(excl GST)                |
| Additional modality       | » AUD \$220.00<br>(incl GST)              | » AUD \$200.00<br>(excl GST)                |

#### Postage Options

Postage fees only apply to applicants who have requested a printed result letter. You may choose to have your results sent via registered post or Express Courier for an extra fee (as below).

| POSTAGE OPTIONS   |              |
|---|--------------|
| Printed Outcome Letter by Registered Australian mail  | AUD \$65.00  |
| Printed Outcome Letter by Express Courier International (traceable in major cities outside Australia) | AUD \$106.00 |

#### Fees for Chinese qualification verification

Any Chinese qualification included in this application form will need to be verified through VETASSESS. The original verification reports and VETASSESS verification outcome letters will be posted to your nominated postal address after completion of the verification process.

### 9.3 Credit card payment

You must be ready to complete the application payment when you apply. Upon receipt of your application, you will be sent a payment link to your email correspondence address. This payment link is valid for two days.

## 10. Submit application

Email your application with all required certified scanned colour copies to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au).

## 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
- » **Lebanon** — If your qualification was awarded by a University College or Institute in Lebanon, supply evidence of approval by the Equivalence Committee of the ministry of Education and Higher Education
- » **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 authority, the China Higher Education Student Information and Career Center (CHESICC) to verify the authenticity and recognition status of Chinese qualifications.

To find out more about Qualifications Verification, visit [vetassess.com.au](http://vetassess.com.au)

# APPLICATION FOR ASSESSMENT OF QUALIFICATIONS IN COMPLEMENTARY THERAPY

## OFFICE USE ONLY

Barcode

Receipt Number

### 1. Personal details

#### 1.1 Preferred title

Dr  Mrs  Other

Mr  Miss

#### 1.2 Sex

Male  Female

#### 1.3 Date of Birth

Day  / Month  / Year

#### 1.3 Country of birth

#### 1.4 Name

Surname or family name

Given name/s

#### 1.5 Name (continued)

Previous surname or family name (if applicable)

Previous given name/s (if applicable)

#### 1.6 Country of current residency

#### 1.7 Country of citizenship

Current passport number  
(if applicable)

Date of issue

Day  / Month  / Year

#### 1.8 Country of any other citizenship (if applicable)

Current passport number  
(if applicable)

Date of issue

Day  / Month  / Year

#### 1.9 Contact details

Daytime number

Mobile number

Fax number

Email

#### 1.10 Postal address details

(Please provide the address at which we can contact you)

Street name

Suburb or town

State

Postcode

Country (if not Australia)

#### 1.11 Home address

(if different from your postal address)

Street name

Suburb or city

State

Postcode

Country (if not Australia)

SECTION 2

## 2. School education

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### PRIMARY SCHOOL

#### 2.1 Date

Date started  /

Date finished  /

Number of years

#### 2.2 Country

Country/s

#### 2.3 Year of completion

Year completed

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### SECONDARY SCHOOL

#### 2.4 Date

Date started  /

Date finished  /

Number of years

#### 2.5 Country

Country/s

#### 2.6 Schooling Certificate

Name of highest schooling certificate obtained

#### 2.7 Year obtained

Year obtained

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## 3. Occupation

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### 3.1 Occupation title

*(otherwise known as the modality or therapy)*

### 3.2 ANZSCO code

ANZSCO  
*(if applicable)*

### 3.3 Professional association(s)

Professional association(s) which require this assessment

1

2

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### ADDITIONAL MODALITIES

### 3.4 Occupation title

*(otherwise known as the modality or therapy)*

### 3.2 ANZSCO code

ANZSCO  
*(if applicable)*

### 3.3 Professional association(s)

Professional association(s) which require this assessment

1

2

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SECTION 4

## 4. Post-secondary education

If you are being assessed under more than one modality, specify the modality to which this qualification relates

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|  |
|  |

### QUALIFICATION 01

#### 4.1 Student registration number

|  |
|--|
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|--|

#### 4.2 Name of qualification (in English)

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|--|
|  |
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#### 4.3 Name of qualification (in original language, if applicable)

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#### 4.4 Major area of study

|  |
|--|
|  |
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#### 4.5 Name of awarding body

|  |
|--|
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#### 4.6 Address of awarding body

Street name

|  |
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|--|

Suburb or city

|  |
|--|
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|--|

State Postcode Country (if not Australia)

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|--|--|--|
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#### 4.7 Campus you attended

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#### 4.8 Name of institution you attended

(if different to awarding body)

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#### 4.9 What was the normal entry requirement for the course? (or name of examination)

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#### 4.10 If different, what was the basis of your entry into this course?

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#### 4.11 Normal length of full time course

Years  OR Semesters

#### 4.12 Normal length of semester

Weeks  OR Months

#### 4.13 Course dates

Date course commenced 

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

 / 

|                      |                      |
|----------------------|----------------------|
| Month                | Year                 |
| <input type="text"/> | <input type="text"/> |

 / 

|                      |
|----------------------|
| Year                 |
| <input type="text"/> |

Date course completed 

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

 / 

|                      |                      |
|----------------------|----------------------|
| Month                | Year                 |
| <input type="text"/> | <input type="text"/> |

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|                      |
|----------------------|
| Year                 |
| <input type="text"/> |

#### 4.14 Date qualification awarded

Date awarded 

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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|                      |                      |
|----------------------|----------------------|
| Month                | Year                 |
| <input type="text"/> | <input type="text"/> |

 / 

|                      |
|----------------------|
| Year                 |
| <input type="text"/> |

#### 4.15 Study mode

Full time  Specify number of class/guided learning hours per week   
Part time

Other  Details

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|--|
|  |
|  |

#### 4.16 Were you required to complete practical training or work placement before receiving the qualification?

No  Supervised practical training/work placement was not undertaken

Yes  Total number of hours of supervised practical training?   
Number of weeks spent in this activity

#### 4.17 Were you required to complete any of the following before receiving the qualification?

(Select all that apply)

Thesis  Number of weeks spent in this activity

Major Project  Number of weeks spent in this activity

#### 4.18 If you selected an option in Question 4.16 or 4.17 above, please provide further details

Details

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### QUALIFICATION 02



## QUALIFICATION 02

### 4.1 Student registration number

### 4.2 Name of qualification (in English)

  

### 4.3 Name of qualification (in original language, if applicable)

  

### 4.4 Major area of study

  

### 4.5 Name of awarding body

  

### 4.6 Address of awarding body

Street name

Suburb or city

State

Postcode

Country (if not Australia)

  

### 4.7 Campus you attended

  

### 4.8 Name of institution you attended

(if different to awarding body)

  

### 4.9 What was the normal entry requirement for the course? (or name of examination)

  
  

### 4.10 If different, what was the basis of your entry into this course?

  
  

### 4.11 Normal length of full time course

Years  OR Semesters

### 4.12 Normal length of semester

Weeks  OR Months

### 4.13 Course dates

Date course commenced  Day /  Month /  Year

Date course completed  Day /  Month /  Year

### 4.14 Date qualification awarded

Date awarded  Day /  Month /  Year

### 4.15 Study mode

Full time  Specify number of class/guided learning hours per week

Part time

Other  Details

  

### 4.16 Were you required to complete practical training or work placement before receiving the qualification?

No  Supervised practical training/work placement was not undertaken

Yes  Total number of hours of supervised practical training?   
Number of weeks spent in this activity

### 4.17 Were you required to complete any of the following before receiving the qualification?

(Select all that apply)

Thesis  Number of weeks spent in this activity

Major Project  Number of weeks spent in this activity

### 4.18 If you selected an option in Question 4.16 or 4.17 above, please provide further details

Details

## 5. Current Professional Registration, Licensing, or Membership

Do you currently hold any of the following for your profession:

### 5.1 Professional licence

No

Yes  Country of licence  
  
 Name of licensing body  
  
 Type of licence  
  
 Licence number  
  
 Date of expiry Month / Year  
 /   
 Current status  
 Active  Expired  Renewed   
 Other  Give details

### 5.2 Professional registration

No

Yes  Country of registration  
  
 Name of registration body  
  
 Type of registration  
  
 Registration number  
  
 Date of expiry Month / Year  
 /   
 Current status  
 Active  Expired  Renewed   
 Other  Give details

### 5.3 Membership of a professional body

No

Yes  Country of membership  
  
 Name of membership body  
  
 Type of membership  
  
 Membership number  
  
 Date of expiry Month / Year  
 /   
 Current status  
 Active  Expired  Renewed   
 Other  Give details

## 6. Verification of Chinese qualifications

### 6.1 Do you have qualifications awarded by institutions of the People's Republic of China?

No  Go to Section 7

Yes  Give details below

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

**Note** — Please refer to Section 7 for more information on the Required Document Checklist.

#### QUALIFICATION 01

Select document/s to be verified

Degree Certificate

Certificate of Graduation

Academic Transcript or Examination Record

Select (and write) number of extra copies required

Degree Certificate

Certificate of Graduation

Academic Transcript or Examination Record

#### QUALIFICATION 02

Select document/s to be verified

Certificate of Graduation

Academic Transcript or Examination Record

Select (and write) number of extra copies required

Certificate of Graduation

Academic Transcript or Examination Record

## 7. Required document checklist

### I HAVE INCLUDED:

#### Identity documents

- Certified copy of the relevant biography page(s) from my passport or birth certificate (passport page must show name, photo and date of birth)
- Evidence of change of name (where applicable)
- Two (2) recent passport size photographs, certified "this is a true likeness of (applicant name)" and dated

#### Qualification documents

(For each qualification you hold, include the following)

- 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
- Additional evidence as required for Europe, Pakistan, Nigeria, Philippines, and the People's Republic of China

#### Other

- Contact details of certifier(s)
- Certified English translations in English of any of the above documents originally issued in a language other than English
- Correct payment for Skills Assessment (and postage if applicable)

#### Chinese verification

(if you hold qualifications from the People's Republic of China)

- Chinese Personal Identification Card. No English translation is required.
- 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.
- (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.)*
- Provided electronic credentials report of degree certificate issued by CDGDC in both Chinese and English
- 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.)*
- Key in the required information for both Chinese and English academic transcripts on the editable PDF forms.
- (Available to download on VETASSESS website.)*
- 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
- Correct payment for Verification

#### If you are applying from overseas (and thus claiming GST exemption) you must provide either:

- A Statutory Declaration or Affidavit stating you are not in Australia at the time of applying, or;
- An official letter, on company letterhead, signed by a Registered Migration Agent (if you are represented by an agent) stating that you are not in Australia at the time of applying

#### IMPORTANT —

- » Please ensure you have included **certified true copies**.
- » For Complementary Health Therapies Assessments, all identity and qualification documents need to be certified high quality colour copies of original documentation.
- » Documents **will not** be returned.

## 8. Applicant's declaration

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### You MUST read and sign this declaration

.....

I (*print name*)  declare that:

I have read the Certification Section in the Explanatory Notes and I understand that the assessment cannot be completed without properly certified documents.

- » The information I have supplied on this form and in any attachments is complete, correct and up to date
  - » I have included the required identity, qualifications and professional registration evidence and documents as listed on the Required Documents Checklist
  - » I have read and understood the information supplied to me in the Explanatory Notes accompanying this application
  - » I will inform VETASSESS of any changes to my circumstances in writing (e.g. address) while my application is being considered
  - » I authorise my appointed agent or representative to act in all matters concerned with this application
  - » I authorise VETASSESS to make any enquiries necessary to assist in the skills assessment (including contacting the educational institutions) and to use any information supplied for that purpose
  - » I understand that VETASSESS may provide government departments, professional associations/bodies or health insurance providers with any of the information supplied in this application
  - » I understand that the application fee is not refundable.
- .....

### Verification of Chinese qualifications

- » If indicated at **Section 6**, I authorise VETASSESS to verify and provide Credential Reports for my qualifications.
- .....

### Applicant's signature

*(On completion of this form, please print and sign by hand)*

Day                      Month                      Year  
 /  /

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**SECTION 9**

## 9. Fees and payment

### 9.1 I am paying my fees by

Credit card   
 Bank draft / cheque   
 Money order

**Note** — The application fee is not refundable

### 9.2 Amount payable

Calculate the total amount payable below before you make your payment

**Note** — You should choose one Skills Assessment only.

The application fee covers assessment of qualifications under one modality/specialisation only. If you wish to be assessed for more than one modality in this application, an additional fee of AUD \$200.00 (excl GST) per modality applies.

Assessment of additional modalities at a later stage will require the full assessment fee. If you are a previous applicant applying for a reissue, reassessment, appeal, you will need to complete the correct form, which can be downloaded from [vetassess.com.au](http://vetassess.com.au)

#### A. Assessment of Qualifications

Applicant is a resident of Australia for tax purposes\* (fee includes GST)

##### First Modality

AUD \$385.00  ..... AUD \$

##### Total number of additional modalities to be assessed

x AUD \$220.00 = AUD \$

#### B. Assessment of Qualifications

Applicant is NOT a resident of Australia for tax purposes\* (fee excludes GST)

##### First Modality

AUD \$350.00  ..... AUD \$

##### Total number of additional modalities to be assessed

x AUD \$200.00 = AUD \$

#### C. Verification reports for qualifications from the People's Republic of China

Applicant is a resident of Australia for tax purposes\* (fee includes GST)

##### Total number of Certificate of Graduation for verification

x AUD \$143.00 = AUD \$

##### Total number of Degree Certificate for verification

x AUD \$143.00 = AUD \$

##### Total number of Academic Transcripts for verification

x AUD \$176.00 = AUD \$

##### Total number of extra copies of reports

x AUD \$66.00 = AUD \$

#### D. Verification reports for qualifications from the People's Republic of China

Applicant is NOT a resident of Australia for tax purposes\* (fee includes GST)

##### Total number of Certificate of Graduation for verification

x AUD \$130.00 = AUD \$

##### Total number of Degree Certificate for verification

x AUD \$130.00 = AUD \$

##### Total number of Academic Transcripts for verification

x AUD \$160.00 = AUD \$

##### Total number of extra copies of reports

x AUD \$60.00 = AUD \$

#### E. For Chinese Qualification Verification reports only

|  |                          |  |
|--|--------------------------|--|
| Registered Australian mail<br>AUD \$5.50   | <input type="checkbox"/> | AUD \$ <input type="checkbox"/> <input type="checkbox"/> |
| Express Courier International<br>(traceable in major cities<br>outside of Australia) | <input type="checkbox"/> |  |
| AUD \$50.00  |                          |  |

##### TOTAL Amount Payable

(add all the above amounts)

AUD \$

**Note** — Result Letters will be electronically forwarded directly to the email address provided in your application form.

### 9.3 If the applicant is not a resident for tax purposes in Australia, select the relevant box below:

#### Individual Applicant

I declare that I am not a resident of Australia for income tax purposes and am not currently in Australia.

#### Migration Agent

I declare that the applicant is not a resident of Australia for income tax purposes and is not currently in Australia.

\*Refer to <https://www.ato.gov.au/Individuals/international-tax-for-individuals/work-out-your-tax-residency/> for more information.

## 10. Submit application

Please email the complete form with all required documentation to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au), attachment size cannot exceed 5MB in an email. A payment link will send to you via email once the form is received, please make the relevant payment online via credit card within 2 days.