

VETASSESS Skills Assessment Application Checklist

For further information on the required documents, please visit our [eligibility criteria webpage](#)

Personal Information Evidence

Photograph (coloured, clear background and not self-taken)
3 forms of ID

At least one of the following primary documents:

Passport bio page (Passport page that contains the holder's personal information and photograph, or the Biographical data page); or
Birth certificate

And (at least one or more secondary documents)

- At least one (1) ID document contains a photo; and
- At least one (1) of the ID documents shows the full name.

National ID
Driver's license
Social security card
Marriage certificate
Student identity card
Australian Visa

Signed declaration page

Name change document (if applicable)

Qualification Evidence

Testamur/Completion letter
Transcript of Records/Diploma Supplement
Chinese Qualification Verification (CQV)

Employment Evidence

Statement of Service with:

Issue date
Company letterhead with full contact details
Official position title(s)
Exact start and end dates (dd/mm/yyyy)
Working hours per week
List of main duties
Salary earned
Referee details (name, title, contact, signature)
Payment evidence (any of the following):
At least two pay slips
Taxation records with company and your name
Bank statements showing salary payments with company and your name
Employment-linked insurance/superannuation records company and your name

Self-Employment Evidence (if applicable)

Business registration
Accountant/solicitor letter
Payment evidence (invoices, bank statements, tax records)
Supplementary evidence (contracts, testimonials, project evidence)

Statutory Declaration or Affidavit (if applicable)

Organisational Chart

Required for managerial and specific occupations
Includes company letterhead, your position, superiors/subordinates

Statutory declaration if chart cannot be provided

Please visit our [eligibility criteria webpage](#) (Employment Evidence) to view the complete list of occupations that require organisational charts.

Evidence of Activities / Events / Portfolio / Projects / Sales

Management Consultant – project list
Program or Project Administrator – project list
Construction Project Manager – project list
Conference and Event Organiser – events list
Sales occupations – sales list
ICT sales occupations – ICT sales list
Farm manager/farmer occupations – farm activities list and photo evidence
Design/drafting occupations – portfolio or design samples (max 5MB each)

Please visit our [eligibility criteria webpage](#) (Employment Evidence) to access the available activities, events, portfolio, project, and sales templates.

Evidence of Research

University Lecturer – publication list

Please visit our [eligibility criteria webpage](#) (Employment Evidence) to access the available [publication list template](#).

Other Supplementary Employment Evidence

License or Registration documents
Professional development evidence
Prizes / Certificates / Commendations
Land valuation certificates, sales/purchase receipts, J forms (India farming occupations)
Notice of establishment (Iran employment)

Application Fee

Payment completed

Skills Assessment Support, SAS (available prior to lodgment)

If you would like support with the required documents or assessment criteria, you can access our Skills Assessment Support (SAS) service. Please visit our [SAS webpage](#) for more information.