



APPLICATION CHECKLIST

Use this checklist to ensure all your required documents are submitted. Certified copies of your original documents need to be uploaded in PDF format into the Online Application Form.

- Consolidate all pages into one PDF document for each qualification and each employment entry
- Maximum 3MB per PDF upload
- Please do not password protect PDF files

You must attach certified copies of original documentation. Documents not in English must be accompanied by accredited English translations. More information on certified documents and English translations is available in the [Skills Assessment Guidelines for Applicants](#).

You should ensure that you lodge a decision ready application. While the ACS might ask you to provide more information in order to determine whether you meet the requirements, a decision on the skill assessment application might be made solely on the information provided at the time of application. A review application will need to be lodged to provide further documents.

BEFORE STARTING YOUR APPLICATION	
Are you clear of your visa requirements, and if not, have you sought assistance from a registered migration agent or contacted the Department of Immigration and Border Protection?	<input type="checkbox"/>
Have you read and understood the ACS requirements as per the Skills Assessment Guidelines and the Summary of Criteria ?	<input type="checkbox"/>
If you have previously had an ACS skill assessment, do you have your previous login details in order to link to your earlier application?	<input type="checkbox"/>
Have you identified the correct skill assessment application type and understand its requirements?	<input type="checkbox"/>
PERSONAL DOCUMENTS	
Certified copy of your birth certificate OR passport. Please only provide the identification page of your passport	<input type="checkbox"/>
Certified copy of your marriage certificate if you have been married and your name has changed	<input type="checkbox"/>
VEVO or Visa deadline evidence if you have an upcoming visa expiry in the next 12 weeks and wish to be considered for priority processing.	<input type="checkbox"/>
QUALIFICATION DOCUMENTS	
Certified copy of your academic transcript AND Certified copy of your award certificate OR completion letter (for Australian qualifications) Ensure that the following information is detailed in your qualification documents: <ul style="list-style-type: none"> • Title of Degree or Award • Name of University or Awarding Institution • Date the Degree or Award was Completed • Unit or Subject Names and Grades or Marks Achieved • Abstract of Research if the qualification has been completed through Research 	<input type="checkbox"/>



<p>If you have provided Microsoft or Cisco vendor qualifications, please provide the login details for verification checking. These can be entered on to a blank document, converted to PDF and then attached.</p>	<input type="checkbox"/>
<p>Do you have all underpinning qualifications attached? For example if you have only provided your Master qualification, please also provide the Bachelor.</p>	<input type="checkbox"/>
WORK EXPERIENCE DOCUMENTS	
<p>Certified copy of your work references on company letterhead OR Third party Statutory Declarations</p> <p>Employment references must contain:</p> <ol style="list-style-type: none"> 1. Start & Finish Dates of Employment - if currently employed, your "finish" date can be written as the "To Date", but the job reference must have the date when it was written or it will be assessed as not suitable. 2. Description of Duties Performed - required to determine the relevance to the nominated occupation 3. Hours worked - Full time or Part time 4. Country where Employment was Completed - if you have worked with the same company in different countries, the job reference must have the dates and locations clearly specified. 5. Company Letterhead and signed by the author <p>In additional to the above each Statutory Declaration must contain:</p> <p>All Statutory Declarations or Affidavits must clearly state that the document was "Sworn Before" or "Signed Before" or "Witnessed Before" the authorised witness by the referee and signed by the authorised witness, along with the date and place in which the declaration was witnessed.</p> <p>The Statutory Declaration or Affidavit must be written by a third party work colleague and NOT written by you, the applicant.</p> <p>A Statutory Declaration or Affidavit written by a work colleague needs to describe the working relationship with you and details of your duties performed with relevant dates of employment. It is preferable that the work colleague writing the declaration be at a supervisory level.</p> <p>All third party Statutory Declarations or Affidavits must include only one of the following:</p> <ul style="list-style-type: none"> • Certified copy of Payslips – preferably first & last payslip • Certified copy of Human Resource statement or Service Certificate • Certified copy of Termination Letter with corresponding dates <p>Please Note: the ACS is unable to accept letters of appointment, self-statutory declarations or contracts as employment references.</p> <p>For self-employed applicants please refer to the Skills Assessment Guidelines for Applicants – PAGE 15</p>	<input type="checkbox"/>
<p>ACS Project Report Form (Only if you are applying under application type Recognition of Prior Learning (RPL))</p>	<input type="checkbox"/>