

## Australasian Veterinary Examination (AVE) eligibility assessment Application Guidelines and Application Form (as at 9 April 2020)

**Please read the following guidelines carefully before applying for an assessment of your eligibility to sit the AVE.**

### **Please note:**

1. This application is for assessment of your ELIGIBILITY to undertake the professional examinations in veterinary science. It is NOT an application to sit the examination. Assessment of eligibility to undertake the examinations is the first step in the process and is followed by:
  - i. the AVE Preliminary computer-based (multiple choice question) Examination; and
  - ii. the AVE Final (Clinical) Examination.

An application to sit the examination will be sent to you if you are assessed as eligible.

2. The assessment is conducted by the Australasian Veterinary Boards Council Inc (AVBC) for overseas trained veterinarians who wish to practise their profession in Australia or New Zealand.
3. The AVBC assesses your eligibility by checking that you have the required qualifications to practise veterinary science in your own country, that you are of good professional standing, and that you have current English language proficiency to the standard required by AVBC.
4. For more information about the process, including eligibility requirements, please consult the AVBC website, [www.avbc.asn.au](http://www.avbc.asn.au) More information about the practice of veterinary science in Australia and the Australasian Veterinary Examination can be found in a leaflet entitled “Veterinary Science in Australia” and in the “AVE Candidates’ Information Handbook”, both of which can be found on the AVBC website.
5. All applications for assessment of eligibility to sit the AVE, together with supporting documents, MUST be emailed directly to the AVBC at [ave@avbc.asn.au](mailto:ave@avbc.asn.au) (see Section 2).

### **SECTION 1 Information for intending migrants**

If you intend to migrate to Australia or New Zealand, you should first contact your nearest Embassy, Consulate or High Commission for information about migration processes and requirements for assessment of your qualifications. If you intend to migrate to Australia in a skilled migration category, information relevant to you is available from the Australian Government’s Department of Home Affairs <https://www.homeaffairs.gov.au/>. For further advice on migration to New Zealand, please refer to <https://www.newzealandnow.govt.nz>.

Please note that AVBC does not provide information about how to migrate to Australia or New Zealand.

### **SECTION 2 Submission of documents**

This application process requires you to email three sets of information to the AVBC at [ave@avbc.asn.au](mailto:ave@avbc.asn.au)

1. Your completed application form; and
2. Scanned copies of the original documents, required to support your application, as listed in the application form (Section F). These documents must meet certain requirements, as set out below; and
3. A scanned copy of a certified passport photo (see instructions below).

## Completing the application form

- The **AVE Eligibility Application Form** is a **FILLABLE FORM**. You can either:
  - Complete the form electronically.  
You will need to use the latest version of Adobe Acrobat DC or Adobe Acrobat Reader DC to fill this form. You can download the free latest version of Adobe Acrobat Reader DC from: <http://www.adobe.com/go/reader>.  
Then attach your completed application form to your email; OR
  - Print the form and complete it clearly and legibly by hand and then scan your completed form at 600 dpi.
- Answer all questions in English, unless otherwise requested.
- Initial and date any alterations to any hand-written form.
- Ensure that your signature on the declaration in Section G of the application form is consistent with that shown on your photo ID (see Section F).
- To complete the signature sections, you can digitally sign within Adobe Acrobat DC or Adobe Acrobat Reader DC or upload a scanned image of your signature.
  - The following image files are accepted: JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files.  
For more information, [click here](#).
  - Alternatively, you can print, sign and re-scan the document for submission.

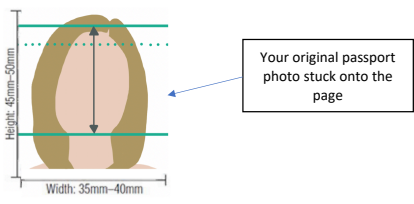
## Supporting document requirements

The scans of your documents must meet the following requirements:

- Be a **colour scan** of the **ORIGINAL** document at 600dpi resolution. No black and white documents will be accepted unless the original document is black and white.
- Include all edges and corners
- Have all text be readable
- Have visible security features (such as the issuing authority's official stamp, seal, signatures, hologram etc)
- Be in .pdf format
- Each document must be provided in a separate pdf.
- Where a document has more than one page and/or side, please ensure all pages and sides are scanned and combined into the one file.
- Name each file with your SURNAME and content. For example, SMITHApplicationform.pdf, SMITHPassport.pdf, SMITHTranscript.pdf
- Compressed files (eg .zip) will not be accepted and AVBC will not accept scans that are illegible.

Your assessment will be delayed if your documents do not meet the above requirements and, in all cases, the AVBC reserves the right to request to see the original document(s).

## Passport photo requirements



I certify that this is a true photo of [YOUR FULL NAME]

Certifier's name: \_\_\_\_\_

Certifier's signature: \_\_\_\_\_

Certifier's contact details:

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Provider/registration number: \_\_\_\_\_

You are required to provide a scanned page which includes a colour passport photograph, taken within the past twelve months, together with a certifier's signature.

Step 1 – Create a single-page document as illustrated here, which includes your passport photograph at the top.

Step 2 – Beneath your photograph, request a person who is eligible to certify documents to certify that "This is a true photo of .... [YOU]" (See Section 3 following for details of people eligible to be certifiers)

Step 3 – Ensure that your certifier has included a legible signature, together with contact details and an email address; registration details should also be included where this is applicable.

Step 4 – Scan the entire page at 600dpi, in colour, ready to email with your completed application form and supporting documents.

## SECTION 3 FAQs

### What if I cannot provide a colour scan of the ORIGINAL document?

Under these circumstances you must provide a scan at 600dpi of a colour copy of the original document which been certified as a true copy of the original.

### What is a certified copy?

A certified copy of an original document is a colour scan of the original document which has been clearly authorised as a true copy of the original by an appropriate person.

A person on the list of authorised witnesses is generally acceptable to the AVBC to certify a document <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>. These persons include Justices of the Peace (JP), Notaries public, legal practitioners, veterinarians and admissions officers of all Australian and New Zealand universities.

To have your copies certified you will need to present both the original and the copy of each document to the person certifying the copies.

Each copy of the document must be certified separately and must indicate:

- i. the words “certified true copy of the original”.
- ii. the signature of the certifying officer.
- iii. the name and address, and provider/registration number (where applicable) of the certifying officer legibly printed below the signature.
- iv. the certifier’s email address and telephone number.

From the details provided, it must be possible for AVBC to contact the certifying officer if necessary.

### What if my documents are not in English?

If your supporting documents are written in a language other than English, you must provide:

- i. All supporting documents in the original language; and
- ii. Official English translated versions of all documents.

The translations must be included in the .pdf file for the documents to which they refer (extract translations will not be accepted).

All scanned documents (both in the original language and translated) must meet the supporting document requirements, as set out in Section 2.

Please note that AVBC reserves the right to request applicants to provide translations completed by a translator in Australia, accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

### What if I can’t send all of my documents in one email?

If you cannot attach all of your documents in one email, send separate emails. However, please let us know how many separate emails you are sending. Contact [ave@avbc.asn.au](mailto:ave@avbc.asn.au) if you have difficulties emailing your supporting documents.

### What happens next after you receive my application?

We will acknowledge receipt of your application by email. If we are satisfied that your application is complete, we will process the payment of your application fee and complete the assessment. Your AVE Eligibility Assessment outcome letter will be emailed to you upon completion.

### What if there are any issues with my application?

If there are any problems with your application form or any of your supporting documents, we will be in touch by email to let you know, with guidance on how to resolve any issues.

### Can I ask for my assessment to be reviewed?

If you disagree with the assessment once it has been provided, you may request a review. Your request must be in writing and a review fee will be required. Your request for a review should include the reasons why you disagree with the assessment and any supplementary information or documents that you consider support your claim. For further information about the review process you should contact [ave@avbc.asn.au](mailto:ave@avbc.asn.au)

### What if I want to use an agent?

AVBC normally deals directly with applicants seeking an assessment of their qualifications. Australia’s privacy legislation prohibits AVBC from discussing your application with other people (ie a third party) unless you authorise

us to do so. If you want someone, such as a family member or migration agent, to deal with AVBC on your behalf, you need to attach a letter or form signed by you authorising this person (by name) to act as your agent. A relevant form (No. 956) is available for download from the Department of Home affairs website [here](#):  
<https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>

### How long will the assessment take?

An assessment of your eligibility may take up to six weeks to process. We will be doing our utmost to work through applications as quickly as possible but please recognise that there may be some unavoidable delays because of the effects of the COVID-19 pandemic. Processing of your AVE eligibility assessment application will be delayed if your application is incomplete.

### What if I have further questions?

Please refer to the AVBC website, [www.avbc.asn.au](http://www.avbc.asn.au) for updates or for more information about the assessment process. You can also contact the AVBC via email to [ave@avbc.asn.au](mailto:ave@avbc.asn.au)

Download the Application Form [here](#)

Check the website regularly for updates

**PLEASE KEEP THESE GUIDELINES FOR YOUR REFERENCE**