

Skills Assessment Checklist

You must provide the following ORIGINAL documents at >300dpi. Ensure all edges and corners are visible.

IDENTIFICATION DOCUMENTS

- PASSPORT:** relevant colour copied pages from your passport or travel document showing passport number, photograph and signature. If your passport photo does not include your signature you need to provide a colour copy of other photo ID that does (e.g. DRIVING LICENCE)
- EVIDENCE OF CHANGE OF NAME**(if applicable);
- COLOUR PASSPORT PHOTO:** taken in the past 12 months;
- CERTIFIED COLOUR PASSPORT PHOTO:** certified copy of the above photo that meets the guidelines later in this document.

VETERINARY EDUCATION

- QUALIFICATION PAPERS**(the official testamur/certificate awarded to you upon completion of your primary veterinary qualification, normally including security features such as an official university stamp, seal or holograms).
- FULL ACADEMIC TRANSCRIPTS** from your primary veterinary qualification. Must include a list of each subject in your veterinary qualification, the grade or result that you were awarded for each subject, and contains a statement that confirms that you have completed the course requirements. If this is a digital document, a method of verification will be required – AVBC will contact you with details if necessary.

OR

- GRANT ACCESS TO TESTAMUR & TRANSCRIPTS VIA MY eQUALS**
- EVIDENCE OF ATTAINMENT** of NAVLE, ECFVG, PAVE or RCVS membership by examination (where applicable). These qualifications will need to be verified (e.g. via a Score Transfer from the AAVSB Vault).

REGISTRATION

- EVIDENCE OF ORIGINAL REGISTRATION**(and current where applicable)overseas registration or licence to practise;
- EVIDENCE OF CURRENT AUSTRALIAN REGISTRATION**

ENGLISH LANGUAGE SKILLS

- ENGLISH LANGUAGE RESULTS** (if required – see [AVBC English Language Skills](#))
- ONLINE ACCESS TO OET/PTE RESULTS:** Applicants submitting OET or PTE English language test results must arrange for AVBC to have **online access** to their results, via the testing bodies.

OTHER

- OFFICIAL TRANSLATIONS IN ENGLISH** of any documents originally issued in a language other than English; AVBC reserves the right to request that a NAATI accredited translator is used.
- AUTHORITY TO ACT FORM:** if you are utilising the services of a migration agent, please provide permission for the Agent to act on your behalf.

Work Experience Checklist

If you wish to have work experience assessed for the allocation of points for a points-based visa, then you must also include the following documents. To reduce file size, these evidence documents may be scanned at a resolution of 300dpi.

WORK EXPERIENCE

SUMMARY STATEMENT

- This is a **chronological summary** of the work experience that you wish to have assessed. For each position, you must clearly state the following:
 - DATES of each period of employment (indicate full-time or part-time – and if part-time, average number of hours per week);
 - NAME, ADDRESS & CONTACT DETAILS of the employer;
 - NATURE OF THE BUSINESS;
 - JOB TITLE;
 - DETAILED DESCRIPTION of duties performed; and
 - LIST OF EVIDENCE provided to support that claim of work experience.

EVIDENCE

Applicants must provide evidence to support their claim of professional employment experience.

For example:

- contract of employment;
- sample payslips;
- taxation documents, etc.

REFERENCES x 2

You must provide two different signed references **ATTESTING TO YOUR PROFESSIONAL COMPETENCE**. It is not acceptable to provide a reference that makes no comment on your competence as a veterinarian. The references must:

- Be from past or present veterinary employers or, if you are a new graduate, from your clinical placements.
- Be provided on the **OFFICIAL LETTERHEAD** of the person, company or government department providing the reference. The letterhead should clearly indicate the full address of the person or company, any telephone and fax numbers, and email and website addresses.
- Must have the **NAME AND POSITION** of the person who signs the reference typed or stamped below that person's signature.



PhD Checklist

If you wish to have a PhD assessed for the allocation of points for a points-based visa, then you must also include the following documents.

To reduce file size, these evidence documents may be scanned at a resolution of 300dpi.

COMPLETION OF A PHD QUALIFICATION

- QUALIFICATION PAPERS:** provide a colour scan of your original postgraduate qualification (PhD) in the original language and an English translation if required.
- ACADEMIC TRANSCRIPT:** Provide a colour scan of the original full academic transcript from the institution which awarded the PhD.