

# AVE Eligibility 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 eEQUALS** and provide access PIN

## REGISTRATION

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

## 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.
- EVIDENCE OF RESIDENCY STATUS IN AUSTRALIA (if applicable):** i.e. your Australian citizenship certificate, Australian passport or birth certificate, or a statement from the Department of Home Affairs confirming your residency status (for example, your Visa Grant Notice).

## WORK EXPERIENCE

- SUMMARY STATEMENT/RESUME:** Provide evidence of your professional work experience as a veterinarian from graduation to present
- EVIDENCE OF COMPLETION OF A PERIOD OF COMPULSORY CLINICAL EXPERIENCE** (if applicable)
- 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.

## AVBC Supporting Document Requirements

AVBC can only accept supporting documents that meet the following requirements:

1. Are COLOUR copies of the ORIGINAL document at > 300 dpi (or ppi) resolution (ideally 600dpi). Scans of photocopies will not be accepted.
2. All edges and corners are included
3. All text is readable
4. Security features are visible (such as the issuing authority's official stamp, seal, signatures, hologram etc.)
5. Are in .pdf format
6. Where a document has more than one page and/or side, all pages and sides are scanned and combined into one file.

Your assessment will be delayed if:

- Your documents do not meet the above requirements
- You do not upload the required documents

### Digital documents

Some documents will not be able to be assessed for resolution as they are digital text files (e.g. digital academic transcripts). In these cases, AVBC needs to be able to verify the authenticity of the document with the issuing organisation.

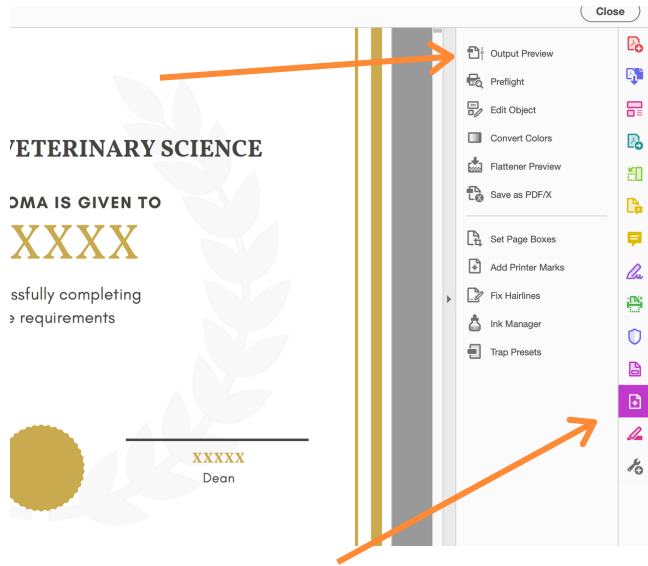
AVBC will contact you if there are problems verifying digital documents.

# ✓ AVBC Supporting Document Requirements

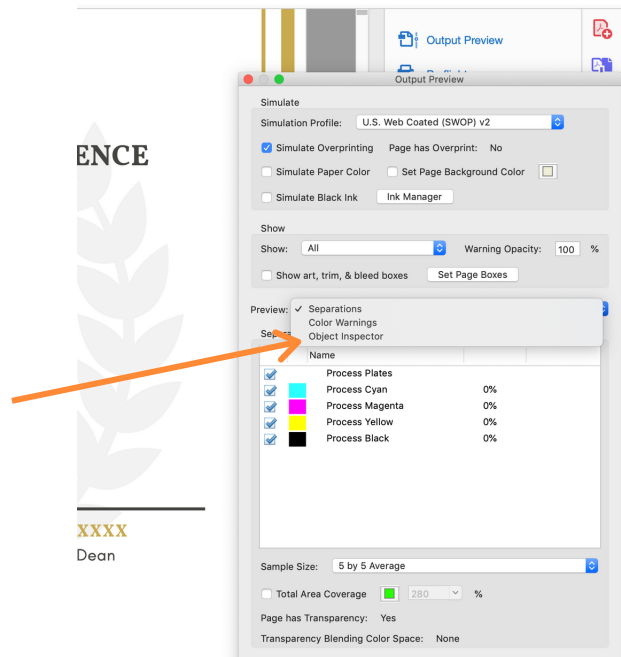
## Checking the resolution of a document

For pdf documents, use Acrobat DC to open the file. Go to:

Print Production > Output Preview >

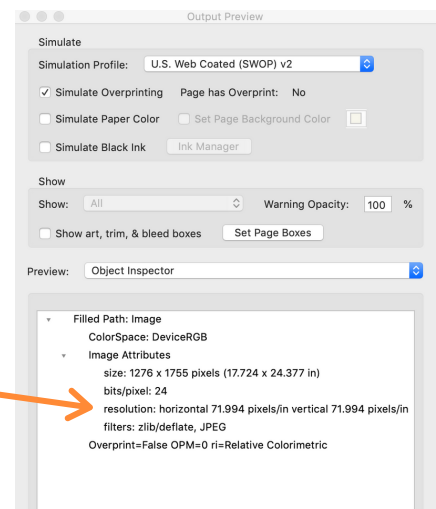


Preview Dropdown >



Object inspector > Click on document

This document fails our resolution standard because it is under 300dpi / ppi



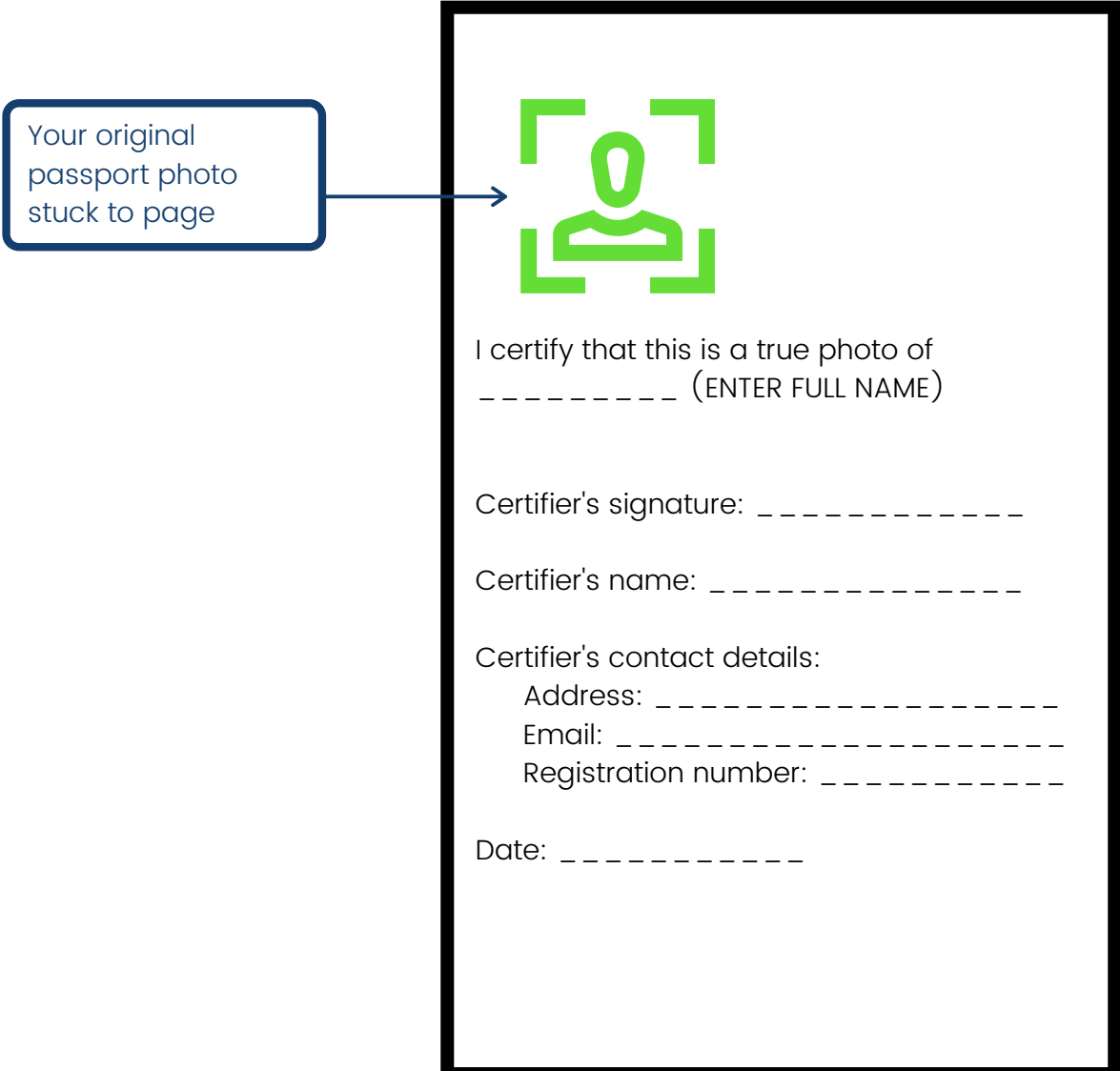
## ✓ Submitting a certified passport photo

You are required to provide a colour passport photograph with your application. This should be taken within the past twelve months and scanned at 600dpi resolution.


You are also required to provide a certified copy of this photo which should be created as follows:

1. Create a single-page document as illustrated below, which includes your passport photograph at the top.
2. Beneath your photograph, request a person who is eligible to certify documents to certify that "This is a true photo of ... [YOU]". ([Find information on people eligible to be certifiers here](#))
3. Ensure that your certifier has included a legible signature, together with contact and registration details.
4. Scan the entire page at in colour at 600dpi resolution and upload in the appropriate section of AVBC's Application Portal.

Your original passport photo stuck to page



The diagram shows a smaller box on the left with the text "Your original passport photo stuck to page" and an arrow pointing to a larger box on the right. The larger box represents the certified copy form and contains the following text:



I certify that this is a true photo of  
----- (ENTER FULL NAME)

Certifier's signature: -----

Certifier's name: -----

Certifier's contact details:  
Address: -----  
Email: -----  
Registration number: -----

Date: -----