Migration skills assessment applicant checklist

Use this checklist before you submit your application to AVBC.

Tick each item when it is complete. If an item does not apply to you, write N/A.

1. Check that you are eligible

☐ I have an AVBC-recognised veterinary qualification.

☐ I hold current full (unconditional) or specialist Australian veterinary registration.

☐ I meet AVBC's English language proficiency requirements.

2. Gather your documents

☐ Three identity documents, including valid passport biopages, a second photo ID and another document showing my signature (where available).

☐ A recent colour passport-style photograph taken within the past 12 months.

☐ Name change evidence such as a marriage certificate or change of name certificate, if applicable.

☐ My veterinary degree certificate and complete academic transcript.

☐ Overseas registration evidence, if applicable.

☐ Evidence of my Australian veterinary registration.

☐ English test results or English language evidence form.

☐ Evidence of any relevant examination credentials and verification, if applicable.

☐ Certified translations of original documents that are not in English, if applicable.

3. Check document quality

☐ All documents are clear, high resolution colour scans of original documents; all text is easy to read. All pages and corners of each document are visible.

☐ Each document is saved as a separate PDF file. Multi-page documents are combined into one PDF. English translations are included with the original document. Please note: ZIP files are not accepted.

☐ I have provided digital verification links/access where needed, such as My eQuals or HEDD consent, where qualification papers cannot be provided.

☐ If I do not have the original documents, I have provided certified copies that meet AVBC requirements.

☐ Passport-style photograph: white/light grey background, even lighting, centred face, eyes open, mouth closed, neutral expression.

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4. Additional assessments (work experience/PhD) and authorisations

Complete only the sections relevant to your application.

- ☐ I have completed and signed form 956 if I am using a migration agent or other authorised representative.
- ☐ PhD assessment (if applicable): certificate, full transcript, thesis and peer-reviewed publication list.
- ☐ Work assessment (if applicable): eligible paid veterinary employment after an approved qualification; minimum 20 hours per week.
- ☐ Chronological employment summary: exact start and end dates, hours worked per week, full-time, part-time or casual status, employer name, employer contact details, practice or workplace type, job title, main duties and evidence.
- ☐ Evidence of employment records, such as contracts, payslips and tax records.
- ☐ Part-time employment (if applicable): employment contract stating working hours; evidence of meeting AVBC's payslip requirements.
- ☐ Two signed, dated professional reference letters on organisation letterhead, with referee's name, role, registration number and contact details; include skills matrix if used.
- ☐ Casual/locum employment (if applicable): assignment start and end dates with employer name and paid hours that meet the minimum of 20 hours per week. I have included evidence of employment contracts, payslips, invoice receipts and bank statements. Please note: Invoices on their own are not accepted.
- ☐ Self-employed: business registration, accountant/legal representative confirmation and witnessed statutory declaration.
- ☐ Non-clinical: evidence of relevant registration and explanation of how the role relates to the veterinary profession.

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