Migration skills assessment renewal 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 previously been issued an AVBC migration skills assessment.

☐ I have provided my original AVBC reference number.

2. Gather your documents

☐ A copy of my current passport if my passport has been renewed or my passport details have changed since my previous assessment.

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

☐ Evidence of a change of name, if applicable.

☐ Evidence of my current full Australian veterinary registration.

☐ 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.

☐ 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.

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

Complete only the sections relevant to your renewal application that were not included in your previous AVBC skills assessment.

☐ 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 not previously assessed.

☐ Work assessment (if applicable): eligible paid veterinary employment not previously assessed by AVBC; minimum 20 hours per week.

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- ☐ Chronological employment summary supporting additional employment claims not previously assessed: 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.
- ☐ 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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