

# National Veterinary Examination eligibility assessment application form and explanatory notes

This application is for assessment of eligibility to undertake the professional examinations in veterinary science. 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.

**Important – please read the following explanatory notes carefully before completing the application form at the end of the document.**

The information on this form is collected by the AVBC for the purposes of assessing your overseas qualifications in veterinary science. AVBC is committed to protecting your privacy. Details may be verified with, or provided to, other agencies where necessary or required by law.

## Introduction

The attached form is an application to assess your **ELIGIBILITY** to undertake the examinations in veterinary science. It is **not** an application to sit the examination. This will be sent to you if you are assessed as eligible. 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.

Assessment of eligibility to undertake the examinations is the first step in the process and is followed by:

- the NVE Preliminary computer-based (multiple choice question) Examination; and
- the NVE Final (clinical) Examination.

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 National Veterinary Examination can be found in a leaflet entitled “Veterinary Science in Australia” and in the “NVE Candidates’ Information Handbook”, both of which can be found on the AVBC website.

## 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 [www.homeaffairs.gov.au](http://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.

## Completing the form

- Answer all questions in English, unless otherwise requested.
- Initial and date any alteration to the form.

## Certification

It is essential that copies of all documents are properly certified. A copy has to be 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:

- the words “certified true copy of the original”;
- the signature of the certifying officer; and
- the name and address, and provider/registration number (where applicable) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for AVBC to contact the certifying officer if necessary.

For documents that are not written in English, you must also send certified copies of translations into English of any of the documents above. The translations must be attached to the documents to which they refer (extract translations will not be accepted).

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).

## Statutory declarations

It is important that certified copies of documents be provided.

In certain circumstances, a Statutory Declaration may be accepted in place of some or all of the required documents. Statutory Declaration forms may be purchased at most newsagents (in Australia), or downloaded from Australian State or Commonwealth government websites.

The information on the Statutory Declaration form should include the reason why certified copies of your original documents are unavailable. It should duplicate the information which would have been available from your educational documents and must include the name and address of your educational institution in your own language and in English; the name of the degree, diploma or other qualifications; the subjects you studied each semester or year and the marks you received (to the best of your recollection).

Finally, you must forward the original Statutory Declaration duly witnessed by a person listed at the back of the Statutory Declaration form together with your application form.

## Review of assessment

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 the Executive Director of the AVBC.

## Agents

AVBC normally deals directly with applicants seeking an assessment of their overseas 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.

## Time taken for assessment

An assessment of your qualifications may take up to six weeks to process. Processing of your application will be delayed if it is incomplete. Please remember that mail to and from overseas countries is sometimes very slow.

## If you need more information

Please refer to the AVBC website, [www.avbc.asn.au](http://www.avbc.asn.au) for more information about the assessment process or contact the AVBC via email [nve@avbc.asn.au](mailto:nve@avbc.asn.au) or telephone +61 3 9620 7844

## PRIVACY STATEMENT

*AVBC Inc. is committed to protecting your privacy. By signing the application form you give AVBC Inc. permission to make enquiries to assist in the assessment of your qualifications and to use any information supplied in this application for that purpose. The AVBC Inc. will not disclose your personal information to a third party unless required to do by law or other regulations. Technology and security policies, rules and measures have been implemented to protect personal information from improper use, alteration, unlawful or accidental destruction and accidental loss. AVBC Inc. will remove personal information from our systems when it is no longer required.*

**PLEASE KEEP THESE EXPLANATORY NOTES FOR YOUR REFERENCE**

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# NVE Eligibility assessment application form

VAug2018

## Application for assessment of eligibility to undertake the National Veterinary Examination (NVE)

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS FORM.  
MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND PRINT AND SIGN THE DECLARATION.

*If you need more space to answer questions, please attach a  
separate sheet with the necessary details and sign and date each page.*

### SECTION A Your personal details

Preferred Title: Mr  Mrs  Miss  Ms  Dr  Other  \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First Middle*

Has your name changed since you  
received your qualifications? Yes  No

*If yes, please provide previous name and reason  
(e.g. marriage)*

Address: \_\_\_\_\_  
(for correspondence.) *Apartment/Unit # No. and Street Address*

\_\_\_\_\_ *Suburb or City/Town State/Region Post Code*

\_\_\_\_\_ *Country*

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sex: Male  Female

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
*(DD/MM/YY)*

Country of Permanent Residence: \_\_\_\_\_

First Language: \_\_\_\_\_

**SECTION B      Your professional education**

Provide details of ALL higher education courses which you have completed, which relate to your professional qualifications. If you have more than two (2) qualifications, attach a separate sheet listing the additional details.

**Primary veterinary degree**

(The qualification that entitled you to first register as a veterinarian)

What was the normal entry requirement for enrolment in the course? \_\_\_\_\_

Name of Qualification: \_\_\_\_\_  
(in English)

Name of Qualification: \_\_\_\_\_  
(in original language, if not English)

Name of Institution: \_\_\_\_\_

Full Address of Institution: \_\_\_\_\_

Normal length of Semester (Weeks): \_\_\_\_\_ (or Months): \_\_\_\_\_

Normal length to complete whole course (Years): \_\_\_\_\_ (or Months): \_\_\_\_\_

Date Course Commenced: \_\_\_\_\_ Date Course Completed: \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)

Did you study full-time or part-time? Full Time  Part Time

Was a period of compulsory practical or clinical experience a requirement of the course? Yes  No

**Other qualifications obtained (if applicable)**

What was the normal entry requirement for enrolment in the course? \_\_\_\_\_

Name of Qualification: \_\_\_\_\_  
(in English)

Name of Qualification: \_\_\_\_\_  
(in original language, if not English)

Name of Institution: \_\_\_\_\_

Full Address of Institution: \_\_\_\_\_

Normal length of Semester (Weeks): \_\_\_\_\_ (or Months): \_\_\_\_\_

Date Course Commenced: \_\_\_\_\_ Date Course Completed: \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)

Did you study full-time or part-time? Full Time  Part Time

### SECTION C Registration / Licensure

What is the name and country of authority of your **first** registration to practise as a veterinarian?

Authority: \_\_\_\_\_ Country: \_\_\_\_\_

What was the date of **first** registration as a veterinarian?

Date: \_\_\_\_\_

What is the name and country of authority of your **current** registration to practise as a veterinarian (if applicable)?

\_\_\_\_\_

What is the date of **current** registration as a veterinarian (if applicable)?

Date: \_\_\_\_\_

Have you ever been refused a licence or registration, or had a licence or registration withdrawn? Yes  No

If yes, please provide details: \_\_\_\_\_

### SECTION D Professional employment experience (if applicable)

Attach a signed, detailed resume to your application.

Applicants should provide a list of their professional employment experience over the last 10 years.

Include details of:

- the dates of each period of employment and indicate whether full-time or part-time;
- the name of the employer, full address, phone number and the nature of the business;
- your job title and description; and
- the nature of your employment.

### SECTION E Your English language ability

You must provide evidence of a high level of English language ability if you are **not** a native speaker of English (ie if you were not born **and** educated in the UK, Ireland, Canada, USA, New Zealand or South Africa).

You must provide evidence that you have achieved, in a single sitting:

- a score of band 7 or higher in each section of the International English Language Testing System (IELTS) **academic** test; or
- a B pass or higher in each section of the Occupational English Test (OET); or
- scores in the TOEFL-iBT of at least 24 in Listening, 24 in Reading, 27 in Writing and 23 in Speaking; or
- scores of at least 65 in each of the four communicative skills of the PTE academic. (If you sit the PTE academic test you will need to organise with them to allow AVBC online access to your test results.)

An English language test result is valid for two years.

I am a native speaker of English (as above) - English test not applicable

or

English test (IELTS academic, OET, TOEFL-iBT or PTE academic) result included

**SECTION F Checklist of information to be provided**

**Certified copies of the following documents must be included with this application.  
Do not send your original documents.**

- qualification papers (such as degree, diploma, certificates etc.) in the original language;
- a full academic transcript from each institution showing courses completed, subjects, hours, examination results, and where applicable, details of practical and clinical education;
- evidence of your original (and current, where applicable) registration or licence to practise;
- evidence of your completion of a period of compulsory clinical experience (if applicable);
- evidence of a current pass to the required standard in an accepted English language test - if not born and educated in one of the listed English speaking countries;
- evidence of change of name (if applicable);
- official translation in English** of any documents originally issued in a language other than English;
- 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;
- evidence of resident status in Australia (if applicable): your Australian citizenship certificate, Australian passport or birth certificate, or a statement from the Department of Home Affairs confirming permanent residency.

**You must also include the following documents with this application:**

- evidence of your professional work experience as a veterinarian from graduation to present (eg. a resume);
- two written and signed references attesting to your professional competence, from past or present veterinary employers OR from colleagues if self-employed. References should be written on the official letterhead of the person, company or government department providing the reference and the name and position of the person who signed the reference should be clearly stated. New graduates may supply references from clinical placements.
- an "Authority to Act" form if using an agent such as a migration agent;
- a colour passport photograph taken in the past 12 months endorsed by a person able to certify documents with "This is a true photo of (applicant's full name)" and the certifying person's signature.

**SECTION G Applicant's declaration**

**You must read and sign this declaration**

I declare that:

- The information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the Australasian Veterinary Boards Council Inc (AVBC) of any changes to my circumstances (e.g. address) while my application is being considered;
- I authorise the AVBC to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Please supply your photo in a separate envelope to protect it from damage and loss.

Signature.....

Date.....



## SECTION H Payment of fees

Please select your method of payment:

- Pay using a credit card online at the AVBC website
- Complete credit card details below
- Payment by direct deposit – you need to contact the office for the AVBC bank details
- Cheque or money order payable to the Australasian Veterinary Boards Council Inc.  
(If you are **resident overseas** and wish to pay by cheque then this fee must be paid in Australian dollars as a bank draft and you must nominate an Australian bank on it. You should also ensure that the money transferred takes into account bank fees both in your country and in Australia).

### CREDIT CARD PAYMENT

Payment may be processed on the day that the application is received.

**Processing of your application will be delayed if funds are not available.**

Credit card type (please select)      Visa       Mastercard

Name of applicant: \_\_\_\_\_

Card holder's name: \_\_\_\_\_

I authorise AVBC to debit my credit card with **\$455.00**

Credit card number: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Expiry date: \_ \_ / \_ \_

Signature of card holder: \_\_\_\_\_

## SECTION J How to lodge your application

Before lodging this form, check that you have:

- Read the explanatory notes;
- Attached the required documents including a current English language test result to the required standard;
- Signed the Declaration in Section G; and
- Paid the correct fee of **\$455 in Australian dollars** by one of the payment methods in section H.

Mail the form, together with the required supporting documents and assessment fee to:

Australasian Veterinary Boards Council Inc (AVBC)  
Level 8, 470 Collins Street  
MELBOURNE VIC 3000  
AUSTRALIA