

NVE Eligibility Assessment Application Form - Explanatory Notes

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

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

The information on this form is collected by the Australasian Veterinary Boards Council Incorporated (AVBC Inc) for the purposes of assessing your overseas qualifications in veterinary science. AVBC Inc. 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 where applicable. It is **not** an application to sit an 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.

The assessment is conducted by AVBC for overseas trained veterinarians who wish to practise their profession in Australia.

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

- NVE Preliminary Examination (written)
- NVE Final Examination (clinical)

For more information about the process, including eligibility requirements, please consult the AVBC website, www.avbc.asn.au or if you are not able to access the internet, read the leaflet “Veterinary Science in Australia” which can be obtained free from AVBC.

Information for intending migrants

If you intend to migrate to Australia, you should first contact your nearest Australian Embassy, Consulate or High Commission, (overseas post) for information about migration processes and requirements for assessment of your qualifications. If you intend to migrate in a skilled migration category, information relevant to you is available in a publication entitled “*General Skilled Migration*” which is available via the website <http://www.immi.gov.au> or can be purchased from the nearest Department of Immigration and Border Protection (DIBP). It is essential that you read this booklet carefully before proceeding with your skills and qualifications assessment.

To migrate to Australia under the General Skilled Migration Categories, you or your spouse must satisfy certain basic requirements before applying to migrate. One of the basic requirements is to nominate an occupation from the “*Skilled Occupation List*” which fits your skills and qualifications, and have your skills and qualifications assessed by the relevant assessing authority. You can find “*Skilled Occupation List*” in the “*General Skilled Migration*” booklet.

If your nominated occupation is “veterinarian”, AVBC is the relevant assessing authority and you should use this form to apply for an assessment of your eligibility to undertake the professional examinations in veterinary science.

Please note that AVBC does not provide information about how to migrate to Australia.

Completing the form

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

Documents you must include

To support your application, you will need to provide **certified copies** for most of the documents listed in the Checklist Section of the application form. See notes on “Certification” below. **Do not send your original documents.**

Certified copies of the following documents must be submitted:

1. Your degree, diploma or certificate in the original language.
2. Official transcript of educational courses completed in the original language showing subjects, hours, examination results and details of practical and clinical education (where applicable).
3. Documented evidence of internship, where applicable.
4. Evidence of a pass in the academic level of IELTS with a minimum score of Band 7 in each section or a B pass in each section of the OET or a score of at least 24 in listening, 24 in reading, 27 in writing and 23 in speaking for the TOEFL-iBT unless you are born and educated in one of the listed English speaking countries.
5. Your original and current registration or licence to practice.
6. Evidence of change of name (where applicable).
7. Pages from your passport showing passport number, personal details, photograph and signature.
8. Evidence of resident status in Australia, if applicable, which can be either:
 - pages from your passport showing visa and entry stamp or
 - your Australian citizenship certificate, Australian passport or birth certificate; or
 - a statement from the Department of Immigration and Border Protection (DIBP) confirming permanent residency has been granted.

You will also need to provide the following documents with your application:

9. Evidence of employment experience as a veterinarian from graduation to present.
10. Two written and signed reference letters from employers, or, if self-employed, two references from professional colleagues attesting to your professional competence.
11. An “Authority to Act” form if using an agent such as a migration agent.
12. A recent passport-sized photograph signed on the back by you.

You must also send certified copies of translations into English of any documents above which are issued in languages other than English. The translations must be attached to the documents to which they refer (extract translations will not be accepted).

AVBC reserves the right to request applicants to provide translations completed by an accredited translator in Australia by the National Accreditation Authority for Translators and Interpreters (NAATI).

Certification

It is essential that copies of documents are certified. A copy has to be clearly authorised as a true copy of the original by an appropriate person.

Persons who may certify documents include Justices of the Peace (JP), legal practitioners, veterinarians, admissions officers of all Australian universities and officers of State and Territory Government Overseas Qualifications Units. A person listed as able to sign a statutory declaration is generally acceptable to the AVBC to certify a document <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx> 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 show clearly the:

- words “certified true copy of the original”;
- signature of the certifying officer; and
- name and address or 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.

Statutory Declarations

It is important that certified copies of documents be provided wherever possible.

A Statutory Declaration may in certain circumstances 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 State or Commonwealth government websites.

The information on the Statutory Declaration form should duplicate that 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); and the reason why certified copies of your original documents were unavailable.

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.

Payment of fees

You are required to pay a fee of **AUD \$455** to have your application processed. You can pay by credit card online at the AVBC website or by filling out the relevant part of Section H. Alternatively payment may be made by cheque or money order which must accompany the application form for assessment. Fees should be in Australian Dollars and made payable to the **Australasian Veterinary Boards Council Inc**. If you are resident overseas this fee must be paid as a bank draft and must nominate an Australian bank on it. You can also contact the AVBC office to organise payment by direct deposit to the AVBC bank account. Please do not send payment of fees in cash by post.

A receipt will be issued to acknowledge that we have received your application and fee. The fee is not normally refundable.

You will need to pay fees as instructed at a later date if you are assessed as eligible for and required to sit for examinations.

Please note that fees will be reviewed as at 1 January 2016. You should check with AVBC after that date before lodging the application form.

Reviews of Assessments

Should you disagree with the assessment 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 AVBC Executive Director.

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 (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.

How long will your assessment take?

An assessment of your qualifications may take up to six weeks to process. You should not ring to check on the process of your assessment before this time, unless the deadline for an examination session is approaching. Please bear in mind that the mail to and from overseas countries is sometimes very slow.

If you need more information

For more information about the assessment procedure, you should check the AVBC website, www.avbc.asn.au or you can contact the AVBC at:

AVBC Inc
Level 8, 470 Collins Street
MELBOURNE VIC 3000
AUSTRALA

Tel: (03) 9620 7844

Email: nve@avbc.asn.au

The office hours are 9am to 4.30pm.

PRIVACY STATEMENT

AVBC Inc. is committed to protecting your privacy. By signing the application 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

**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

Full Name:

Last

First

Middle

Has your name changed since you
received your qualifications?

Yes

No

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

Address:

(for correspond.)

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

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

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

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

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?

What is the date of **current** registration as a veterinarian?

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)

Applicants should provide a summary of their professional employment experience over the last 10 years. Include details of:

- the dates of each period of employment (indicate full-time or part-time);
- the name of the employer, contact details and country location and the nature of the business;
- your job title and description; and
- the nature of your employment.

(Attach a detailed resume and sign)

SECTION E Your English Language Ability

You must provide evidence of your high level of English language ability if you are **not** a native speaker of English 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 that you have passed each section of the Occupational English Test (OET) with a B pass or higher or gained scores in the TOEFL-iBT of at least 24 in Listening, 24 in Reading, 27 in Writing and 23 in Speaking.

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

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

SECTION F Checklist

Documents which you must include with this application:

Certified copies of:

- qualification papers (such as degree, diploma, certificates etc) in the original language
- transcript of educational courses completed showing subjects, hours and examination results, and where applicable, details of practical and clinical education
- original and current registration or licence to practise
- internship (if applicable)
- evidence of a current pass to the required standard in the IELTS academic, OET or TOEFL-IBT - 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
- evidence of resident status in Australia (if applicable) either: relevant pages from your passport or travel documents showing photograph and signature, or your Australian citizenship certificate, Australian passport or birth certificate, or a statement from the Department of Immigration and Border Protection 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
- two **written and signed** references from Veterinary employers OR two references from colleagues if self employed, attesting to your professional competence.
- an "Authority to Act" form if using an agent such as a migration agent
- a recent passport sized photograph signed on the back by you

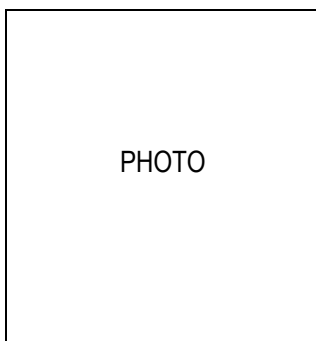
If you are a New Graduate, you must provide evidence of Veterinary work experience throughout your Veterinary University course years (if applicable) and two written and signed references from University lecturers or clinicians.

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 (eg 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.



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: _____

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 IELTS or OET test result
- Signed the Declaration
- Paid the correct fee of **\$455 in Australian dollars** payable to the Australasian Veterinary Boards Council Inc. by one of the payment methods in section H

After completing this form, print and sign in the relevant place(s) and 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

Privacy Statement

AVBC Inc. is committed to protecting your privacy. By signing the application 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.