



## ACS Migration Skills Assessment – Application Checklist

Use this checklist to ensure all your required documents are submitted and you lodge a **decision ready application**.

### Preparing Documents to Upload into the Online Application Form:

1. Consolidate all pages into **one** PDF document for **each** qualification and **each** employment entry. If documents are digitally signed do not combine with any other document.
2. High quality colour scans of originals (at least 300dpi).
3. Maximum limit of 3MB per PDF upload
4. Ensure your PDF files are not encrypted or read only
5. Upload the PDF files of your documents into the [Online Application Form](#)
6. If submitting electronic documents with digital signatures, it must be verifiable
7. When submitting new or additional documents, re-name the document to differentiate from already submitted documents
8. Documents not in English must be accompanied by an accredited English translation. For more information on English translations, please refer to “Translation of Documents” in the Skills Assessment Guidelines for Applicants
9. We recommend that you take a screenshot of the Application Summary page prior to submitting your skills assessment application

Please **DO NOT** submit the following:

- Certified true copies of original document
- Black and White scans (*unless original document is issued in black and white*)
- Scans of photocopies
- Low resolution scans

**Processing will be delayed if above instructions are not followed.**

### BEFORE STARTING YOUR APPLICATION

Do you understand your visa requirements? If not, it is strongly advised to consult a registered migration agent or research your visa options on the Department of Home Affairs website?	<input type="checkbox"/>
Have you understood the ACS requirements as detailed in the Skills Assessment Guidelines and the <a href="#">Summary of Criteria</a> ?	<input type="checkbox"/>
Have you identified the correct skill assessment application type and understand the requirements for your qualification and experience?	<input type="checkbox"/>
If you have previously submitted an ACS skill assessment, you will need to log in to your ACS account before accessing the application form and <b>ensure</b> your previous documents meet the current guidelines and criteria	<input type="checkbox"/>



The applicants are required to provide all relevant documents from each of the following sections:

- **Section 1 – Personal Documents**
- **Section 2 – Application Type Documents**

## Section-1: Personal Documents

Every applicant is required to provide personal identification documents. Mandatory documents are not optional and must be provided.

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<b>Mandatory Documents (3-Forms of ID)</b>	
Clear Original colour scan of your passport (only the identification page with your picture)	<input type="checkbox"/>
Clear Original colour scan of a valid Government issued ID which bears a photo	<input type="checkbox"/>
Clear Original colour scan of a VEVO issued document or ImmiCard (or birth certificate)	<input type="checkbox"/>
Resume / Curriculum Vitae	<input type="checkbox"/>

<b>Other Documentation Requirements (if applicable)</b>	
Clear Original colour scan evidence of name change/marriage certificate i.e. current name does not match name on a qualification or experience (if applicable)	<input type="checkbox"/>
Evidence of a priority request application i.e. visa expiring letter (if applicable for priority selection)	<input type="checkbox"/>
Migration agent authorisation form (if applicable and appointing an agent to an existing application)	<input type="checkbox"/>

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## Section 2 – Application Type Documents

Applicants should only check the Application Type they are applying for and provide the documents associated with this as listed below.



### Application Type: Temporary Graduate (TG)

**Step 1 of 2** – It is mandatory to provide a relevant Australian Bachelor or higher qualification.

Qualification Documentation Requirements	
Clear Original colour scan of Australian completion letter showing completion date (preferred) OR Testamur	<input type="checkbox"/>
Clear Original colour scan of Australian transcript	<input type="checkbox"/>

**Step 2 of 2** – Overseas qualifications can be provided for assessment, but please note these will not impact overall outcome for this application type and are not mandatory.

Overseas Qualification Documentation Requirements	
Clear Original colour scan of Testamur / Certificate	<input type="checkbox"/>
Clear Original colour scan of complete Transcript	<input type="checkbox"/>





## Application Type: Post Australian Study (PAS)

**Step 1 of 3** – It is mandatory to provide a relevant Australian Bachelor or higher qualification.

Qualification Documentation Requirements	
Clear Original colour scan of Australian completion letter showing completion date (preferred) OR Testamur	<input type="checkbox"/>
Clear Original colour scan of Australian transcript	<input type="checkbox"/>

**Step 2 of 3** – Overseas qualifications can be provided for assessment, but please note these will not impact overall outcome for this application type and are not mandatory.

Overseas Qualification Documentation Requirements	
Clear Original colour scan of Testamur / Certificate	<input type="checkbox"/>
Clear Original colour scan of complete Transcript	<input type="checkbox"/>

**Step 3 of 3** – It is mandatory to provide either the ACS PY certificate **OR** minimum 1 year of experience after the completion date of relevant Australian degree **OR** both if applicable.

ACS Professional Year Documentation Requirements	
Clear Original colour scan of the completed ACS Professional Year program certificate and statement of achievement	<input type="checkbox"/>

### AND/OR

Experience Documentation Requirements	
Clear Original colour scan of Employment Reference Letter with detailed description of duties (see Note 1 & Note 2)	<input type="checkbox"/>
Clear Original colour scan of <b>2 forms</b> of payment evidence as per the guidelines that cover the beginning of your employment and end (current) of your employment.	<input type="checkbox"/>
Note 1 –Statutory declaration and the following required (only if your employer cannot provide an employment reference letter with detailed duties):	
Clear Original colour scan of letter from your employer confirming they will not provide an employment reference letter with duties.	<input type="checkbox"/>
Clear Original colour scan of statutory declaration or affidavit from a colleague (deponent) confirming your duties, your position title, start and finish dates and their work relationship with you.	<input type="checkbox"/>
Clear Original colour scan of your service/employment certificate	<input type="checkbox"/>
Clear Original colour scan of the deponent's service/employment certificate	<input type="checkbox"/>
Note 2 – For any self-employed or freelance experience, please refer to the ACS Skills Assessment Guidelines for Applicants.	<input type="checkbox"/>



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**Application Type: General Skills Assessment (Skills)**

**Step 1 of 2** – It is mandatory to provide a relevant AQF Diploma or higher qualification obtained in either Australia or overseas.

<b>Australian Qualification Documentation Requirements</b>	
Clear Original colour scan of Australian completion letter showing completion date (preferred) OR Testamur	<input type="checkbox"/>
Clear Original colour scan of Australian transcript	<input type="checkbox"/>

<b>Overseas Qualification Documentation Requirements</b>	
Clear Original colour scan of Testamur / Certificate	<input type="checkbox"/>
Clear Original colour scan of complete Transcript	<input type="checkbox"/>

**Step 2 of 2** – It is mandatory to provide an employment reference letter (or statutory declaration) and 2 forms of pay evidence for each employment experience.

<b>Experience Documentation Requirements</b>	
Clear Original colour scan of Employment Reference Letter with detailed duties (see Note 1, Note 2 and Note3)	<input type="checkbox"/>
Clear Original colour scan of <b>2 forms</b> of payment evidence as per the guidelines that cover the beginning of your employment and end (current) of your employment.	<input type="checkbox"/>
Note 1 –Statutory declaration and the following required (only if your employer cannot provide an employment reference letter with detailed duties):	
Clear Original colour scan of letter from your employer confirming they will not provide an employment reference letter with duties.	<input type="checkbox"/>
Clear Original colour scan of statutory declaration from a colleague (deponent) confirming your duties, your position title, start and finish dates and their work relationship with you.	<input type="checkbox"/>
Clear Original colour scan of your service/employment certificate	<input type="checkbox"/>
Clear Original colour scan of the deponent's service/employment certificate	<input type="checkbox"/>
Note 2 – If you have worked for an employer for a long time, they may have changed name. You will need to provide a letter from your employer confirming the name change as employer name is checked on pay evidence.	
Company name change letter (if applicable)	<input type="checkbox"/>
Note 3 – For any self-employed or freelance experience, please refer to the ACS skills assessment guidelines for applicants.	<input type="checkbox"/>

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**Application Type: Recognition of Prior Learning (RPL)**

**Step 1 of 3** – Provide AQF Diploma or higher qualifications obtained in either Australia or overseas (if applicable)

<b>Australian Qualification Documentation Requirements</b>	
Clear Original colour scan of Australian completion letter showing completion date (preferred) OR Testamur	<input type="checkbox"/>
Clear Original colour scan of Australian transcript	<input type="checkbox"/>

<b>Overseas Qualification Documentation Requirements</b>	
Clear Original colour scan of Testamur / Certificate	<input type="checkbox"/>
Clear Original colour scan of complete Transcript	<input type="checkbox"/>

**Step 2 of 3** – It is mandatory to provide an employment reference letter and 2 forms of pay evidence for each employment experience.

<b>Experience Documentation Requirements</b>	
Clear Original colour scan of Employment Reference Letter with detailed duties (see Note 1, Note 2 and Note 3)	<input type="checkbox"/>
Clear Original colour scan of <b>2 forms</b> of payment evidence as per the guidelines that cover the beginning of your employment and end (current) of your employment	<input type="checkbox"/>
Note 1 –Statutory declaration and the following required (only if your employer cannot provide an employment reference letter with detailed duties):	
Clear Original colour scan of letter from your employer confirming they will not provide an employment reference letter with duties	<input type="checkbox"/>
Clear Original colour scan of statutory declaration from a colleague (deponent) confirming your duties, your position title, start and finish dates and their work relationship with you	<input type="checkbox"/>
Clear Original colour scan of your service/employment certificate	<input type="checkbox"/>
Clear Original colour scan of the deponent's service/employment certificate	<input type="checkbox"/>
Note 2 – If you have worked for an employer for a long time, they may have changed their name. You will need to provide a letter from your employer confirming the name change as the employer name is checked on pay evidence.	
Company name change letter (if applicable)	<input type="checkbox"/>
Note 3 – For any self-employed or freelance experience, please refer to the ACS skills assessment guidelines for applicants.	<input type="checkbox"/>



**Step 3 of 3** – The below documentation requirements are mandatory for an RPL application:

<b>Experience Documentation Requirements</b>	
Latest RPL form downloaded from ACS website and completed?	<input type="checkbox"/>
Knowledge and project sections comply with ACS Skills assessment Guidelines for Applicants and ACS RPL Instruction Guide?	<input type="checkbox"/>

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