



## ACS APPLICATION CHECKLIST

The result of your migration skill assessment will depend solely on the information you provide in your documentation.

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

If you have further documentation you wish to be assessed after you receive your assessment result, you will be required to submit a [Review Application](#).

Certified copies of your original documents need to be uploaded in PDF format.

- Consolidate all pages into one PDF document for each individual qualification and each employment entry
- Maximum 3MB per PDF upload
- Please do not password protect PDF files

**Please Note:** 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](#).

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 Immigration and Border Protection website?	<input type="checkbox"/>
Do you understand the ACS requirements as detailed in the <a href="#">Skills Assessment Guidelines</a> 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 skills and experience?	<input type="checkbox"/>
If you have previously submitted an ACS skill assessment, you will need to link your earlier application by choosing the “ <a href="#">Link to an Earlier Application</a> ” option in the application form.	<input type="checkbox"/>
PERSONAL DOCUMENTS	
Certified copy of your birth certificate <b>OR</b> passport. Please only provide the identification page of your passport	<input type="checkbox"/>
Certified copy of your marriage certificate if you have been married and your name has changed	<input type="checkbox"/>
Do you have evidence for a Priority Request application? VEO or Visa deadline evidence if you have an upcoming visa expiry within <b>12 weeks before submitting your application</b> .	<input type="checkbox"/>
QUALIFICATION DOCUMENTS	
Certified copy of your academic transcript <b>AND</b> Certified copy of your award certificate <b>OR</b> completion letter for Australian qualifications  Ensure that the following information is detailed in your qualification documents: <ul style="list-style-type: none"> <li>• Title of Degree or Award</li> <li>• Name of University or Awarding Institution</li> <li>• Date the Degree or Award was Completed</li> <li>• Unit or Subject Names and Grades or Marks Achieved</li> <li>• Abstract of Research if the qualification has been completed through Research</li> </ul>	<input type="checkbox"/>

<p>If you have provided Microsoft or Cisco vendor qualifications, please provide the vendor login details for verification checking. These can be entered on to a blank document, converted to PDF and then attached.</p>	<input type="checkbox"/>
<p>Do you have all underpinning qualifications attached? For example, if you have only provided your Master qualification, please also provide your Bachelor as well.</p>	<input type="checkbox"/>
<p><b>WORK EXPERIENCE DOCUMENTS</b></p>	
<p>Certified copy of your work references on company letterhead  <b>OR</b>  Third party Statutory Declarations</p> <p><b>Employment references must contain:</b></p> <ol style="list-style-type: none"> <li>1. Start &amp; Finish Dates of Employment - if currently employed, your "finish" date can be written as the "To Date", but the job reference must have the date when it was written or it will be assessed as not suitable.</li> <li>2. Description of Duties Performed - required to determine the relevance to the nominated occupation</li> <li>3. Hours worked - Full time or Part time</li> <li>4. Country where Employment was Completed - if you have worked with the same company in different countries, the job reference must have the dates and locations clearly specified.</li> <li>5. Company Letterhead and signed by the author</li> </ol> <p><b>In additional to the above each Statutory Declaration must contain:</b></p> <p>All Statutory Declarations or Affidavits must clearly state that the document was "Sworn Before" or "Signed Before" or "Witnessed Before" the authorised witness by the referee and signed by the authorised witness, along with the date and place in which the declaration was witnessed.</p> <p>The Statutory Declaration or Affidavit must be written by a third party work colleague and NOT written by you, the applicant.</p> <p>A Statutory Declaration or Affidavit written by a work colleague needs to describe the working relationship with you and details of your duties performed with relevant dates of employment. It is preferable that the work colleague writing the declaration be at a supervisory level.</p> <p><b>All third party Statutory Declarations or Affidavits must include only one of the following:</b></p> <ul style="list-style-type: none"> <li>• Certified copy of Payslips – preferably first &amp; last payslip</li> <li>• Certified copy of Human Resource statement or Service Certificate</li> <li>• Certified copy of Termination Letter with corresponding dates</li> </ul> <p><b>Please Note: the ACS is unable to accept letters of appointment, self-statutory declarations or contracts as employment references.</b></p> <p>For self-employed applicants please refer to the <a href="#">Skills Assessment Guidelines for Applicants</a></p>	<input type="checkbox"/>
<p>ACS Project Report Form is only required if you are applying under application type Recognition of Prior Learning (RPL)</p>	<input type="checkbox"/>