



## ACS 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.
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"/>
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 log in to your ACS account before accessing the application form	<input type="checkbox"/>

## PERSONAL DOCUMENTS

Clear colour scan of your passport. Please only provide the identification page of your passport. <i>Ensure that the name used in your application matches the name on your passport</i>	<input type="checkbox"/>
Clear colour scan of evidence of change of name (if applicable)	<input type="checkbox"/>
Resume/Curriculum Vitae	<input type="checkbox"/>
Evidence for a Priority Request application (if applicable)	<input type="checkbox"/>
Migration Agent authorisation form (if appointing an agent to an existing application)	<input type="checkbox"/>

## QUALIFICATION DOCUMENTS

<p>Clear colour scan of your academic transcript <b>AND</b> Clear colour scan of your award certificate (testamur) <b>OR</b> completion letter for Australian qualifications</p> <p>Ensure that the following information is detailed in your qualification documents:</p> <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 or Project abstract together with a supporting endorsement letter from the thesis/research supervisor</li> </ul>	<input type="checkbox"/>
<p>If you have provided Microsoft 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> <p>If you have provided Cisco vendor qualifications, once your application is submitted you may be requested to <b>publish Credentials</b> for your Cisco Certifications</p>	<input type="checkbox"/>
Do you have all underpinning qualifications attached? For example, if you have only provided your Master qualification, please also provide your Bachelor as well.	<input type="checkbox"/>

## WORK EXPERIENCE DOCUMENTS

Clear colour scan of your work references on company letterhead

**OR**

Third party Statutory Declarations

**Employment references must contain:**

1. Start & 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.
2. Description of Duties Performed - required to determine the relevance to the nominated occupation
3. Hours worked - Full time or Part time including number of hours worked per week
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.
5. Company Letterhead and signed by the author (author's name, position title & contact details should be stated)

**Statutory Declarations:**

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.

The Statutory Declaration or Affidavit must be written by a third-party work colleague in a managerial or supervisory level and NOT written by you, the applicant.

A Statutory Declaration or Affidavit written by a work colleague needs to describe their working relationship with you and details of your duties performed with relevant dates of employment.

The declarant must provide at least one of the following as evidence of their working relationship with the applicant:

- Employment certificate/statement of service
- Leaving certificate if no longer working at the same company

An explanation will be required from your employer as to why an employment reference letter cannot be provided.

The Employment reference or statutory declaration must be supported by payment evidence (as per below)

For self-employed applicants please refer to the [Skills Assessment Guidelines for Applicants](#)

Please note that Employment Contracts and Position Descriptions will not be accepted as evidence of employment and duties performed.

**ACS Recognition of Prior Learning (RPL) Form**

This is only required if you are applying under the Recognition of Prior Learning (RPL) application pathway.

- The latest version of the RPL form must be used (*refer to our website*)
- The knowledge and project sections must comply with our guidelines

**PAYMENT EVIDENCE**

**Payment Evidence must include at least two different types of documentary evidence from the following list of categories. This must cover the beginning and end for each year of employment being claimed in the application**

- Official government tax records or documents that may include payment summaries, group certificates or notices of assessment (citing company and applicant name)
- Payslips citing names of the applicant and employer
- Employment linked insurance/superannuation documents citing the name of the applicant and employer
- Bank statements showing salary payments from employer (citing applicants name and name of employer).

