

Assessment Application Form

Effective from 1 July 2011

This application form is for General Skilled Migration applicants seeking an assessment for one of the nominated occupations below, as listed in the Skilled Occupation List (SOL) Schedules 1 – 4.

The AITSL Application Guide provides detailed information to assist in completing and lodging this application.

A. Nominated occupation

Select one occupation (only)

- ANZSCO Code 241111 Early Childhood (pre-primary school) teacher
- ANZSCO Code 241213 Primary school teacher (not in SOL 1 July 2011)
- ANZSCO Code 241411 Secondary school teacher
- ANZSCO Code 241511 Special needs teacher
- ANZSCO Code 241512 Teacher of the hearing impaired
- ANZSCO Code 241513 Teacher of the sight impaired
- ANZSCO Code 241599 Special education teachers (not elsewhere classified)

B. Applicant details

Male Female Family name

Given names

Official name to be printed on the assessment certificate

Previous family name/s – if applicable (as shown on marriage certificate or deed poll)

Date of birth / / (dd/mm/yyyy) Country of birth

Country of permanent residency Nationality

Postal address (address used to mail assessment outcome)

Email (AITSL's main form of communication)

If an assessment application/s with AITSL or Teaching Australia has previously been lodged list the application reference number/s

C. Agent authorisation and contact details (optional)

If an agent is nominated, all communications about this application will be through this person only.

I, _____ (applicant's name)

authorise the following person to act on my behalf in regard to my AITSL assessment for migration

Agent's full name _____ Title (Dr, Mr, Mrs, Ms, Miss) _____

Company name if applicable _____

Postal address _____

Email (AITSL's main form of communication) _____

Applicant's signature (not agent) _____ Date / / _____

D. Senior secondary school details

Name of final year of schooling award (for example High School Diploma, "A" level certificate, Senior Secondary Certificate)

_____ Year start _____ Year finish _____

Name of institution _____

Country of institution _____

E. (i) Initial teacher education qualification

Only include academic qualifications completed at university/higher education level. Refer Section E of the Application Guide.

Title of award

Duration of supervised teaching practice (days)

Standard length of course (full time/years)

Duration of study: Total in years Full time Part time Start / (mm/yy) Finish / (mm/yy)

Reason if qualification was completed in less than standard length of course

Awarding institution (as appears on award certificate)

Country of institution

Applicants applying for special education teacher occupations with the designated ANZSCO Code 2415 also complete part E.(ii).

E. (ii) Special teacher education qualification

Only include academic qualifications completed at university/higher education level. Refer Section E of the Application Guide.

Title of award

Duration of supervised teaching practice (days)

Standard length of course (full time/years)

Duration of study: Total in years Full time Part time Start (mm/yy) / Finish (mm/yy) /

Reason if qualification was completed in less than standard length of course

Awarding institution (as appears on award certificate)

Country of institution

F. Other higher education qualifications

Include all academic qualifications completed at university/higher education level. Short courses (less than one year of full-time study), professional development programs or incomplete qualifications will not be considered. Refer to Section F of the Application Guide.

Qualification 1

Title of award _____

Awarding institution (as appears on award certificate) _____

Country of institution _____

Standard length of course (full time/years) _____ Duration of study (total in years) _____

Dates of study: Start / (mm/yy) Finish / (mm/yy) Full time Part time

Reason if qualification was completed in less than standard length of course _____

Qualification 2

Title of award _____

Awarding institution (as appears on award certificate) _____

Country of institution _____

Standard length of course (full time/years) _____ Duration of study (total in years) _____

Dates of study: Start / (mm/yy) Finish / (mm/yy) Full time Part time

Reason if qualification was completed in less than standard length of course _____

Qualification 3

Title of award _____

Awarding institution (as appears on award certificate) _____

Country of institution _____

Standard length of course (full time/years) _____ Duration of study (total in years) _____

Dates of study: Start / (mm/yy) Finish / (mm/yy) Full time Part time

Reason if qualification was completed in less than standard length of course _____

To include additional higher education qualifications, copy this page.

G. Australian teacher registration (optional)

If the applicant is registered to teach in Australia indicate the state and/or territory. More than one can be selected.

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

H. Evidence of English language proficiency

All applicants must provide evidence of English language proficiency by meeting **one** of the following

- a. completed at least one year of full time higher education level study for an initial teacher education qualification in Australia, Canada, Ireland, New Zealand, the United Kingdom or the United States of America*

or

- b. obtained a score of seven (7.0) or more in each component of the Academic version of the International English Language Testing System (IELTS) examination.*

The IELTS test scores must appear on a single IELTS Test Report Form and be the results of a test undertaken during the 12 month period prior to submitting the application.

AITSL reserves the right to ask an applicant to undertake the Academic version of the International English Language Testing System (IELTS) examination if there is uncertainty about their level of English language proficiency. Applicants must achieve a score of seven (7.0) or more in each component of the test to meet the English language assessment criterion.

**An applicant will not meet the English language proficiency criterion if they submit with their application, an Academic version of the IELTS Test Report Form which shows a score of less than seven (7.0) in any component of the test.*

I. Work experience statement (optional)

AITSL provides advice on claims of work experience in the occupation nominated for assessment in this application (or closely related occupations) for consideration by the Department of Immigration and Citizenship (DIAC) for determining points under the Points Test for a skilled migration visa.

Work experience statement requested for DIAC points test Yes No

J. Payment details

The fee for an AITSL assessment is **AUD550**

Payment options

- Foreign bank draft
- Australia Post money order
- Bank cheque
- Credit card (see below)

All payments with the exception of credit cards must be made payable to 'AITSL'.

Credit card authorisation

I (*applicant's name*) _____ would like to pay **AUD550** for my assessment by:

Card type (indicate one only)

- Visa**
- Mastercard**
- Amex**

Applicants applying offshore are advised to notify their bank they have authorised an overseas transaction to avoid delays in processing payments.

I, _____ (*cardholder name as appears on credit card*)

authorise AITSL to charge **AUD550** to my credit card.

Card number: / / /

Expiry date: / (mm/yy)

Cardholder's signature _____ Date / / (dd/mm/yy)

K. Applicant declaration

Attach one (1) passport sized photograph of applicant.
The authorised certifier must write on the back of the photograph "*this is a true photograph of (applicant's full name)*" and date and sign the back of the photograph.

I _____ (*applicant's name*) declare that:

1. the information contained in this Application Form and supporting documents is true and correct
2. I have read and understood the criteria for this assessment
3. I have read and understood the information contained in the Application Guide
4. I have read and understood AITSL's privacy policy with regard to this assessment application
5. I understand that if additional supporting documents are requested and I do not provide them by the specified date, my file will be closed and I will not be entitled to a refund
6. I understand that information contained in this Application Form and supporting documents may be provided to the Department of Immigration and Citizenship
7. I understand that providing false or misleading information is a serious offence under the Criminal Code. If I submit false or misleading information as part of my assessment application, AITSL will notify the Department of Immigration and Citizenship
8. I understand if I submit false or misleading information AITSL will decline to assess my application and any further assessment applications submitted in my name
9. If I have disclosed anyone else's personal information, I confirm that it is with their consent
10. I undertake to inform AITSL of any changes to my circumstances (e.g. change of address) while my application is being considered
11. I authorise AITSL to make enquiries necessary to assist in the completion of my assessment application, including verifying qualifications with the awarding institutions
12. I am the person in the photograph attached and named in this application and the supporting documents.

Applicant's signature (*not agent*) _____

Date / / (dd/mm/yyyy)

Privacy Policy

The information provided will only be used for the purposes of an assessment by AITSL. When necessary, AITSL may make enquiries in order to complete the assessment of an application. In certain circumstances, information and documents provided as part of this application may be provided to the Department of Immigration and Citizenship, who may use the information for their lawful purposes and in accordance with the *Privacy Act 1988*.

L. Application checklist

Please ensure all sections of the application are completed, information clearly recorded and supporting documents enclosed to avoid delays or inaccuracies in the assessment.

The completed application form, fee payment and supporting documents must be delivered to:

Postal address

AITSL Assessment for Migration
PO Box 4774
Kingston ACT 2604
AUSTRALIA

Courier deliveries only

AITSL Assessment for Migration
Suite 16, 71 Leichhardt Street
Kingston ACT 2604
AUSTRALIA

Electronic applications will not be accepted.

Certified documents

All applicants are required to submit certified copies of their original documents. Only documents certified by one of the following authorised persons will be accepted for this assessment:

Certified Practising Accountant	Judge
Chartered Accountant	Registered medical practitioner (Medical doctor)
Commissioner for Oaths	School principal
Justice of the Peace	Solicitor
Notary Public	Embassy official
Magistrate	

The certifying officer must clearly indicate on each page of each document that it is a *certified true copy of the original document*. They must sign and date each statement and provide their name, occupation, address and phone number.

Original documents and copies of documents, submitted as part of the application, will not be returned to the applicant or agent. AITSL will not accept certified electronic documents, a certified copy of a copy or a copy with previous certification stamps.

Qualifications from China

Applicants are required to submit original notarial certificates (transcript, graduation certificate and bachelor degree certificate) for their qualifications. These documents will not be returned.

The following documents are attached

- Passport identity page only (*Section B*)
- Evidence of name change (*if applicable*) (*Section B*)
- Award certificate for initial teacher education qualification (*Section E. (i)*)
- Award certificate for special education teacher qualification (*Section E. (ii)*)
- Evidence of number of days of supervised teaching practice (*Section E. (i) & E. (ii)*)
- Award certificate/s for all other higher education qualifications (*Section F*)
- Final academic transcripts for all qualifications for each year of study (*Section E. (i), E. (ii) & F*)
- Teacher registration (*if applicable*) (*Section G*)
- Academic IELTS Test Result Form (*if applicable*) (*Section H*)
- Original statement of employment from each employer (*if applicable*) (*Section I*)
- One (1) passport sized photograph (*Section K*)

There will be delays in the assessment process if AITSL requests documents after the application has been received.