



## Australia's Most Trusted Migration Agent

### Checklist for VETASSESS (Trade Occupation)

Please provide **coloured scanned** copies of the following documents.

1. Passport Copy
2. Passport size photo
3. National Identity Card (Aadhar Card/Pan Card)
4. Australian driving license (If have)
5. Updated Resume
6. Relevant education documents
  - a. Award certificate
  - b. Transcript
  - c. Completion letter
7. Employment evidences
  - a. Reference Letter (must be on the company letter head and should be as per VETASSESS Requirement must include the following:)
    - a) Issue date for the Statement of Service
    - b) Your full name
    - c) The working hours per week
    - d) Your official position title(s) held at the organization
    - e) The exact period of your employment in each position held
    - f) Description of your main duties for each position held
    - g) h) The salary earned
    - h) i) Full name, position title, official contact details and signature of the person writing the statement of service – references from colleagues at the same level or below will not be accepted. Please note that your referee may be contacted for further information.
  - b. Financial evidence including at least 2 of the following items per year of employment claimed:

- a) Bank statements with the employer's name and clearly showing salary has been deposited
  - b) Official government tax records or documents that may include payment summaries, group certificates or notices of assessment.
  - c) Payslips (pay slips should be from the start, middle and end of each year claimed)
  - d) Superannuation documents citing the names of the applicant and employer
8. photographs of work samples (before and after the job and of yourself working)
  9. Video or digital recordings of yourself doing everyday tasks in your workplace (verified by a supervisor/manager)

Once we have these details we will contact you, if we require any further information/ documents.

## We Are Here To Serve You

[info@bansalimmigration.com.au](mailto:info@bansalimmigration.com.au) 

(03) 9602 1330, 0406 660 960 

Level 8/278 Collins St, Melbourne VIC 3000