

Checklist for CPA Skill Assessment

Original scanned copies of the following documents

1. Passport Copy
2. Relevant education documents
 - a. Transcript
 - b. Degree certificate
 - c. Completion letter
3. Syllabus detail for all qualifications not accredited by CPA Australia
4. Evidence of English language proficiency
5. Professional body qualifications (if applicable)
 - a. Exam results
 - b. Membership certificate
6. For employment skill assessment:
 - a. an employment contract and
 - b. pay slips
 - c. Employment reference letter. It must have
 - i. the official letterhead of your employer
 - ii. the direct work email and phone number of the individual writing the reference.
 - iii. complete start and end dates of your employment history.
 - iv. the duties and responsibilities for each role. These must be written in your employer's own words
 - v. the employment terms, ie permanent or temporary
 - vi. your work hours each week
 - vii. your salary.

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