



Australia's Most Trusted Migration Agent

Checklist of AQATO Stage-1

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

1. Passport copy
2. USI Number & Password
3. USI Transcript (Authenticated Vocational Education and Training (VET) Transcript)
4. All Qualification Documents (Relevant education only)
 - Award Certificate
 - Transcript
 - Completion letter
5. Passport size photo
6. Updated Resume/CV
7. Emergency contact details (FirstName, Last name, Relation to Applicant, Contact No.)

After Approval your stage-1 from the department you will be qualify for stage-2

Checklist Of AQATO Stage-2

Documents Required:

1. Statements of Service/Employment (Please make sure all the following point should be mentioned in employment letter)
 - a) On official business letterhead which includes business address and contact details
 - b) Includes duration of employment, typical hours worked and type of employment (full-time/ part time / casual)
 - c) Includes a detailed description of the relevant tasks undertaken.
 - d) Includes the name, position, email address and signature of the person authorised to make the statement.

2. Employment Pay Evidence (Must have two pay evidence for each employment)
 - a) Pay slips (Minimum of three (3) per year/period of employment.
 - b) Bank statement (With the employer's name and clearly showing income has been deposited)
 - c) Superannuation documents citing the names of the applicant and employer.
 - d) Official government tax records or documents which may include payment summaries or group certificates.

We Are Here To Serve You

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