

EA Skill Assessment

Checklist

The documents listed below must be colour scans of the original documents.

1. Recent passport style photograph (35mm x 45mm)
2. Current passport
3. Academic degree certificate or if you are still waiting for your certificate than letter of completion
4. Complete academic transcript
5. Curriculum Vitae/Resume (must not be more than three pages)
6. IELTS Test Report Form or TOEFL iBT® or PTE result (if applicable)
 - i. IELTS can be general or academic
 - ii. Must be less than 2 years old
7. CDR documents
 - i. List of Continuing Professional Development (CPD)
 - ii. Three Career Episodes
 - iii. Summary Statement for the nominated category Official English language translations of above documents where applicable.

Other optional documents:

1. Documentary evidence of employment (for periods of 12 months or more, or if the employment provides a basis for a career episode/s). You must provide reference letter, that must fulfil following requirements:
 - i. You must be on a company letterhead (including name and location details)
 - ii. include the date of document,
 - iii. dates and duration of employment



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- iv. the name and position of author.
- 2. Registration certificate under the relevant licensing authority where applicable
(e.g. Philippine Regulations Commission)
- 3. Official Change of Name documents where applicable (e.g. gazette publication,
letter/certificate issued by registry)



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