



Australia's Most Trusted Migration Agent

Checklist for VETASSESS Skill Assessment (General)

Coloured scanned copies of the following documents.

1. One passport size photo
2. Passport Copy
3. Two National Identity Card (Aadhar Card/Pan card/ driving licence)
4. Education documents since Year 10:
 - a. Transcript
 - b. Degree certificate
 - c. Completion letter
5. Employment evidences:
 - Statement of service or employment letter
A Statement of Service is a written statement by your employer confirming your employment on official letterhead. Official letterheads should include the organisation's full address details, telephone, email and website addresses. The content of the letter must be signed by your direct supervisor or the manager of the human resources department.

The Statement of Service must include the following:

- a) Issue date for the Statement of Service
- b) The company letterhead
- c) Your full name
- d) The working hours per week

- e) Your official position title(s) held at the organisation
- f) The exact period of your employment in each position held
- g) Description of your main duties for each position held
- h) The salary earned
- 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.

6. Payment evidence: (At Least Two)

- Pay slips (one payslip of each month)
- Taxation Records of Assessment (bearing company and applicant name)
- Bank Statements showing salary payments, your name and the employer's name
- Any tax record
- Super statement

7. Organization Chart on company letter head (If applicable)

8. Updated Resume

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

We Are Here To Serve You

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