



Australia's Most Trusted Migration Agent

Checklist for ACS Skill Assessment

Coloured scanned copies of the following documents.

1. Passport Copy
2. Passport size photo
3. Update Resume
4. National Identity Card (Pan Card/Aadhar Card/Driver License) (Any two)
5. Relevant education documents
 - a. Transcript
 - b. Degree certificate
 - c. Completion letter
6. Employment Reference Letter (Should be as per ACS Requirement)
 - a. Start and Finish Dates of Employment – these should be specific dates in a DD/MM/YYYY format. If your role is ‘current’ the employer reference should state, the start date and the finish date to state “CURRENT”.
 - b. Position title – i.e.: “Software Engineer”
 - c. Description of Duties Performed – Required to determine the relevance of the experience to the nominated occupation and should be unique for each employment episode.
 - d. Hours worked - Full time or Part time and actual hours worked per week
 - e. Country where Employment was undertaken
 - f. Contact details of signatory i.e. phone number and official email address (no personal email addresses)
7. Contract Letter/Offer letter
8. Payment Evidence (at least two of the following):
 - a. Tax documents: PAYG Summary, Group certificate (citing company and applicant name)
 - b. Pay slips citing names of the applicant and employer (Ideally your first, middle and last pay slips)-One pay slips of each month.

- c. Employer insurance/superannuation documents citing the name of the applicant and employer.
- d. Bank statements showing salary payments from employer (citing applicants name and name of employer).

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 

(03) 9602 1330, 0406 660 960 

Level 8/278 Collins St, Melbourne VIC 3000