



ACS APPLICATION CHECKLIST

Use this checklist to ensure all your required documents are submitted and you lodge a **decision ready application**.

Preparing Documents to Upload into the Online Application Form:

1. Consolidate all pages into **one** PDF document for **each** qualification and **each** employment entry. If documents are digitally signed do not combine with any other document.
2. High quality colour scans of originals (at least 300dpi).
3. Maximum limit of 3MB per PDF upload
4. Ensure your PDF files are not encrypted or read only
5. Upload the PDF files of your documents into the [Online Application Form](#)
6. If submitting electronic documents with digital signatures, it must be verifiable
7. When submitting new or additional documents, re-name the document to differentiate from already submitted documents
8. Documents not in English must be accompanied by an accredited English translation. For more information on English translations, please refer to "Translation of Documents" in the [Skills Assessment Guidelines for Applicants](#)
9. We recommend that you take a screenshot of the Application Summary page prior to submitting your skills assessment application

Please **DO NOT** submit the following:

- Certified true copies of original document
- Black and White scans (*unless original document is issued in black and white*)
- Scans of photocopies
- Low resolution scans

Processing will be delayed if above instructions are not followed

BEFORE STARTING YOUR APPLICATION	
Do you understand your visa requirements? If not, it is strongly advised to consult a registered migration agent or research your visa options on the Department of Home Affairs website?	<input type="checkbox"/>
Do you understand the ACS requirements as detailed in the Skills Assessment Guidelines and the Summary of Criteria ?	<input type="checkbox"/>
Have you identified the correct skill assessment application type and understand the requirements for your skills and experience?	<input type="checkbox"/>
If you have previously submitted an ACS skill assessment, you will need to log in to your ACS account before accessing the application form	<input type="checkbox"/>
PERSONAL DOCUMENTS	
3-Forms of ID: Clear colour scan of your passport. Please only provide the identification page of your passport. <i>Ensure that the name used in your application matches the name on your passport</i> <i>In addition, please provide two (2) additional government issued identity documents from the country of birth or country of current residence, with at least one which bears the applicant's photograph</i>	<input type="checkbox"/>
Clear colour scan of evidence of change of name (if applicable)	<input type="checkbox"/>
Resume/Curriculum Vitae	<input type="checkbox"/>
Evidence for a Priority Request application (if applicable)	<input type="checkbox"/>
Migration Agent authorisation form (if appointing an agent to an existing application)	<input type="checkbox"/>
QUALIFICATION DOCUMENTS	
Clear colour scan of your academic transcript AND Clear colour scan of your award certificate (testamur) OR completion letter for Australian qualifications Ensure that the following information is detailed in your qualification documents: <ul style="list-style-type: none"> • Title of Degree or Award • Name of University or Awarding Institution • Date the Degree or Award was Completed • Unit or Subject Names and Grades or Marks Achieved • Abstract of Research if the qualification has been completed through Research or Project abstract together with a supporting endorsement letter from the thesis/research supervisor 	<input type="checkbox"/>
Do you have all underpinning qualifications attached? For example, if you have only provided your Master qualification, please also provide your Bachelor as well.	<input type="checkbox"/>
Completion Letter and transcript for ACS Professional Year Program (if applicable)	<input type="checkbox"/>

WORK EXPERIENCE DOCUMENTS

Clear colour scan of your work references on company letterhead

OR

Third party Statutory Declarations

Employment references must contain:

1. **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".
2. **Position title** – i.e.: "Software Engineer"
3. **Description of Duties Performed** – Required to determine the relevance of the experience to the nominated occupation and should be unique for each employment episode.
4. **Hours worked** - Full time or Part time and actual hours worked per week
5. **Country where Employment was undertaken**
6. **Contact details of signatory** i.e. phone number and official email address (no personal email addresses)

Statutory Declarations:

All Statutory Declarations or Affidavits must clearly state that the document was "Sworn Before" or "Signed Before" or "Witnessed Before" the authorised witness by the referee and signed by the authorised witness, along with the date and place in which the declaration was witnessed.

The Statutory Declaration or Affidavit must be written by a third-party work colleague in a managerial or supervisory level and NOT written by you, the applicant.

A Statutory Declaration or Affidavit written by a work colleague needs to describe their working relationship with you and details of your duties performed with relevant dates of employment.

The declarant must provide at least one of the following as evidence of their working relationship with the applicant:

- Employment certificate/statement of service
- Leaving certificate if no longer working at the same company

An explanation will be required from your employer as to why an employment reference letter cannot be provided.

The Employment reference or statutory declaration must be supported by payment evidence (as per below)

For self-employed applicants please refer to the [Skills Assessment Guidelines for Applicants](#)

Please note that Employment Contracts and Position Descriptions will not be accepted as evidence of employment and duties performed.

ACS Recognition of Prior Learning (RPL) Form

This is only required if you are applying under the Recognition of Prior Learning (RPL) application pathway.

- The latest version of the RPL form must be used (*refer to our website*)
- The knowledge and project sections must comply with our guidelines

PAYMENT EVIDENCE	
<p>Payment evidence <u>must</u> include at least <u>two</u> different types of documentary evidence and both sources of evidence need to confirm payment at commencement and end (or most recent if still employed) for each employment episode being claimed in the application</p> <ul style="list-style-type: none">• Official government tax records or documents that may include payment summaries, group certificates or notices of assessment (citing company and applicant name)• Payslips citing names of the applicant and employer• Employment linked insurance/superannuation documents citing the name of the applicant and employer• Bank statements showing salary payments from employer (citing applicants name and name of employer).	<input type="checkbox"/>