



dhcs | ACT

Office of Multicultural, Aboriginal and  
Torres Strait Islander Affairs

## ACT OVERSEAS SKILLS AND QUALIFICATIONS RECOGNITION SERVICE Application for Australian Educational Assessment

The ACT Overseas Skills and Qualifications Recognition Service assesses the Australian educational comparability of overseas post secondary / higher education. For trade qualifications we can refer you to the appropriate organisation. All qualifications are assessed in accordance with Australian criteria and guidelines, as set by the National Office Of Overseas Skills Recognition (NOOSR). An educational assessment compares an overseas qualification to Australian qualification based on the Australian Qualifications Framework Your application will be processed confidentially. Please read the instructions of this form carefully, before answering any questions. Carefully check to see whether you have all the documents required for your assessment (see Attachment - 'Required documentation'). Please answer all questions.

If your current name differs to what it is on your qualification documents, please also write your previous name in full in the right-hand box provided. Confirmation, such as a marriage certificate etc., will also need to be attached. If any documents are in a language other than English, a certified translation must be included together with the original non-English document.

Current full name: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	Previous full name: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>
Confirmation document attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current address:	Contact numbers/fax/e-mail:
Date of birth: ...../...../.....	Your country of origin:

Please ensure you bring your passport to the interview to be sighted and copied by the processing officer.

Passport is attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Residency visa is attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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You may have more than 1 qualification, such as 2 degrees and/or, a masters, or a Ph.D. Every qualification is separately assessed. If you have more than 1 qualification in the same field of study, the most senior qualification might only need assessment.

How many qualifications are you having assessed? 1  2  3

Do you require this assessment for employment? Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Today's date: ...../...../.....

For enquiries and assessments, please contact: Overseas Qualification Assessments Manager  
ACT Office of Multicultural Affairs  
Department of Disability, Housing and Community Services  
Phone: 6207 6275 , Fax: 6207 5862

For the first qualification please answer the following questions:

Full name of qualification in English:	
Full name of qualification in your own language:	
Full name of institution in English:	
If the institution's name has changed, please write the new name:	
In which city/town is the institution?	Which country did you study in?
Has the city/town changed its name?	Has the country changed its name?
Date the qualification was awarded:	What was the area of study (major):
Was there a period of practical training / internship / final thesis or project required?	If so - please provide details:

Many countries issue their qualification documents quite differently to Australia, which is why some applicants need to include a Statutory Declaration. The following information will be the most important part of your application, for an accurate Australian comparability to be made for you:

What date did you commence studying:	What date did you complete study?
Did you study: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both <input type="checkbox"/>	What is the normal length of study for this program?
Do you have an original covering certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> (A covering certificate states the name of the qualification, the name of the institution, and the date on which the institution awarded the qualification to you. In some countries it tells you whether you achieved the First, Second or Third Division in overall grades.)	
Do you have an original transcript? Yes <input type="checkbox"/> No <input type="checkbox"/> (A transcript is the most important document of Australian qualifications, because it lists the study that was required before the cover certificate could be awarded. It is also known as a Marking Sheet. It contains the dates on which you commenced and completed your qualification. Most importantly, the transcript lists the year and semester in which every subject, or major exam, thesis or practical work was completed by you.)	
I do not have a transcript and I need to attach a Statutory Declaration. Yes <input type="checkbox"/> No <input type="checkbox"/> I do have a transcript, but I need to attach a Statutory Declaration to provide the additional information needed For an Australian assessment: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Thank you for having read through the application. Lastly, include the documents on which your assessment is based with this application form, as per the attached 'Required documentation'.

**Please note:**

1. all copies of **original** documents need to be sighted by the processing officer in the Office of Multicultural Affairs;
2. certified English translations of non-English documents are required, in addition to a copy of the document that was originally issued in a language other than English

For the second qualification please answer the following questions:

Full name of qualification in English:	
Full name of qualification in your own language:	
Full name of institution in English:	
If the institution's name has changed, please write the new name:	
In which city/town is the institution?	Which country did you study in?
Has the city/town changed its name?	Has the country changed its name?
Date the qualification was awarded:	What was the area of study (major):
Was there a period of practical training / internship / final thesis or project required?	If so - please provide details:

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What date did you commence studying:	What date did you complete study?
Did you study: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both <input type="checkbox"/>	What is the normal length of study for this program?
Do you have an original covering certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> (A covering certificate states the name of the qualification, the name of the institution, and the date on which the institution awarded the qualification to you. In some countries it tells you whether you achieved the First, Second or Third Division in overall grades.)	
Do you have an original transcript? Yes <input type="checkbox"/> No <input type="checkbox"/> (A transcript is the most important document of Australian qualifications, because it lists the study that was required before the cover certificate could be awarded. It contains the dates on which you commenced and completed your qualification. Most importantly, the transcript lists the year and semester in which every subject, or major exam, thesis or practical work was completed by you.)	
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For the **third qualification** please answer the following questions:

Full name of qualification in English:	
Full name of qualification in your own language:	
Full name of institution in English:	
If the institution's name has changed, please write the new name:	
In which city/town is the institution?	Which country did you study in?
Has the city/town changed its name?	Has the country changed its name?
Date the qualification was awarded:	What was the area of study (major):
Was there a period of practical training / internship / final thesis	If so - please provide details:

Many countries issue their qualification documents quite differently to Australia, which is why some applicants need to include a Statutory Declaration. The following information will be the most important part of your application, for an accurate Australian comparability to be made for you:

What date did you commence studying:	What date did you complete study?
Did you study: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both <input type="checkbox"/>	What is the normal length of study for this program?
<p>Do you have an original covering certificate? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(A covering certificate states the name of the qualification, the name of the institution, and the date on which the institution awarded the qualification to you. In some countries it tells you whether you achieved the First, Second or Third Division in overall grades.)</p>	
<p>Do you have an original transcript? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(A transcript is the most important document of Australian qualifications, because it lists the study that was required before the cover certificate could be awarded. It contains the dates on which you commenced and completed your qualification. Most importantly, the transcript lists the year and semester in which every subject, or major exam, thesis or practical work was completed by you.)</p>	
<p>I do not have a transcript and I need to attach a Statutory Declaration. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I do have a transcript, but I need to attach a Statutory Declaration to provide the additional information needed For an Australian assessment: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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