

Overseas Qualification Assessment Application Form

Personal details

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Office use only

This is a free service provided by the Queensland Government.

Title: Mr/Mrs/Ms etc.	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of birth: Day / Month / Year	Country of Birth
Family name:	Given name(s):		
Queensland residential address:	Postal address: (if different)		
Telephone:			
Email:			
How did you hear about our service? (e.g. friend, TAFE, website)			
How would you like to receive your Assessment Advice? (Note: Please select <u>one</u> option only.)	Email <input type="checkbox"/>	or	Post <input type="checkbox"/>

Overseas qualification details

(Only include completed tertiary, technical and/or vocational qualifications gained post-secondary school in this section)

	Overseas Qualification 1	Overseas Qualification 2	Overseas Qualification 3*
Qualification name			
Institute name			
Country of issue			
Course length	years	years	years
Years studied to complete course	years <input type="checkbox"/> full-time <input type="checkbox"/> part-time	years <input type="checkbox"/> full-time <input type="checkbox"/> part-time	years <input type="checkbox"/> full-time <input type="checkbox"/> part-time
Graduation date			

*If more than three overseas qualifications, please complete an additional application form.



**Queensland
Government**

The following documents must be submitted with your application

I have attached **certified copies*** of ALL the following supporting documents (in A4 size):

*** To be certified, every page of each document must be signed by an Australian Justice of the Peace or Commissioner for Declarations as a true copy of the original.**

- ☐ Current visa grant notice (VEVO); or New Zealand passport; or Australian Citizenship certificate; or Australian birth certificate.
- ☐ Proof of Queensland residency (**must show current residential address**)
Queensland driver licence; or utilities bill; or lease agreement or official government correspondence.
- ☐ Awarded qualification (degree, diploma etc.) in original language and official English translation.
- ☐ Full academic transcript or mark sheet showing the number of years studied, subjects studied and results obtained in original language and official English translation.
- ☐ Evidence of secondary school and senior secondary school graduation in original language and official English translations.
- ☐ Proof of name change (e.g. marriage certificate, name change certificate, deed poll).

Declaration

I declare that:

- ☐ I am a Queensland resident and have attached evidence.
- ☐ I have completed an overseas technical or tertiary level qualification.
- ☐ The above information is true and correct and all documents are genuine.
- ☐ I have completed all sections of pages 1 and 2 of this form.

Signature	Date
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Submitting your application:

Please note that incomplete applications will not be accepted.

Scan the completed application form and supporting documents into PDF format. PDF needs to be high quality and no larger than 5MB. Send application to:

Email: ogu@desbt.qld.gov.au

Alternatively, if you do not have scanning facilities, post your application to:

Overseas Qualification Unit
Department of Employment, Small Business and Training
PO Box 15483, CITY EAST QLD 4002

The department reserves the right to request original certified copies of the supporting documents. An academic assessment from this office is primarily for general employment and educational purposes as a guide to the level of education in question. The professional standing of the qualification in Australia is a matter for the appropriate Australian professional body or registration authority to determine. Similarly, the academic status of the qualification for the purposes of admission to a course of study at an Australian tertiary institution is a matter for the institution concerned to determine

Queensland Government Information Privacy Disclaimer: The Overseas Qualification Unit is collecting the information on this form to assess your application for assessment of your overseas qualifications as well as the collection of general statistical information. Only authorised departmental officers have access to this information. The department may disclose this information to Federal, State and Regulatory Agencies.