

## PLEASE READ THESE INSTRUCTIONS CAREFULLY

You can enter your details directly into the application form on your computer and then send us a printed and signed copy. We recommend that you keep a copy for your own records.

## WHAT IS THIS APPLICATION FOR?

If this is your first time applying for a migration skills assessment, this form can provide you with a skills assessment for general skilled migration (GSM), a skills assessment for a temporary visa (subclass 485) and advice on skilled employment.

## SEND US YOUR APPLICATION

You will need to send us **certified true copies** of some of the following supporting documents with your application. We suggest that you tick each row in the checklist below when you have collected the documents to send to us.

If...	<input checked="" type="checkbox"/>	Please send us
You want us to process your application		Fees for your assessment (see page 9).
Your name is different on any of your transcripts or documents		A <b>certified true copy</b> of your proof of change of name documentation such as: <ul style="list-style-type: none"> <li>a marriage certificate or</li> <li>government-issued change of name documents</li> </ul>
You have completed your English language test		A copy of your English language test results. For English language requirements and further information, please refer to <a href="http://cpaaustralia.com.au/migration">cpaaustralia.com.au/migration</a>
You have completed the Skilled Migration Internship Program: Accounting (SMIPA)		<b>Certified true copy</b> of your SMIPA transcripts and completion certificate.
You have completed or are completing a relevant qualification		<b>Certified true copy</b> of your official academic transcripts or exam results. If you have received any exemptions, credits or advanced standing in this qualification, please include a <b>certified true copy</b> of the official academic transcripts showing the grades or results from the institution where the prior study took place. If you have completed your qualification, please provide a <b>certified true copy</b> of the official academic award or letter of completion. Syllabus or subject outlines, only required if your qualification is not listed here: <a href="http://cpaaustralia.com.au/accreditedcourses">cpaaustralia.com.au/accreditedcourses</a>
You are a member of a professional accounting body		A <b>certified true copy</b> of your membership certificate and official results for all professional papers or examinations you completed with this body.
You are applying for a skilled employment assessment		<b>Certified true copies</b> of your employment references or testimonials. Please refer to <a href="http://cpaaustralia.com.au/migration">cpaaustralia.com.au/migration</a> for detail on what should be included in your employment references or testimonials.

To submit your application you can:

- mail your application to the address on page 11, or
- take your application to your nearest office. You will find a list of our offices on the CPA Australia website at [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)

Incomplete applications cannot be processed.

OFFICE USE ONLY  
REFERENCE NUMBER:

## IF YOU NEED HELP OR MORE INFORMATION

Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)

## (A) YOUR PERSONAL DETAILS

Title		First name	
Middle name		Last name	
Preferred name (optional)			Preferred name will be used as your first name in our correspondence.
Gender	Male	Female	
Country of birth			
Country of permanent residency			
Date of birth			

### DO WE ALREADY KNOW YOU?

Are you, or were you in the CPA Australia network?

	Yes	No	
Australia customer ID			

Have you previously had a CPA Australia Qualifications Assessment for membership or migration?

	Yes	No	You will find this reference number on your qualifications assessment result letter. If available, please provide us with a copy of this letter.
Reference number			

Are you a member of CPA Australia?

	Yes	No	
Member number			

**!** Have you changed your name?

If your name is different on any of your transcripts or identity documents, you will need to send us a **certified true copy** of a 'proof of name change' document.

You can prove your name has changed by documents such as a marriage certificate or government-issued change of name document.

Please ensure that these are **certified true copies** of the original documents.

Page 10 of this form provides information about certifying your documents.

#### YOUR CONTACT DETAILS

Home address			It is important that your contact details are correct and written clearly.
Suburb or City		Postcode or ZIP	
State, Province or Region		Country	
Home phone		Mobile/Cell phone	Please include the country code and area code.

#### YOUR ADDRESS DETAILS

**!** If your mailing address is the same as your home address, please ignore this section.

Mailing address			Please ensure your mailing details are correct and written clearly. Your qualifications assessment result will be mailed to this address.
Suburb or City		Postcode or ZIP	
State, Province or Region		Country	

#### YOUR COMMUNICATION PREFERENCES

We need your email address to send you important information.

Email address		This is mandatory. Please ensure that your email address is written clearly.
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Which is your preferred phone number?

Home	Mobile/Cell	Please choose <b>one only</b> .
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## (B) MIGRATION AGENT DETAILS

! If you do not have a migration agent, please ignore this section.

Organisation name			
Given name		Family name	
Organisation address			
Suburb or City		Postcode or ZIP	
State, Province or Region		Country	
Migration agent's email address			This is mandatory. Please ensure that your email address is written clearly.
Business phone			Please include the country code and area code.

I give consent for my migration agent (details above) to act on my behalf.

Signature

Date

		/			/				
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## (C) REASON FOR YOUR APPLICATION

Please indicate **one** of the following ANZSCO codes you wished to be assessed under:

### ANZSCO CODE

<input checked="" type="checkbox"/>		ANZSCO CODE
	Accountant (general)	221111
	Corporate treasurer	221212
	External auditor	221213
	Finance manager	132211
	Management accountant	221112
	Taxation accountant	221113

### WHAT ASSESSMENT ARE YOU APPLYING FOR?

If you have previously had a skills assessment and would like an update, please submit a completed Migration Assessment Supplementary Services form. You can find this form on our website at [cpaaustralia.com.au/migration](http://cpaaustralia.com.au/migration)

	Skills assessment for a temporary visa (subclass 485)
	Skills assessment for general skilled migration (GSM)

### SKILLED EMPLOYMENT

Do you want CPA Australia to provide advice regarding skilled employment?

Yes

No

## (D) PROVIDE US WITH YOUR EDUCATION HISTORY

### DO YOU HAVE ANY RELEVANT QUALIFICATIONS?

**!** Do you have more than two relevant qualifications?

Please add a separate sheet that provides the details for each additional qualification.

#### QUALIFICATION A

Name of qualification			<p>Please provide a <b>certified true copy</b> of official academic transcripts showing the grades or results from the institution where you completed the original study.</p> <p>If you have received any exemptions, credits or advanced standing in this qualification, please include a <b>certified true copy</b> of the official academic transcripts showing the grades or results from the institution where the prior study took place.</p> <p>If you have completed your qualification, please provide a <b>certified true copy</b> of the official academic award or letter of completion.</p>
University or Institute			
Campus (if applicable)		Country	
Study	Full-time study	Part-time study	
Have you completed this qualification?			
Yes I completed it in	<input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
No I will complete it in	<input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

#### QUALIFICATION B

Name of qualification			<p>Please provide a <b>certified true copy</b> of official academic transcripts showing the grades or results from the institution where you completed the original study.</p> <p>If you have received any exemptions, credits or advanced standing in this qualification, please include a <b>certified true copy</b> of the official academic transcripts showing the grades or results from the institution where the prior study took place.</p> <p>If you have completed your qualification, please provide a <b>certified true copy</b> of the official academic award or letter of completion.</p>
University or Institute			
Campus (if applicable)		Country	
Study	Full-time study	Part-time study	
Have you completed this qualification?			
Yes I completed it in	<input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
No I will complete it in	<input type="text"/> <input type="text"/>	/ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

### DO YOU HAVE A RELEVANT PROFESSIONAL MEMBERSHIP?

	Yes	No	<p>Send us a <b>certified true copy</b> of your membership certificate and a <b>certified true copy</b> of your official results for all professional papers or examinations you completed with this professional accounting body.</p>
Name of the professional accounting body			
Level of membership			



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**(H) WHAT TO SEND**

Please send us your:

- application form (pages 2 to 9)
- payment details or application fee
- supporting documents (see page 1)

**!** Please note

Please do **not** staple this form or any documents together or attach any 'sticky notes'. However, you can:

- use a paper clip to hold your pages together
- staple any cheques or bank draft for the application fee to page 9

**YOU NEED TO SEND US CERTIFIED COPIES OF YOUR SUPPORTING DOCUMENTS**

When you send us copies of your documents, they must be

- certified true copies of the originals
- in English
  - you will need to have non-English documents officially translated. Please send us a certified true copy of the original language document and a certified true copy of the translation

Please do **not** send original documents. They will not be returned.

**What is a "certified true copy" of an original?**

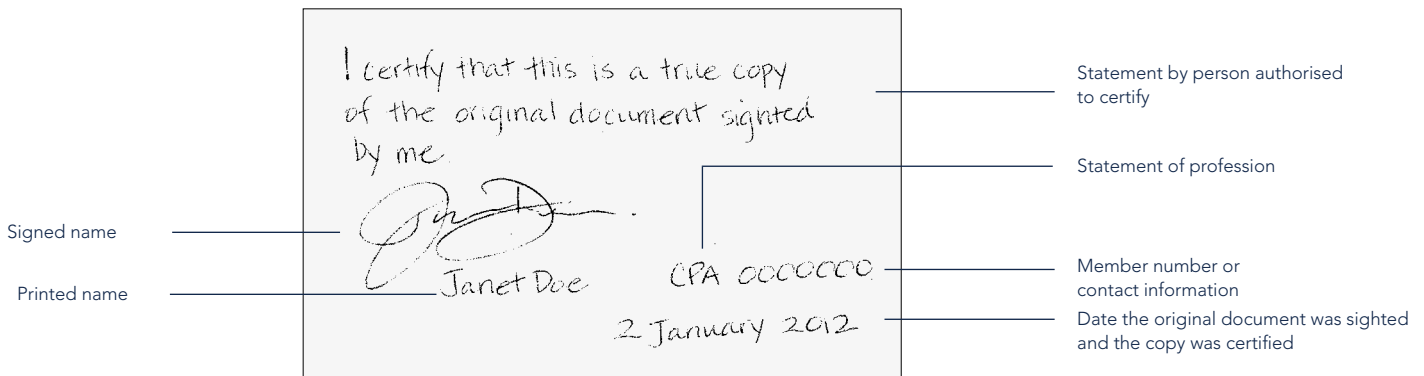
A certified true copy is a copy of an original document that is verified as being authentic. An authorised person must certify the copy after seeing the original document. A list of authorised people who can certify documents is below.

**What needs to be certified?**

- copies of all identity documents
- documents relating to your education (e.g. academic transcripts, academic award or letter of completion)
- documents relating to professional memberships
- non-English documents, as listed above, and the corresponding English versions that have been translated by a professional translator

**How do I get my documents certified?**

1. photocopy your original documents
2. take your original documents and photocopies to a person who is authorised to certify documents (see below)
3. have the authorised person certifying
  - write on the same side of each copy "I certify this is a true copy of the original document sighted by me"
  - sign and print their name
  - state their profession or occupation group (as below)
  - member number (if applicable) or contact information
  - the date certified (within the last 12 months)



The diagram shows a rectangular box representing a certification statement. Inside the box, the text reads: "I certify that this is a true copy of the original document sighted by me." followed by a handwritten signature, the printed name "Janet Doe", "CPA 0000000", and "2 January 2012". Lines connect these elements to labels on the left and right. On the left, "Signed name" points to the signature and "Printed name" points to "Janet Doe". On the right, "Statement by person authorised to certify" points to the first sentence, "Statement of profession" points to "CPA", "Member number or contact information" points to "0000000", and "Date the original document was sighted and the copy was certified" points to "2 January 2012".

**We do not accept**

- photocopies or faxes of certified documents
- certifications where the identity of the person certifying cannot be read
- certification made by a person not authorised to certify documents
- certification made by yourself, on your own documents, even if you are a person authorised to certify documents

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## WHO CAN CERTIFY MY DOCUMENTS?

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The following people are authorised to certify documents:

- staff at your nearest CPA Australia office listed on the CPA Australia website [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)
  - CPA or FCPA (Fellow) but **not** an Associate member of CPA Australia
  - full member of a recognised International Federation of Accountants (IFAC) professional accounting body as listed on [www.ifac.org/about/member-bodies](http://www.ifac.org/about/member-bodies)
  - commissioner for oaths
  - Justice of the Peace
  - solicitor or lawyer
  - migration agent registered with Migration Agents Registration Authority (MARA)
  - dentist, medical practitioner, pharmacist or veterinary surgeon
  - bank manager or school principal
  - police officer, sheriff or sheriff's officer
  - notary officer
  - Australian consular or diplomatic officer
  - any other official, who in your home country, is authorised to endorse documents and legal declarations or to witness sworn affidavits
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## WHERE TO SEND YOUR APPLICATION

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Your application and documents can be:

- mailed to one of the addresses below, or
- brought to your nearest CPA Australia office listed on the CPA Australia website at [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)

### Mail your application to

CPA Australia  
Member Advisory and Information Services – Migration Assessments  
GPO Box 2820  
Melbourne VIC 3001  
AUSTRALIA  
Telephone: 1300 73 73 73 (in Australia) or + 61 3 9606 9677 (outside Australia)

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## WHAT HAPPENS NEXT?

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- 1. We will send you an acknowledgement email**  
Our email will let you know we have received your application.
- 2. We will let you know if your application cannot be processed**  
This may occur if:
  - Your form is incomplete or unsigned
  - Certified true copies of relevant documents have not been provided
  - You do not meet the eligibility criteria
- 3. We will let you know the outcome of your application**  
You can find our current response times at [cpaaustralia.com.au/migration](http://cpaaustralia.com.au/migration)

**Please check that you have provided the correct clearly written email address to contact you.**

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## IF YOU NEED HELP OR MORE INFORMATION

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Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)