



This form should only be completed if you have a 'suitable' qualifications assessment from the Institute of Public Accountants (IPA).

Nominated Occupation: _____ ANZSCO Code: _____

I have a 'suitable' qualifications assessment completed by the Institute of Public Accountants

Reference No. _____

Applicants Personal Details

Mr Mrs Miss Ms Other, please state _____

Gender Male Female

Date of Birth ____/____/____

Given name _____ Family name/surname _____

Please list other names used if these are different from the name shown on your qualifications

Postal address _____

Suburb/Town/City _____ State _____

Postcode _____ Country _____

Phone _____ Email _____

Agent or Authorised Person Details

Business/Organisation Name: _____

Authorised Person's Name: _____

Postal Address _____

Suburb/Town/City _____ State _____

Postcode _____ Country _____

Phone _____ Mobile _____

Fax _____ Email _____

Skilled Employment

Only working experience undertaken after you have completed a formal qualification (or combination of qualifications) that is assessed as comparable to at least an Australian Bachelor Degree will be considered.

I have included details of: (select as appropriate)

Australian skilled employment

Overseas skilled employment

POSITION	EMPLOYER	DATE
		____/____/____ to ____/____/____
		____/____/____ to ____/____/____
		____/____/____ to ____/____/____

Work references must be provided for **all** positions.

Work References

- Skilled employment references must be on the official letterhead of the employer providing the references and include the full address of the company, telephone and fax numbers, email and website addresses.
- The work reference must indicate clearly:
 - The position(s) held
 - The exact period of employment
 - Whether permanent or temporary employment
 - Full or part time
 - Main duties undertaken and responsibilities
 - The salary earned
 - The name and position of the referee signing the employment reference must be typed or stamped below the referee's signature – a reference with illegible details will not be accepted
 - The direct contact details of the referee signing the employment reference
- Payslips from your employment should also be included – this is important for applicants working in government departments
- Other documents to confirm your skilled employment claims may include, but are not limited to:
 - Contracts
 - Tax returns
 - Group certificates

Payment

Categories	\$AUD	Please Tick
Skilled Employment Assessment	265	<input type="radio"/>

Payment of fee is to be by bank cheque, overseas bank draft in Australian dollars, Australia Post money order or credit card. The IPA is not able to accept cash, and is not responsible for the loss of mail. The fee is not refundable.

- I have enclosed a bank cheque/draft payable to 'Institute of Public Accountants'
- Please charge my Amex Mastercard Visa

Card number _____ Expiry date ____ / ____

Cardholder name _____

Signature _____ Date ____ / ____ / ____

TAX INVOICE: This form becomes a Tax Invoice upon payment. Please retain a copy for your taxation records.

Declaration

I declare that:

- Information I have supplied and any attachments are complete, correct and up to date;
- I undertake to inform the IPA of any changes to my circumstances while my application is being considered;
- I authorise the IPA to make any and all enquiries necessary to assist in this assessment and to use any information supplied in this application for that purpose;
- Information collected about me and any documents I attach can be disclosed without my consent where authorised or required by law, including to Department of Home Affairs (formerly DIBP);

- I agree with the terms and conditions for the assessment of my qualifications for the purposes of General Skilled Migration; as disclosed on the IPA website.

Applicant's signature _____ Date ____/____/____

Final Checklist

- Include high quality colour scans or colour photocopies of work references. Please note that the IPA may request original or certified true copies from time to time

Submit your Application

Email: immi_applications@publicaccountants.org.au