

QUALIFICATIONS ONLY ASSESSMENT APPLICATION FORM

APPLICATION GUIDELINES

The Australian Institute of Quantity Surveyors (AIQS) is specified by the Department of Home Affairs as the relevant assessing authority for the occupation of Quantity Surveying ANZSCO 233213 only. Quantity Surveying is deemed to include: cost management, cost control, construction management, construction economics and cost engineering.

The AIQS also provides a “Qualifications Only” assessment of Australian qualifications which have been accredited by the AIQS. This option may be used for the purposes of Skilled Migration, however, the Assessing Authorities Quality Assurance (AAQA) functioning through the Department of Education, Skills and Employment (DESE), requires that applications for Skilled Migration are to be based on a combination of an applicant’s qualifications and work experience.

APPLICATION REQUIREMENTS

Please refer to our [Skilled Migration Assessment Policy](#) for full details of application requirements for assessment.

All applications must include payment of the relevant Assessment Fee. This fee is non-refundable, regardless of the outcome of the assessment.

The Check List at the end of this Application Form contains a summary of the documentation required to be submitted by the applicant. Please refer to the Skilled Migration Assessment Policy which contains further information on the requirements.

APPLICATION FEE

The following fees are applicable:

ASSESSMENT SPECIFICATION	AUSTRALIAN APPLICANTS (including GST)	OVERSEAS APPLICANTS (excluding GST)
Qualifications Only Assessment Fee	AUD\$610.50	AUD\$555.00
Re-Assessment Fee (only applicable within two years of the date of the original assessment)	AUD\$385.00	AUD\$350.00
Administrative deposit (deducted from application fee)	AUD\$110.00	AUD\$100.00

Payment of the Assessment Fee is **payable in Australian Dollars** and must accompany this application. Payment is to be made by Credit Card by filling out your details below.

Send *Application Form* with payment and all required certified documents (electronic copy accepted in PDF format ONLY) to:

BY EMAIL: skilledmigration@aiqs.com.au

Please ***DO NOT*** send us originals of your documents as we will not be able to return them to you.

PAYMENT DETAILS

My credit card details are provided below for the total amount of (please tick):

ASSESSMENT SPECIFICATION	AUSTRALIAN APPLICANTS (including GST)	OVERSEAS APPLICANTS (excluding GST)
Qualifications Only Assessment Fee	<input type="checkbox"/> AUD\$610.50	<input type="checkbox"/> AUD\$555.00
Re-Assessment Fee (only applicable within two years of the date of the original assessment)	<input type="checkbox"/> AUD\$385.00	<input type="checkbox"/> AUD\$350.00

If a member of the AIQS, please specify member ID number:

MASTERCARD VISACARD AMEX

..... /..... /..... /..... Expiry Date: /..... CVC

Name of Cardholder (please print):

Signature of Cardholder:

APPLICANT DETAILS (please print clearly)

Title: Mr Ms Miss Mrs Other:

Given Names (first name):

Family Name (surname):

Date of Birth (day/month/year): /..... /..... Age (years):

Email (required):

Address:

Suburb: State: Postcode:

Country: Preferred Phone Contact:

Country of Birth:

DECLARATION

I declare that the information I have supplied in this application, and the documents attached are true and correct. I understand that any information supplied that is inaccurate or misleading may lead the AIQS to refer the issue to the relevant authorities. I consent to the use, collection, and disclosure of the personal information supplied in this application in accordance with the AIQS Privacy Statement.

Signature: Date:/...../.....

MIGRATION AGENT DETAILS (if applicable)

Company Name:

Given Names:

Family Name:

Address for Correspondence:

Suburb: State:

Postcode: Country:

Email (required):

Preferred Phone Contact:

I give consent to my Migration Agent (details above) to act on my behalf in all dealings with the AIQS

Signature: Date:/...../.....

ASSESSMENT DETAILS (Qualifications Only Assessments)

Please complete the following summary of items to be included in the assessment:

Qualification Details (for Qualifications Only):

Name of Course:

Institution:

Country of Institution:

Award Date:

Second qualification if applicable:

Name of Course:

Institution:

Country of Institution:

Award Date:

CHECKLIST – QUALIFICATIONS ONLY

Please **ONLY** submit the requested documents as described below. Electronic applications should be submitted in PDF format in one file.

Applications that exceed 15 pages and/or fail to provide any of the below listed documents may cause delays in the processing.

QUALIFICATIONS ONLY

- Completed Application Form
- Payment of Assessment Fee in Australian Dollars
- *Certified colour copy of all relevant formal qualifications (minimum Bachelor's degree equivalent to AQF Level 7 or higher)
- *Certified colour copy of transcripts relating to relevant formal qualifications
- *Certified colour copy of a clear passport photo taken within the last 4 weeks with confirmation in the form of a statutory declaration that it is a true likeness of applicant and the date of this confirmation
- *Certified colour copy of bio page/s of your current passport, in addition to certified colour copies of at least two of the following;
 - *Certified colour copy of birth certificate
 - *Certified colour copy of Australian visa OR ImmiCard (exclusions may apply)
 - *Certified colour copy of an official photo bearing document, such as a driver's licence
 - *Certified colour copy of ID card where relevant

**Certified copy is a copy of an original document which is certified as a true copy by an authorised person. Authorised people include: Justices of the Peace (JP's) and legal practitioners. Certification must meet the current standards as set out by the Department of Home Affairs. Please refer to the Department of Home Affairs website. If your qualifications are not in English, you must provide certified copies of both the original language document and an English translation carried out by an authorised translator. Certification must appear on the front of the document (not the back page).*

To manage identity fraud, we require copies of at least three of the following documents;

1. Birth certificate
2. Passport
3. Where possible, an Australian visa (supported by a foreign passport, which is needed for verification)
OR ImmiCard
4. At least one other official photo bearing document
5. ID Card where relevant

TIMEFRAME FOR ASSESSMENT

It may take up to two months after receiving all required documents to complete an assessment.

Please refrain from making contact with the AIQS during the assessment phase, as this can cause delays with processing your assessment. If you do have any concerns during this time, please send all enquiries via email to skilledmigration@aigs.com.au. If there are any deficiencies in your application, your assessing officer will notify you via email. Once your application has been completed and assessed by the Assessor, you will receive a letter sent by email advising you of the outcome.

Please ***DO NOT*** send us originals of your documents as we will not be able to return them to you.