

SKILLED MIGRATION ASSESSMENT APPLICATION FORM

APPLICATION GUIDELINES

The Australian Institute of Quantity Surveyors (AIQS) is specified by the Minister for Immigration and Border Protection 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.

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

Fees are applicable from 1 March 2020 and are GST inclusive as the services are carried out in Australia.

ASSESSMENT SPECIFICATION	AUSTRALIAN APPLICANTS (including GST)	OVERSEAS APPLICANTS (excluding GST)
Qualifications Only Assessment Fee	AUD\$610.50	AUD\$555.00
Regular Assessment Fee	AUD\$720.50	AUD\$655.00
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 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
Regular Assessment Fee	<input type="checkbox"/> AUD\$720.50	<input type="checkbox"/> AUD\$655.00
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
Administrative deposit (deducted from application fee)	<input type="checkbox"/> AUD\$110.00	<input type="checkbox"/> AUD\$100.00

☐ MASTERCARD ☐ VISACARD ☐ AMEX

Card Number: Expiry Date (mm/yy):.....CVC:.....

Name of Cardholder (please print):

Signature of Cardholder:

PERSONAL DETAILS (all fields are compulsory - please print clearly)

Title: ☐ Mr ☐ Ms ☐ Mrs ☐ Other:

First Name as per passport: Middle Name/s.....

Surname as per passport:

Date of Birth (dd/mm/yyyy): Current Age(years):

Country of Birth:

PERSONAL CONTACT DETAILS (all fields are compulsory - please print clearly)

Residential Address: Is this your preferred mailing address? ☐ Yes ☐ No

Street Name & Number

Suburb: State: Postcode:

Country:

Home Phone: Mobile Phone:

Personal Email:

(please provide your **own** personal email address)

SKILLED MIGRATION 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

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

Qualification Details (for Qualification Only and Pathways 1, 2, 3 & 4)

Name of Degree Course:

Name of Institution:

Country of Institution:

Start Date: Award Date:

Duration of Course:

Full Time

Part Time

Second qualification if applicable:

Name of Degree Course:

Name of Institution:

Country of Institution:

Start Date: Award Date:

Duration of Course: Full Time Part Time

EMPLOYMENT DETAILS *(for Pathways 1, 2, 3 & 4 applicants only):*

Please only include employment that meets the criteria as outlined in the AIQS Skilled Migration Assessment Policy; employment in QS in the previous 10 years since achieving relevant qualification, and is supported by suitable references. Please include additional pages if not enough room is provided.

REFERENCE 1:

Dates: From ____ / ____ / ____ to ____ / ____ / ____ (dd/mm/yy) No. of Months:

Position:

Company Name:

Country:

Name of Reference:

Qualifications of Reference:

REFERENCE 2:

Dates: From ____ / ____ / ____ to ____ / ____ / ____ (dd/mm/yy) No. of Months:

Position:

Company Name:

Country:

Name of Reference:

Qualifications of Reference:

REFERENCE 3:

Dates: From _____ / _____ / _____ to _____ / _____ / _____ (dd/mm/yy) No. of Months:

Position:

Company Name:

Country:

Name of Reference:

Qualifications of Reference:

CHECKLIST

Please **ONLY** submit the requested documents as described below. Please keep applications to less than 25 pages. Electronic applications should be submitted in PDF format in one file.

Applications that exceed 25 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

PATHWAY 1

- ☐ Completed Application Form
- ☐ Payment of Assessment Fee in Australian Dollars
- ☐ An up-to-date Curriculum Vitae
- ☐ *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
- ☐ Employment Reference/s (on Corporate Letterhead) from a Quantity Surveyor to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referee's contact details and qualifications
- ☐ Colour copies of each supervisor's qualification/s

PATHWAY 2

- ☐ Completed Application Form
- ☐ Payment of Assessment Fee in Australian Dollars
- ☐ An up-to-date Curriculum Vitae
- ☐ *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
- ☐ Employment Reference/s (on Corporate Letterhead) from a Quantity Surveyor to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referee's contact details and qualifications
- ☐ Colour copies of each supervisor's qualification/s

PATHWAY 3

- ☐ Completed Application Form
- ☐ Payment of Assessment Fee in Australian Dollars
- ☐ An up-to-date Curriculum Vitae
- ☐ *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
- ☐ Employment Reference/s (on Corporate Letterhead) from a Quantity Surveyor to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referee's contact details and qualifications
- ☐ Colour copies of each supervisor's qualification/s
- ☐ *Certified colour copy of IELTS Test Report showing minimum level of six (6) on all four (4) criteria

PATHWAY 4

- ☐ Completed Application Form
- ☐ Payment of Assessment Fee in Australian Dollars
- ☐ An up-to-date Curriculum Vitae
- ☐ *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 the AIQS or Recognised Association membership certificate with a current letter (dated no less than 4 weeks from date of submission) on letterhead stating that you are a financial Corporate member with no outstanding complaints against you.
- ☐ Proof of CPD compliance as indicated by AIQS
- ☐ *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
 - ☐ submission) on letterhead *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
- ☐ Employment Reference/s (on Corporate Letterhead) from a Quantity Surveyor to include an outline of your role and the main duties performed, specified dates of your role with the organisation and referee's contact details and qualifications
- ☐ Colour copies of each supervisor's qualification/s
- ☐ *Certified colour copy of IELTS Test Report showing minimum level of six (6) on all four (4) criteria

**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. 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).*

TIMEFRAME FOR ASSESSMENT

Applications for skilled migration assessment will be based on formal qualifications (comparable Bachelor degree or higher) and skilled employment. 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@aiqs.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.*