



Australian Institute of Management

Application Form for Qualifications Assessment for Temporary Graduate(subclass 485) Visa

Please fully complete the form – incomplete applications may be returned.

Provide the supporting evidence as listed on the form

Please write clearly and legibly

Please select the Skilled Occupation for which you are applying for assessment:

Engineering Manager [133211]

Applicant Details

Show the full name that you will be using in your visa application.

Title (circle) Mr Mrs Ms Miss Dr Other:

First Name/s

Family/Surname Name

Date of Birth (dd/mm/yyyy)

Country of Birth

Mailing Address

Country

Telephone (including country code and area code)

Email

Appointment of Person to Act as Agent

Are you using a Migration Agent or other party/person to lodge this application on your behalf? Yes No
 If yes, please complete the Authorisation for Appointment to Act as Agent below.

I, _____ authorise the following person to act on my behalf in relation to my application for a Qualifications Assessment.

Agent's Name _____

Name of Agency _____

Agent's Address _____

Agent's Email _____ Agent's Registration Number (if applicable) _____

Applicants signature _____ Date / /

Summary of Qualification(s)

Only post-secondary education is required. Include any postgraduate qualifications. Attach certified copies of degree certificate/s and academic transcript/s of courses undertaken with their results. Start with the most recent qualification.

Qualification 1

Name of qualification obtained (full name):

.....

Major area of study:

Institution of study (full name):

.....

Campus attended:

.....

Course entry requirements:

.....

Study Start Date: / /

Study Completion Date: / /

Mode of study: full-time part-time correspondence

Normal length of course at full-time
 (example: 4 years full-time):

Qualification Award Date: / /

Name of awarding body:

Address of awarding body:

.....

.....

Email address of awarding body:

.....

Qualification 2

Name of qualification obtained (full name):

.....

Major area of study:

Institution of study (full name)

.....

Campus attended:

.....

Course entry requirements:

.....

Study Start Date: / /

Study Completion Date: / /

Mode of study: full-time part-time correspondence

Normal length of course at full-time
 (example: 4 years full-time):

Qualification Award Date: / /

Name of awarding body:

Address of awarding body:

.....

.....

Email address of awarding body:

.....

Declaration by Applicant

Terms and Conditions

1. I have read the Supporting Documentation section of the application form and I understand that the assessment cannot be completed if I do not provide adequate verified and certified documents.
2. I will inform AIM in writing of any changes to my circumstances which may occur while my application is being assessed.
3. I authorise AIM to make any enquiries to educational institutions concerning my qualifications.
4. I understand that AIM may be required to provide the Department of Immigration and Citizenship with any information pertaining to my qualifications assessment application.
5. I understand the application fee is non-refundable, irrespective of the outcome of the assessment by AIM.
6. I understand the assessment may take up to 2 weeks to complete. However in some situations it could take longer if further information is required.
7. I understand AIM does not offer immigration advice to applicants wanting to know if they should submit an application for qualifications assessment and that AIM will assess all applications submitted. It is the applicants responsibility to contact the Department of Immigration and Citizenship for advice prior to submitting a qualifications assessment application to AIM.

I have read and understand the above terms and conditions and declare that all the information supplied is accurate and consent to any necessary checks regarding education.

Applicants signature _____

Date / /

Supporting Documentation Required

Identification documentation

1. Certified copy of identification page/s from passport showing full name and photo of applicant
2. Certified copy of marriage certificate/change of name documentation if applicant's name has changed since the qualification was awarded
3. Brief Resume/Curriculum Vitae

Documentation for each qualification

4. Certified copy of original qualification testamur (graduation certificate)
5. Certified copy of original academic transcript including list of subjects and result obtained

Note: where the qualification testamur has not yet been issued from the institution of study to the student, the academic transcript MUST be provided to AIM WITH a certified statement from the institution that the program has been completed and that the applicant has met all the requirements for graduation..

Certification of Documents

- Each page of the document must be certified and MUST clearly show the words "certified true copy of the original";
- The original signature of the certifying officer MUST appear on each page;
- The name of the certifying officer MUST appear on each page and MUST be legibly printed;
- The name and address/contact details of the certifying officer's firm (for example, name and address of legal firm) MUST be legibly printed or stamped;
- Copies of previously certified documents will not be accepted. Documentation submitted MUST be certified copies of original documents;

Documents can be certified by a Commissioner for Oaths, Justice of the Peace, Notary, Lawyer, Registered Migration Agent, Doctor, Bank Manager, CPA, Chartered Accountant or any other official in your home country or Australia who is authorised to endorse documents and legal declarations or witness sworn affidavits.

Note: documents will not be returned. AIM recommends that applicants make a copy of submission documentation.

Submission Information

1. Email complete application with supporting documentation in PDF format to migration@aim.com.au. Ensure "Qualifications Assessment Submission" has been written in the subject line, or

2. **Mail complete application to**

Management Skills Assessment
Unit Australian Institute of
Management PO Box 200
Spring Hill Qld 4004
Australia

Physical Street Address (Courier Preferred)

Management Skills Assessment Unit
Australian Institute of Management
369 Boundary Street (Cnr Rosa St)
Spring Hill Qld 4000
Australia

Payment Options

Payment must be provided at time of lodging your application. The fee is non-refundable.

If paying from outside Australia payment is to be made by bank draft payable to the Australian Institute of Management which must nominate an Australian bank through which the payment can be processed. Drafts which nominate non-Australian banks will be returned for replacement. Alternatively payment can also be provided by credit card by completing the Credit Card Authorisation Form below.

The fee is not refundable, irrespective of the outcome.

Credit Card Authorisation Form

Date / /

Management Skills Assessment Unit
Australian Institute of Management
PO Box 200
Spring Hill Qld 4004, Australia

I, _____ authorise the Australian Institute of Management to debit the sum of AUD\$400.00 (plus 10% GST if applicable*) from my credit card in payment for a Qualifications Assessment.

Cardholders Name: _____

Address: _____

Card Type: Bankcard MasterCard Visa Diners Amex: Amex ID No:

Card Number: Expiry Date: / /

Card Validation Code: (Last 3 digits of the number printed on the signature panel)

Signature: _____

*GST is payable for applicants residing within Australia only.