



OFFSHORE SKILLED SECTION - ASPC

DOCUMENT CHECKLIST – SUBCLASS 136

This checklist is to assist you in lodging a fully documented, complete general skilled migration application with the Adelaide Skilled Processing Centre (ASPC). After completing this checklist, please attach it to the front of your application.

Do not provide original documents unless requested. You should provide certified copies of original documentation. Documents not in English must be accompanied by accredited English translations. See Booklet 6 – General Skilled Migration for further information.

It is important that you folio and present all documents in the order outlined below. It is essential that that you number the pages from the bottom up. Please use sub-dividing tabs/flags in your application wherever the filing symbol is shown.

Note: Keep papers together with large clip and place in a large envelope. Do NOT place them in a binder, folder or plastic sleeve

Table with 2 columns: Document, Folio Number. Rows include Schedule 1 - Documents required for making a valid application, a) Form 47SK, b) Correct fee, b) Certified copy of passport biodata page, c) Satisfactory skills assessment.

The ASPC's preferred method of communication is via e-mail to adelaide.skilled.centre@immi.gov.au

| <p><b>Schedule 2 – Documents required for assessment against the points test</b></p> <p>If documents are not in English, please provide certified copies of the original document and the translation</p> <p>If you are not claiming points against any requirement or including papers for any item, write N/A in the folio column</p> |  |
|---|--|
| a) Evidence of primary applicant's age  |  |
| b) Evidence of English language ability <ul style="list-style-type: none"> <li>• IELTS TRF number or certificate</li> <li>• Evidence of education conducted in English</li> </ul>   |  |
| c) Evidence of specific work experience <ul style="list-style-type: none"> <li>• Reference(s) from employer on official letterhead containing the name, position title and contact details of the person who signed the reference, along with period of employment and specific duties undertaken by the applicant.</li> </ul>          |  |
| d) Evidence of spouse skills <ul style="list-style-type: none"> <li>• Skills assessment</li> <li>• Evidence of age (under 45 years of age)</li> <li>• Evidence of English language ability</li> <li>• Evidence of recent work experience or Australian Qualification.</li> </ul>  |  |
| e) MODL points with Job Offer <ul style="list-style-type: none"> <li>• Evidence of a job offer from a reputable company that has employed at least 10 full time staff for the last 2 years</li> </ul>   |  |
| f) Evidence of Australian Qualification   |  |
| g) Evidence of study and residence in a regional/low population growth metropolitan area <ul style="list-style-type: none"> <li>• Evidence of study at a designated campus for at least 2 years</li> <li>• Official documentation as evidence of residence (eg bills, rental statements etc)</li> </ul>                                 |  |
| h) Evidence of bonus points <ul style="list-style-type: none"> <li>• Capital Investment (tick appropriate box at Question 61 on Form 47SK) or</li> <li>• Australian work experience (documentary evidence), or</li> <li>• Fluency in a community language (certified copy of relevant degree or NAATI qualification)</li> </ul>         |  |

|  |  |
|--|--|
| <b>Personal Documents</b>  |  |
| a) Certified copies of birth certificates or other evidence of age, showing names of both parents, for all persons included in the application   |  |
| b) If you or anyone included in the application is, or has been married, certified copies of the marriage certificate(s). If you are living in a de facto relationship, independent evidence that you have been in the relationship for at least 12 months. If you, or anyone included in the application has been divorced, certified copies of the divorce certificate(s). If you, or included in the application has been widowed, please provide certified copies of the death certificate(s). |  |
| c) If your spouse does not intend on migrating with you, a note explaining why not, and whether your spouse intends on joining you later.  |  |
| d) Evidence of custody arrangements for any children included in the application where one parent is not migrating, including consent from the non migrating parent for the children to migrate.   |  |
| e) Form 47A and evidence of dependency for all dependants aged 18 years or over  |  |
| f) For each dependent aged 18 years or over, evidence of English language ability  |  |
| g) 4 recent passport photos for all people included in the application (including dependent applicants who are not migrating)  |  |
| h) Military discharge certificate for any applicant included in the application who has served time in the military.   |  |
| i) Form 80 for each person included in the application aged 16 years or over   |  |
| j) Evidence of any change of name (eg deed poll certificate)   |  |