

aaca

Form M

PROVISIONAL ASSESSMENT of ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR MIGRATION PURPOSES

EXPLANATORY NOTES

THIS FORM IS TO BE USED BY THOSE SEEKING

1. **Provisional Assessment of Overseas Academic Qualifications in Architecture***
for Migration Purposes

OR

2. **Verification of Accredited Australian Academic Qualifications in Architecture**
for Migration Purposes

Please read these Explanatory Notes carefully before completing Application Form M

Before you can apply to migrate to Australia under the General Skilled Migration categories, you or your spouse **must** satisfy certain basic requirements.

One of the basic requirements is to **nominate an occupation** that fits your academic qualifications and skills, from the skilled occupations list and to have your **academic qualifications assessed** by the relevant assessing authority for your nominated occupation.

More information on the migration process including the skilled occupations list is available in the *General Skilled Migration* booklet

produced by the Australian immigration authorities.

The Architects Accreditation Council of Australia (AACA) is the relevant assessing authority for the

Occupation: Architect

ASCO CODE: 2121-11

If your nominated occupation is 'Architect' you should use this form to obtain an assessment of your academic qualifications to determine if they are suitable for this occupation.

* The assessment of overseas academic qualifications in Architecture is undertaken in two steps:

1. **Provisional Assessment** – This may be undertaken as part of the migration process or after you arrive in Australia, and
2. **Final Assessment** – Review of Academic Equivalence (RAE) undertaken in Australia for those wishing to become registered and who are permanently resident in Australia. This process requires an interview and is only conducted in Australia.
Please note: There are eligibility requirements for the RAE.

If you have overseas academic qualifications in Architecture this process is known as a **Provisional Assessment of Overseas Qualifications in Architecture for Migration Purposes**.

If you have accredited Australian qualifications in Architecture this process is known as **Verification of Accredited Australian Academic Qualifications in Architecture for Migration Purposes**.

PLEASE NOTE:

- . **AACA assesses only completed academic qualifications in architecture**
- . **AACA only assesses qualifications obtained by course work.**
- . **AACA does not assess work experience**
- . **AACA does not provide advice on how to upgrade your academic qualifications in order to meet the requirements for the occupation.**

1. OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE

An AACA assessment of the suitability of your overseas academic qualifications in Architecture for migration purposes is a **provisional** opinion on the status of your academic qualifications in terms of equivalency with accredited Australian qualifications in Architecture. An accredited Australian qualification is one that is approved under law by an Australian registration authority. A full list of Australian accredited qualifications in Architecture is available on the AACA website: <http://www.aaca.org.au>.

The assessment of your academic qualifications reflects the views of AACA, based on the material you have submitted, and following in-depth research carried out by AACA using the best available information. The education system of the country concerned, the awarding institution, and the length, structure and content of the program of study undertaken are central to this process.

AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its assessment.

Application for the Provisional Assessment of your overseas academic qualifications may be made by completing and submitting the attached Form M, along with the required documentation and fee.

If, in addition to your overseas academic qualification, you have completed Australian post-graduate qualifications in Architecture, and you wish to have these qualifications considered, you should also submit the required documentation for these qualifications.

2. AUSTRALIAN ACCREDITED ACADEMIC QUALIFICATIONS IN ARCHITECTURE

Under immigration law, if you are applying to migrate to Australia and you have an accredited academic qualification in Architecture from an Australian School of Architecture, you are required to obtain verification that it is a recognised qualification in Architecture. A full list of accredited Australian qualifications in Architecture is available on the AACA website: <http://www.aaca.org.au>.

Application for verification of your accredited Australian qualifications may be made by completing and submitting the attached Form M, along with the required documentation and fee.

COMPLETING FORM M

You will need to provide all the information asked for and all documents and necessary fees before your application can be finalised. **Incomplete applications cannot be processed and may be returned to you.**

Answer **all** questions in **English**, unless otherwise requested. Initial and date any alterations on the form.

If you have completed more than two qualifications in Architecture and you wish to have these additional qualifications considered, please provide details in the same format as required on the form but provide this information on a separate piece of paper and sign and date it.

If you need more space to answer questions attach a signed and dated sheet giving the required details.

Please send all required documents and your assessment fee to AACA at the address shown on the application form.

DOCUMENTS TO BE PROVIDED

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on Certification is provided under the heading 'Certification'.) Please do not send the original of these documents or copies of certified copies.

All documents not in English must be translated and certified copies attached to the documents to which they refer. (Further information on Translation requirements is provided under the heading 'Translation of documents into English'.) **Extract translations are not acceptable.**

The documents required are:

1. the degree or diploma in the original language
2. official transcripts of academic record of educational courses completed - or student book or mark sheets - in the original language. (A transcript is an official listing of the subjects you studied each year and the marks you obtained)
3. evidence of registration/licensure, if any
4. evidence of change of name (where applicable)
5. evidence of residence status in Australia (if applicable).

You **must** obtain the required documents from the relevant institution or authority. In AACA's experience, it is unusual for an educational institution or authority not to have records.

You are encouraged to ensure that the documentation you provide contains official certified evidence of study in the following core areas:

- . design
- . technology
- . professional studies
- . history
- . communication

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared and no refund will be made.

Please forward documents in unbound loose-leaf format. Documentation that is not provided in this format may be returned without assessment.

CERTIFICATION

All copies of documents that you send to AACA must be certified by an authorised person.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

In countries outside Australia, persons who certify or notarise documents are approved by the authorities of that country. If you are uncertain, the nearest Australian Embassy, High Commission or Consulate can advise you.

In Australia, persons who may certify documents include Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide an assessment on the basis of certification only.

To have your copies certified you will need to give both the original and the copy of the document to the person certifying the documents. Each copy of the document must be certified separately, and must show clearly:

- . the words 'certified true copy of the original'
- . the signature of the certifying officer, and
- . the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for AACA to contact the certifying officer if necessary.

TRANSLATION

All documents you send to AACA must be translated into English.

If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

Translators in Australia are listed in the Yellow Pages telephone book and should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Keep the original English translation for your future use. Send only **certified copies** of the English translation.

FEES

Please refer to the AACA website – Information for Prospective Migrants – for current fees. Fees are subject to change without notice and are not normally refundable.

Fees are payable to AACA and are to be paid by one of the following methods:

- . a bank cheque in Australian dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank
- . a foreign draft drawn on an Australian Bank in Australian dollars
- . a bank cheque drawn by an Australian bank
- . a money order issued by Australia Post.

AACA does not accept cash, travellers cheques or payment by credit card. AACA is not responsible for the loss of cash if sent.

HOW LONG WILL YOUR ASSESSMENT TAKE?

When AACA receives your application you will be sent a receipt to confirm that your documentation and fee have been received. Your assessment could take up to 20 weeks. Once you have received a receipt, **please wait** at least fifteen weeks before contacting AACA about the progress of your assessment. If more information is needed AACA will contact you.

If you require verification of an Australian accredited qualification in Architecture, please allow four weeks for your verification advice.

APPEALS

Should you disagree with the Provisional Assessment provided, you may appeal to AACA against the outcome.

Your appeal must be lodged on the **Appeal** form, and a fee of AUD\$750 is required.

Appeal forms must be obtained directly from AACA.

Your appeal must include the reasons why you disagree with the AACA assessment and may only contain supplementary information relating to the **completed academic qualifications contained in your Provisional Assessment application.**

Appeals must be lodged within three months of the date on which the Provisional Assessment advice is issued.

Please note any additional academic qualifications completed since the lodgement of your Provisional Assessment application will **not** be considered in an Appeal.

If you have completed additional academic qualifications since lodgement of your Provisional Assessment application and you wish to have these additional qualifications considered, you must lodge a fresh Provisional Assessment application – Form M.

AGENTS

AACA normally deals directly with applicants seeking a Provisional Assessment of their overseas academic qualifications, or verification of their accredited Australian qualifications. Privacy provisions prohibit AACA from discussing your application with other people (third parties) unless specifically authorised to do so.

If you want someone such as a family member or other agent to deal with AACA on your behalf, you will need to attach a letter addressed to AACA and signed by you authorising this person (by name) to act as your agent. Authorisation forms produced by other organisations will not be accepted.

AFTER YOU RECEIVE A PROVISIONAL ASSESSMENT/VERIFICATION OF YOUR QUALIFICATIONS

1. Migration applicants with overseas academic qualifications in Architecture:

When you have received your Provisional Assessment you will need to include a **certified** copy of it with your application to migrate to Australia as **AACA only issues one Provisional Assessment advice.** You must keep the original; it will be required for future registration purposes in Australia.

The assessment process is only one of the requirements that will be considered by the Australian migration authorities in your application for migration.

Information about how to lodge your migration application is in the *General Skilled Migration* booklet available from the migration authorities at the Australian Embassy, High Commission or Consulate.

A positive assessment does not guarantee you employment in your occupation in Australia. It is an assessment for **migration purposes only** and as such provides only an opinion on the status of your academic qualifications.

After you arrive in Australia as a permanent resident, if you wish to become registered as an architect you will need to undertake a further academic assessment - the Review of Academic Equivalence (RAE) – to establish whether your academic qualifications can be **recognised as equivalent** to an accredited Australian qualification in architecture. The RAE process requires a personal interview and evaluation of your architectural studies and student portfolio.

Following the RAE, if your academic qualifications are recognised as equivalent to an accredited Australian qualification in Architecture, you may then proceed to fulfil the remaining requirements for registration.

2. Migration applicants with accredited Australian qualifications in Architecture:

When you have received verification of the status of your accredited Australian qualifications you will need to include a **certified** copy of it with your application to migrate to Australia as **AACA only issues one Provisional Assessment advice**.

This process is only one of the requirements that will be considered by the Australian migration authorities in your application for migration. Information on lodging your migration application is in the *General Skilled Migration* booklet available from the migration authorities at the Australian Embassy, High Commission or Consulate.

Verification does not guarantee you employment in your occupation in Australia. It is an assessment for **migration purposes only** and as such provides only an opinion on the status of your academic qualifications.

If you wish to become registered as an architect in Australia no further assessment of your academic qualifications is required. However you will be required to fulfil the remaining requirements for registration. You should visit the AACA website for details.

Further information on assessment procedures is available from the AACA website:
<http://www.aaca.org.au>.

HOW TO CONTACT AACA

For information or advice on completing this form contact:

Architects Accreditation Council of
Australia
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA

ph: (02) 6230 0506
fax: (02) 6230 7879

All personal information will be handled confidentially. AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared, no refund of fees will be made and the relevant authorities may be notified.



APPLICATION FOR

1. **PROVISIONAL ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR MIGRATION PURPOSES**
- OR
2. **VERIFICATION OF ACCREDITED AUSTRALIAN ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR MIGRATION PURPOSES**

PLEASE READ THE ACCOMPANYING EXPLANATORY NOTES BEFORE COMPLETING THIS FORM. MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND SIGN THE DECLARATION AT SECTION 20.

If you require more space to answer questions, attach a signed and dated sheet giving the necessary details.

Your personal details

	Preferred title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>							
1	Your family name	<input type="text"/>												
2	Given names	<input type="text"/>												
3	Any other names you have used (eg before marriage etc)	Family names												
		<input type="text"/>												
		Given names												
		<input type="text"/>												
4	Sex	Male <input type="checkbox"/>					Female <input type="checkbox"/>							
5	Date of birth	<table border="0"> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> <tr> <td>/</td> <td>/</td> <td></td> </tr> </table>			day	month	year	/	/		Age next birthday		<input type="text"/>	
day	month	year												
/	/													
	Country of birth	<input type="text"/>												
6	Your first language	<input type="text"/>												
7	Country of permanent residence	<input type="text"/>												
8	Address for correspondence	Name (see accompanying explanatory notes – Agents)												
		<input type="text"/>												
		Address												
		<input type="text"/>												
		<input type="text"/>												
		Postcode												
		<input type="text"/>												
9	Telephone numbers	Work ()			Home ()									
10	Email address	<input type="text"/>												
11	Are you a resident of Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'Yes', please indicate Visa type			<input type="text"/>							
	Date of arrival in Australia (if applicable)	<table border="0"> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> <tr> <td>/</td> <td>/</td> <td></td> </tr> </table>			day	month	year	/	/					
day	month	year												
/	/													
	Do you have an Australian qualification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>											

Your general school education

12 In which years did you start and finish your general (primary and secondary) schooling?

Start	month	year
Finish	month	year

13 Details of your education

	Number of years	Name of qualification or certificate obtained	Country
Primary			
Secondary			

Your professional education

14 Give details of ALL undergraduate and postgraduate qualifications which you have completed. If you have more than two (2) qualifications attach a separate sheet giving the additional details.

What is the name of the qualification that you have obtained?

In English

In your own language (If applicable)

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Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years **OR** Semesters

Normal length of semester

Weeks **OR** Months

What was the length of time which you took to complete the course?

Years Months

Date course commenced

day	month	year
/	/	

Date course completed

day	month	year
/	/	

Did you study full-time or part-time?

Full-time Part-time Hours per week

Other please describe

Was a design thesis, written thesis or major research paper a requirement of the course?

No

Yes indicate whether:

Design thesis Title

Written thesis Title

Major research paper Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No

Yes What was the length of time involved (ie years, months, weeks or semester hours)?

Your professional education continued

What is the name of the qualification that you have obtained?

In English

In your own language (If applicable)

Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years **OR** Semesters

Normal length of semester

Weeks **OR** Months

What was the length of time which you took to complete the course?

Years Months

Date course commenced

day month year
/ /

Date course completed

day month year
/ /

Did you study full-time or part-time?

Full-time Part-time Hours per week

Other please describe

Was this a course work program or undertaken by research?

Course work Research Course work and Research

Was a design thesis, written thesis or major research paper a requirement of the course?

No
 Yes indicate whether:

Design thesis Title

Written thesis Title

Major research paper Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No
 Yes What was the length of time involved (ie years, months, weeks or semester hours)?

Registration/Licensure details (if applicable)

15 First registration

Name of authority of first registration

Country

Date

day month year
/ /

16 Most recent or current registration

Name of authority of most recent or current registration

Country

Date

Expiry Date

day month year
/ /

day month year
/ /

17 Have you ever been refused a licence or registration, No

or had a licence or registration withdrawn?

Yes Give reason

18 Give the names of any professional bodies of which you are a member?

Date of initial membership

Current

	Date of initial membership	Current
	/ / (d/m/y)	Yes/No
	/ / (d/m/y)	Yes/No

Checklist

19 Documents which you **must** include with this application

- A **certified** copy of your qualification papers (such as degree, diploma, certificate etc)
- A **certified** official transcript of educational courses completed showing subjects, hours, and examination results

Official **certified** evidence **where applicable** of:

- Original and current registration or licence to practice
- Original and current membership of professional bodies
- Evidence of change of name (if applicable)
- Translation in English of any documents originally issued in a language other than English
- Evidence of Visa Type in Australia (if applicable)

Applicant's declaration

20 You must read and sign this declaration

I declare that:

- the information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Signature

Date

day	month	year
/	/	

How to lodge your application

21 Mail your application form, documents and assessment fee to:

AACA
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA