

RECOGNITION OF YOUR OVERSEAS ACCOUNTING QUALIFICATION



Please read this leaflet before completing the application form.

The National Institute of Accountants (NIA) is an approved assessing authority for the general skilled migration programme for the following occupations:

Accountant	ASCO 2211-11	Accountant – Corporate Treasurer	ASCO 2213-11
Finance Manager	ASCO 1211-11	Accountant – External Auditor	ASCO 2212-11

To migrate to Australia under the General Skilled Migration categories, you must satisfy certain basic requirements before you apply to migrate. One of the basic requirements is to nominate an occupation from the skilled occupations list in the “General Skilled Migration” booklet. This booklet is available from embassies and consulates and from the Australian Department of Immigration Multicultural and Indigenous Affairs (DIMIA). Please note that you need to apply for a skills assessment in your nominated occupation whether your qualifications were gained in a country other than Australia or from Australian tertiary institutions.

ACCOUNTANCY IN AUSTRALIA

There is no legal requirement that accountants be registered with the government in Australia (with the exception of tax agents, liquidators, financial advisers and external auditors of publicly listed companies or private companies with an annual turnover exceeding AUD\$10m, over AUD\$5m in net assets or over 50 full-time employees). The Australian accounting profession is therefore largely self-regulated.

In addition to not having to legally register as an accountant with the government (please note the exceptions above), it is also not necessary to join an Australian professional accounting body, however employers and clients tend to employ, promote or engage accountants who are members of an Australian professional accounting body. The National Institute of Accountants (NIA) is one of three gazetted assessing authorities for the ASCO occupations Accountant, Corporate Treasurer, External Auditor and Finance Manager. The other gazetted assessing authorities are CPA Australia and the Institute of Chartered Accountants in Australia.

GENERAL ASSESSMENT PROCESS

The assessment process described here relates only to assessment of accounting qualifications. Successful assessment does not guarantee that you will be permitted to migrate. You should obtain and read the “General Skilled Migration” booklet (see above) before applying for the assessment of your accounting qualification. The NIA cannot act on your behalf or become involved in other migration issues; please contact DIMIA for any matters which do not relate to the assessment of your qualification.

In assessing a qualification the NIA first establishes if the qualification is recognised as at least comparable to an Australian Bachelor degree and then examines individual subjects to determine coverage of required core knowledge areas. To assess the general educational level of the overseas tertiary qualification the NIA follows the guidelines in the National Office of Overseas Skills Recognition (AEI-NOOSR) Country Education Profiles.

For more information about AEI-NOOSR or the Country Education Profiles, please refer to the AEI-NOOSR website <http://aei.dest.gov.au>.

If you migrate to Australia, you may find it beneficial to join one of the Accounting organisations. The assessment of your qualifications will provide information as to whether you are qualified to join the NIA, or what studies would be necessary to qualify you to join.

If your qualifications meet the requirements for the ASCO occupation you have nominated on the application, we will provide a written assessment that you can submit with your visa application. The assessment remains valid for 5 years from date of issue.

WHAT ARE THE REQUIREMENTS?

To succeed, your qualifications will need to be comparable to an Australian Bachelor Degree, and cover at least nine of the following:

- Basic Accounting
- Financial and Corporate Accounting
- Current Accounting Issues (standards and theory)
- Cost and Management Accounting
- Business Finance
- Auditing
- Introductory Law (including contracts)
- Economics
- Statistics
- Computer Information Systems
- Australian Taxation Law
- Australian Company Law

Please note that work experience cannot be assessed as an alternative to formal qualifications.

HOW TO APPLY

1. Study this leaflet, complete the form “Qualifications Assessment for Migration to Australia Pre-Application Skills Assessment (PASA)”.
2. Obtain **certified** copies of the required documents.
3. Complete and return the form, documents and assessment fee to the address below.

AGENTS

If you want someone such as a family member or other agent to deal with the NIA on your behalf, you must attach a letter signed by you naming and authorising this person to act as your agent. If you do not provide an authority for this person, privacy considerations prevent the NIA from discussing your application with them.

(The outcome of the assessment process will only be released outside the National Institute of Accountants to you or your written nominee or for statistical purposes to **AEI-NOOSR**.)

DOCUMENTS REQUIRED

In summary, we need details of your **qualifications**, including subjects covered, and your **membership status** with relevant accounting organisations (if any).

Applications cannot be assessed unless accompanied by all relevant documentation.

CERTIFICATION OF DOCUMENTS

All copies of documents which you send to the NIA must be certified by an authorised person.

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

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

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

If a notarial certificate is provided as a separate document, you must send both the notarial certificate and the copy of the original Certificate of Graduation or Diploma or Degree.

The NIA does not provide assessment on the basis of notarial certificates only.

To have your documents certified, you will need to give both the original and the copy 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
- the name and address or provider/registration number of the certifying officer printed legibly below the signature. The NIA must be able to contact the certifying officer directly if necessary.

If forged, altered or falsified documents are sent to the NIA with this application, we will not issue an assessment, or refund your application fee. Advances in technology have made it easier to generate fraudulent documents. To ensure that documents are authentic, the NIA may require certain applicants to either supply their original documents or to require that copies of their documents be sent by the educational institution direct to the NIA.

TRANSLATIONS

All documents you send to the NIA 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 directory and should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Keep the original English translation for future use. Send only **CERTIFIED COPIES** of the English translations.

DOCUMENTS REQUIRED (continued)

University or other Tertiary Studies

- Certified copy of the degree showing degree title, institution, grade achieved and year awarded.
- Certified copy of the transcript showing pass and fail result for each subject, each year.
- Subject outline or syllabus summarising all topics covered for relevant subject shown on the transcript.

Membership Certificate(s) of (a) professional accounting body (or bodies).

Certificates of Membership must be accompanied by a letter from the professional association stating the year of entry, method of entry (eg completion of exams – include certified copies of results), current status (associate member, member, fellow etc.) and that the applicant is currently a financial member in good standing.

IF YOUR APPLICATION IS UNSUCCESSFUL...

Our written assessment will advise you what further study is required. On completion of the study, you will need to complete a new application.

Before we complete the assessment, we may ask you to provide a missing document, missing payment or the re-submission of an

incomplete application form. If the request is not responded to within 90 days from the date the request is issued, the application will be deemed to have lapsed, and a full fee will be payable for any subsequent application.

If your application is unsuccessful, you will have the right to appeal. The appeal must be lodged within 12 months of the assessment, and you will need to include a fee of \$100. Payment must be made in Australian dollars.

Your appeal will be assessed by a different assessor, and the result will be ratified by the NIAs Membership Committee. The result, and the reasons for the result, will be communicated to you without delay.

IF YOU SUCCEED, AND WISH TO JOIN THE NIA...

Assessment of your qualifications for migration purposes is not the same as assessment for membership of the NIA. For example, you may be successful in migrating to Australia, but have not yet studied Australian taxation law, and Australian company law. You will need to complete these topics before acceptance as a full member, but in the meantime, you may qualify for associate or student membership.

If you are interested in applying to join the NIA, please contact our membership officer.

FEES

The assessment fee for migration purposes is AUD\$350 (no tax is payable), and must accompany the application. Bank drafts, cheques drawn on Australian banks or Australian money orders should be made payable to "National Institute of Accountants". Bank drafts must nominate a corresponding Australian bank. Approved credit cards (see application form) may be used for payment.

PLEASE CHECK that you have enclosed:

- Completed application form
- Payment of \$350 Australian dollars (no GST is payable)
- Original authority letter appointing third party to act
- Certified copy of your academic qualifications
- Certified copy of your academic transcripts
- Syllabus details/subject outlines, clearly marked, to show all the relevant subjects you completed
- Certified copy of membership certificates, examination results and training certificates for professional accounting bodies
- Certified copy of proof of identity, eg. passport, national identity card
- Certified copy of any name variations on your documents, eg. marriage certificate, Statutory Declaration
- Certified copy of official English translations of documents originally issued in a language other than English

Do **not** include this leaflet – retain it for your own information.

POST YOUR APPLICATION TO:

**National Assessments Officer
National Institute of Accountants
Level 8, 12-20 Flinders Lane
Melbourne VIC 3000
Australia**

Phone: 61 3 8665 3100

Fax: 61 3 8665 3130

Email: assessment@nia.org.au

Website: www.nia.org.au

The NIA does not accept applications by facsimile (fax) or email.

Qualifications Assessment for Migration to Australia Pre-Application Skills Assessment (PASA)



Personal Details

Title: (Mr, Mrs, Miss, Ms, Dr.) _____ Date of Birth: ____/____/____ Sex: Male Female
 Given Names: _____ Surname: _____
 Any other names you have used (if it is now different from the name on your qualifications): _____
 Country of Birth: _____ Country of Permanent Residence: _____
 Home Address: _____
 State: _____ Zip/Postcode: _____ Country: _____
 Phone: _____ Fax: _____ Email: _____

Details of Authorised Person (*applicant MUST also sign a separate authority letter appointing third party to act*)

Business/Organisation Name: _____
 Authorised Person's Name: _____
 Postal Address: _____
 State: _____ Zip Code: _____ Country: _____
 Phone: _____ Fax: _____ Email: _____

Occupation

What is the occupation you are nominating for migration purposes? _____

ASCO Code: _____ (*name only one*)
(see Skilled Occupation List, General Skilled Migration booklet from the Department of Immigration and Multicultural and Indigenous Affairs) (The occupations and ASCO codes listed below are the only ones the NIA can process)
 Accountant 2211-11 Accountant – External Auditor 2212-11
 Accountant – Corporate Treasurer 2213-11 Finance Manager 1211-11

Primary and Secondary Education

In which years did you start and finish school? Secondary Education: to
 Name of secondary qualification obtained:

Qualifications

Name of Degree: _____
 University/Institute: _____ Country: _____
 Date Started: ____/____/____ Date Completed: ____/____/____ Full Time Part Time Hours per week ____
 Other: _____ (*please describe*)
 Date Qualification Awarded: ____/____/____

Name of Degree: _____
 University/Institute: _____ Country: _____
 Date Started: ____/____/____ Date Completed: ____/____/____ Full Time Part Time Hours per week ____
 Other: _____ (*please describe*)
 Date Qualification Awarded: ____/____/____

Professional Associations

Are you a current financial member of a relevant professional association? Yes No
 Association Name: _____ Membership Level: _____

You must read and sign the declaration on the back of this form.

Qualifications Assessment for Migration to Australia Pre-Application Skills Assessment (PASA)



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 National Institute of Accountants (NIA) of any changes to my circumstances (eg address) while my application is being considered;
- I authorise the National Institute of Accountants to make any enquiries necessary to assist in the assessment of my skills and qualifications and to use any information supplied in this application for that purpose;
- Information on this form is collected in order to provide an assessment of teaching qualifications for the purpose of migrating to Australia as an accountant under the general skilled migration categories. Information collected about you on this form, and any documents you attach to the form, can be disclosed without your consent where authorised or required by law; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application

Signature: _____ Date: ____/____/____

Please enclose \$350 application fee in the form of a bank cheque or foreign draft in Australian dollars or a money order issued by Australia Post, or a personal cheque drawn on an Australian bank account, or enter your credit card details. NIA does not accept travellers' cheques or cash. NIA is not responsible for the loss of mails sent by post or courier. NIA does not normally refund the application fee.

Card No: _____ Bankcard Visa Master Card American Express

Cardholder's Name: _____ Expiry Date: ____/____/____

Express Post (**available within Australia only**) - tick this box if you would like the assessment outcome letter sent using this option. Please include an additional **AUD\$5** in your total payment.

International Express Post (**available outside Australia only**) - tick this box if you would like the assessment outcome letter sent using this option. Please include an additional **AUD\$15** in your total payment.

Have you included: (All documents must be appropriately **certified true copy or notarized**)

- application fee (AUD\$350)
- additional fee (AUD\$5 or AUD\$15) if you have ticked one of the Express Post options
- original authority form/letter signed by the applicant appointing third party to act (if applicable)
- secondary and higher secondary school certificate and results
- degree or diploma awarded for your qualifications (in both native language and English translation)
- transcript for your qualifications (in both native language and English translation)
- syllabus details/subject outlines for your qualifications (in both native language and English translation)
- professional association qualification, eg. membership certificate, examination results and training certificate
- proof of identity, eg. passport, national identity card
- evidence of any name variations on your documents, eg. marriage certificate, Statutory Declaration

Please post your application to:

**National Assessments Officer
Overseas Qualification Recognition
National Institute of Accountants
Level 8, 12-20 Flinders Lane
Melbourne VIC 3000
Australia**