

# APPLICATION FORM

## ASSESSMENT OF PSYCHOLOGY QUALIFICATIONS



### REGISTRATION, EMPLOYMENT OR UNIVERSITY ENTRY

- This form is for the assessment of psychology qualifications for registration, employment or entry into an Australian accredited university course.
- Please read the accompanying explanatory notes before completing this form.
- Make sure you provide ALL documents required, attach payment as instructed, and sign the Declaration section of this form.
- This form is valid for the period 1 June 2011 – 31 May 2012. If applying *after* this time new fees may apply, and you must obtain an updated form from the APS website at [www.psychology.org.au](http://www.psychology.org.au) or from the National Office of the APS (refer to the enclosed *Guidelines and procedures* for further details).

### PERSONAL DETAILS

Dr  Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_

Family name: \_\_\_\_\_

Former name (if applicable): \_\_\_\_\_

Given names: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YY

*If your application is in a different name to that on your transcripts, please attach a certified copy of your change of name certificate (e.g. marriage certificate, deed poll extract etc).*

**Please provide a secure postal address for you or your agent (this is the address to which your Statement of Psychology Qualifications will be posted):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone\*: ( ) \_\_\_\_\_ Fax\*: ( ) \_\_\_\_\_

\*include country and area codes, where relevant.

Email\*: \_\_\_\_\_

\*We will contact you by email if we have any queries about your application.

### BASIS FOR APPLICATION

**Please tick the relevant box(es)**

- Registration in Australia (*with the Psychology Board of Australia*)
- Employment purposes
- Entry to an Australian accredited university course (*entry to which course(s) and university(s)? – please indicate below*)

\_\_\_\_\_  
\_\_\_\_\_

If you require an assessment for migration purposes, please complete the migration application form.

**You do not need to complete two forms.**

## ACADEMIC RECORD

As evidence of your academic qualifications, please attach **certified copies** of academic transcripts and completion/degree certificates for **all** undergraduate and postgraduate qualifications in psychology which you have completed (only **completed qualifications** may be considered, see attached *Guidelines and procedures* for further details).

### 1. Highest qualification in psychology completed.

- a) What is the name of the highest qualification in psychology that you have completed?  
In English \_\_\_\_\_ In the original language (if applicable): \_\_\_\_\_
- b) Name of institution/university? In English: \_\_\_\_\_  
In the original language (if applicable): \_\_\_\_\_
- c) City/town & country in which institution/university is located? \_\_\_\_\_
- d) What was the standard entry requirement for the course? (for example, undergraduate degree in psychology) \_\_\_\_\_  
\_\_\_\_\_
- e) Usual length of full-time course. In years: \_\_\_\_\_ **OR** In semesters: \_\_\_\_\_
- f) What was the length of time it took you to complete the course? In years: \_\_\_\_\_ **OR** In months: \_\_\_\_\_
- g) Did you study full-time or part-time? (please tick relevant box)  Full-time  Part-time
- h) When did you complete the course? (please write month and year) \_\_\_\_\_
- i) Did you complete a written **thesis/dissertation/major research project** as part of the course?  Yes  No
- If you answered **Yes**, what was the approximate length (that is, number of words) of your thesis? \_\_\_\_\_
  - What was the title of the thesis in English? \_\_\_\_\_

• **Please provide certified copies (each page must be certified) of the following evidence from your thesis:** title page; abstract/introductory overview; and table of contents. (Do **not** send your entire thesis.)

• **Please also provide (this is not required to be certified):** a list of your supervisors and examiners for the thesis, indicating their profession and institutional affiliation.

- j) Was **compulsory practical experience/supervised internship** a requirement of the course?  Yes  No  
If you answered **Yes** to question (j), please provide the following information for each component of practical experience:

- what was the name of the practice/institution where the compulsory practical experience/supervised internship was undertaken? \_\_\_\_\_
- what was your role? \_\_\_\_\_
- provide details of your supervisor(s), including name(s), profession(s) and academic credential(s): \_\_\_\_\_  
\_\_\_\_\_
- how many clients did you work with? \_\_\_\_\_
- what were the start and end dates for your compulsory practical experience?  
START DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ END DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YY DD MM YY
- how many hours per week did you attend your compulsory practical experience? \_\_\_\_\_
- what was the total number of hours you attended your compulsory practical experience? \_\_\_\_\_
- how many hours of face-to-face supervision did you receive? \_\_\_\_\_  
(if you had practical experience at more than one location, please attach a separate sheet responding to each of the dot points)

### 2. Second highest qualification in psychology completed (if applicable).

- a) What is the name of the second highest qualification in psychology that you have completed?  
In English \_\_\_\_\_ In the original language (if applicable): \_\_\_\_\_
- b) Name of institution/university? In English: \_\_\_\_\_  
In the original language (if applicable): \_\_\_\_\_
- c) City/town and country in which institution/university is located? \_\_\_\_\_
- d) What was the standard entry requirement for the course? (for example, secondary studies etc) \_\_\_\_\_  
\_\_\_\_\_
- e) Usual length of full-time course. In years: \_\_\_\_\_ **OR** In semesters: \_\_\_\_\_
- f) What was the length of time it took you to complete the course? In years: \_\_\_\_\_ **OR** In months: \_\_\_\_\_





**IMPORTANT: Please read these explanatory notes carefully before completing the Assessment of Psychology Qualifications application form.**

The information on the Assessment of Psychology Qualifications application form is collected by the Australian Psychological Society (APS) for the purpose of assessing the comparability of academic qualifications in psychology, and may be collated and used for internal review to analyse trends and statistics. All personal information will be handled confidentially.

## Introduction

An APS assessed Statement of Psychology Qualifications is an opinion on the comparability of your academic studies in terms of Australian qualifications. The APS may only assess completed tertiary qualifications and does **not** assess supervised work experience. In forming an opinion, the APS gives careful consideration to a range of factors, including the education system of the country concerned, the awarding institution, and the level, structure, length and content of the programme of study undertaken.

An APS Statement of Psychology Qualifications reflects the views of the APS based on material you have presented with your application, and following in-depth scrutiny using the best available resource information. The APS accepts no responsibility for the judgements made by individuals or third parties which may disagree with its assessment.

The APS 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, or bogus academic documents are submitted to the APS at any time, no assessment will be prepared and the assessment fee will not be refunded.

## Who should use this form?

Use this form if you are:

- **seeking entry to an APAC (Australian Psychology Accreditation Council) accredited course** in psychology offered by an Australian university (if required by the university);
- **seeking Registration** to practise as a psychologist in Australia (if required by the Psychology Board of Australia);
- **seeking employment** in Australia (if required by the employer);

## Completing the form

Please note that you will need to provide all the information requested and all the documents and necessary fee before your application can be finalised.

### ***Incomplete applications will not be processed.***

Answer all questions in English, unless otherwise requested.

Initial and date any alterations on the form.

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

Please send all requested documents and your assessment fee to the APS at one of the addresses shown on page 4 of the "Assessment of Psychology Qualifications" application form.

## Documents you should include

To support your application, you will need to provide **certified copies** of all documents listed below. Do **not** provide original documents (unless you do not want them returned) or photocopies of certified copies – please refer to the following section for details on how to have your documentation properly certified. All non-English documents must be translated into English, and certified copies of the English translations attached to certified copies of the original language documents to which they refer. **Faxed or emailed documents are not acceptable.** The documents to be included with your application are:

1. **a degree certificate or diploma** in the original language for each psychology qualification you hold. If your degree or diploma is not in English, you must also provide a certified copy of an official English translation.
2. **official transcripts** in the original language for each psychology course you have completed (only **completed** qualifications in psychology may be considered). A transcript lists the subjects studied by the individual student each year, the hours or credits, and the marks or grades obtained. Transcripts can be obtained from your university. If your transcripts are not in English, you must also provide a certified copy of an official English translation.

**3. single subject major in psychology:** if your undergraduate studies in psychology were completed as a single subject major (that is, units which were not undertaken as part of a degree) please provide certified copies of the transcripts for these subjects as outlined in point 2 above, **AND** a certified copy of your qualification certificate of the degree you completed **prior to** commencing your psychology subjects.

**4. thesis details:** if you have completed a thesis/dissertation/major research project as part of your degree, you must also provide **certified copies\*** of evidence of your thesis as follows: title page; abstract; table of contents; and a list of your supervisors and examiners, indicating their profession and institutional affiliation. If your thesis is not in English, you must also provide this information in a certified English translation. **Please do not send the entire thesis** unless requested.

*\*each page of the information provided from your thesis/dissertation/ research project **must** be certified as a true copy.*

**5. evidence of membership** of a professional psychology association, if applicable.

**6. evidence of registration/licensure as a psychologist**, if applicable.

**7. change of name documentation:** if your transcripts and degree certificates are in a different name from the name you use on the Assessment of Psychology Qualifications application form, you must provide certified documentation for each change of name (for example, Marriage Certificate or Change of Name Certificate etc). **Passport extracts are not acceptable as evidence of a name change.**

If you do not hold documentation as outlined above, you should obtain the required documents from the relevant institution or authority.

***If you do not submit supporting documentation as outlined above, the processing of your application will be delayed.***

If forged, altered, or falsified documents are submitted to the APS at any time, no assessment will be prepared and the assessment fee will not be refunded.

***Please note that documentation submitted to the APS in support of your assessment application will not be returned.***

Assessment files are retained by the APS for a period of ten (10) years only. Any correspondence received after this time period which relates to an assessment of qualifications would require the resubmission of all relevant documentation as outlined above.

## **Translation of documents into English**

***All non-English documents sent to the APS must be accompanied by a certified English translation.***

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 translation for your future use. Send only **certified copies** of the English translation. Refer to the following section for details on how to have your documents certified.

## **Certification**

***It is essential that copies of documents are certified.***

This means that you should send copies which have been formally endorsed as true copies of the originals by a person or agency recognised by the law of your country and recognised by the Australian Embassy, High Commission or Immigration Office for this purpose.

In Australia, persons who may certify documents include Justices of the Peace (JPs), Commissioners for Declarations, and legal practitioners. The APS also accepts documents which have been certified by an accountant, notary, pharmacist, physiotherapist, police officer or psychologist. The certifying officer must **not** be a family member or spouse.

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

- the words **'certified as a 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 the APS to contact the certifying officer if necessary.

Please note that it is the certified document itself which must be submitted with your application. **A photocopy of a certified document is not valid.**

## Fees

The cost of the assessment fee depends on the purpose for which you need the assessment. Assessments for the following purposes are GST free under Australian Taxation Office guidelines:

• Registration in Australia	<b>\$836.36</b>
• Employment	<b>\$836.36</b>
• Entry to an Australian tertiary course in psychology	<b>\$620.00</b>

The assessment fee **must** be paid in Australian dollars and must accompany your application form as:

- a cheque, postal order or international bank draft made payable to The Australian Psychological Society Ltd ; **or**
- by completing the credit card details (**Visa, Mastercard, or American Express**) on the Assessment of Psychology Qualifications application form.

**Do NOT send cash as payment of the assessment fee.** The APS is not responsible for the loss of cash sent by post. In addition, **the APS does not accept direct bank transfers** for payment of the assessment fee.

A tax invoice/receipt will be issued following the processing of your application. **Please note that the assessment fee is not refundable under any circumstances.**

Fees as outlined above are **current until 31 May 2012**. If applying after this date you should note that the assessment fee may change, and you must obtain an updated form from the APS website at [www.psychology.org.au](http://www.psychology.org.au) or from the National Office of the APS (refer to the back page for contact details).

**If you do not submit a current form and the current fee, the processing of your application will be delayed** while we obtain the correct fee and necessary information from you.

## GST Explanation

The Australian Taxation Office in Division 38 of the GST Act states that assessment of qualifications is GST ('Goods and Services Tax') free for the purpose of (a) access to education; (b) registration; (c) employment; and (d) applicants for migration applying from *outside* Australia. However Section 9-5 of the Act requires that applicants for migration who are applying from *within* Australia are required to pay GST.

## Time Frame

The assessment of psychology qualifications is a complex process and your assessment may take some time. The average processing time for assessments is 8 weeks. Once your application has been processed, we will advise you of the outcome in writing.

## Agents

The APS normally deals directly with applicants seeking an assessment of their qualifications. Privacy provisions prohibit the APS from discussing your application with other people (third parties) unless it is specifically authorised to do so.

If you want someone such as a family member or migration agent to deal with the APS on your behalf, **please attach a letter signed by you which authorises that person (by name) to act as your agent.**

In addition, you need to specify on your Assessment of Psychology Qualifications application form where you would like the APS Statement of Psychology Qualifications to be sent (that is, to your personal address or to that of your agent).

If you want the APS to send the Statement of Psychology Qualifications to your agent's address, please specify this on the front of your application form.

## Re-Assessment

Should you disagree with the Statement of Psychology Qualifications decision made by the APS you should contact the APS by phone, fax or email to discuss your assessment.

If, after discussion with APS assessment staff you are still dissatisfied with the APS decision and are able to provide new material in support of a re-assessment, you should put your concerns in writing, requesting a re-assessment of your qualifications and attaching the additional supporting documentation. Your letter should be addressed to the Manager Member Services, APS, at the address listed on the back page.

The APS will consider your application for re-assessment on the basis of your letter and the additional documentation supplied in support of your application, and respond to you in writing.

## Registration as a psychologist

If you are seeking registration to practise as a psychologist in Australia, and have been asked by the Psychology Board of Australia to obtain an APS assessment, you should attach a copy of the APS Statement of Psychology Qualifications with your registration application.

Further information on working as a psychologist in Australia, please see the APS website under the headings 'Study and Careers' and 'Working as a Psychologist' or contact the Psychology Board of Australia directly.

## **After you receive a Statement of Psychology Qualifications**

After the APS has completed its assessment of your qualifications, you will receive a letter and a Statement of Psychology Qualifications which indicates the comparability of your qualifications in terms of Australian qualifications. Keep the Statement of Psychology Qualifications as you may be charged a fee (currently AUD \$30) for a replacement. The Statement of Psychology Qualifications you are issued by the APS is a very important document which may be used for several purposes:

- to help migration officers determine your suitability for migration as a psychologist under the General Skilled Migration Categories;
- to help migration officers to determine your suitability for a Skilled Graduate (Temporary) Visa (Subclass 485);
- to assist the Psychology Board of Australia to determine your eligibility for registration as a psychologist;
- to assist course co-ordinators of universities determine your eligibility for entry to their accredited psychology courses;
- to help employers determine your eligibility for a particular job.

Please note that a positive assessment does **not** guarantee you migration, registration, course entry or employment. The independent assessment is made by the nominated psychology assessing body\*, and as such provides only an opinion on the comparability of your psychology qualifications in Australia.

The Statement of Psychology Qualifications you are issued by the APS is valid for ten (10) years from the date of the letter. However if you are seeking course entry into a postgraduate program in psychology or applying for registration please check with the university or registration board for its time limit requirements.

\*The APS is the national assessing authority in Australia for the assessment of overseas academic qualifications in psychology for the purposes of migration to Australia as a psychologist under the General Skilled Migration Categories.

## **Disclaimer of Liability**

Please note that by seeking an assessment of your psychology qualifications from the Australian Psychological Society, you accept that any report on the comparability of your qualifications will be the opinion of the Australian Psychological Society Ltd only. Where that opinion is provided for the purpose of assessment by the Australian Education International – the National Office of Overseas Skills Recognition (AEI-NOOSR) on behalf of the Commonwealth of Australia, of qualifications obtained overseas by psychologists wishing to migrate to Australia, the opinion may be relied on only by the Commonwealth of Australia. The opinion cannot be relied upon by any other person as being determinative for any particular purpose, and the Australian Psychological Society Ltd accepts no liability for any loss or damage incurred by you or any third party as a result of reliance on the opinion.

## **How to contact the APS**

**If you need more information, you can:**

### **Write to:**

Membership  
The Australian Psychological Society Ltd  
PO Box 38  
Flinders Lane VIC 8009  
AUSTRALIA

### **Telephone:**

(03) 8662 3300  
+61 3 8662 3300 (from outside Australia)

### **Fax:**

(03) 9663 6177  
+61 3 9663 6177 (from outside Australia)

### **Email:**

assessments@psychology.org.au

### **Visit:**

[www.psychology.org.au/membership/qualifications/](http://www.psychology.org.au/membership/qualifications/)

### **Please note:**

Drop-in consultations are **not** available. If you wish to discuss your application in person, you will need to make an appointment.