

General information

This information guide is designed to help you fill in your Australian Nursing and Midwifery Accreditation Council (ANMAC) online application form and provide you with general assessment information. Please read this document prior to attempting the online application form. The supporting documents that you are required to send in are determined by the answers you provide during the online application. An information guide and checklist detailing the specific requirements of supporting documents is emailed to you with your cover letter and payment receipt when you complete the online application form.

1. Completing the online application

This application is for nurses and midwives who are applying to migrate to Australia and have been requested by the [Department of Immigration and Border Protection \(DIBP\)](#) to complete a skills assessment. Applicants with Australian or New Zealand registration as an enrolled nurse, registered nurse or midwife qualify for a **Modified Assessment**. All other applicants must apply under **Full Assessment** guidelines. You must first read all the information available to you before starting the application. By reading and selecting the most correct answers on the website, you will be directed to the correct application form to fill in.

Please note: This form is **not for registration to work as an enrolled nurse, registered nurse or midwife in Australia**. To register, you will need to contact the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#).

2. Sending in your cover letter and supporting documents

Once you have completed the online application you will be emailed a cover letter and document checklist for your type of assessment. Please print out and staple your cover letter together, do not use folders or plastic sleeves. Sign the appropriate sections and attach only relevant supporting documents, ensuring copies of originals have been correctly certified. Only send your application once you have obtained all of the documents listed on the checklist. Sending excessive documentation will cause delays to your application.

Send your application by post (preferred) or courier to the following address:

Postal address:	Address for courier:
GPO Box 400 Canberra City ACT 2601 AUSTRALIA	Level 3, Empire Chambers 1–13 University Avenue Canberra City ACT 2601 AUSTRALIA

Please note: ANMAC is unable to accept faxed or emailed documents for assessment purposes.

3. Processing your application

Processing times at ANMAC vary relating to a variety of factors. It usually takes 12 weeks for ANMAC to assess applications, however it can take 16 weeks—or more—during busy periods where large numbers of applications are received or if documents we need to assess your application are not provided. Please make sure you send in all of the required documents, as listed on the checklist that is emailed to you when you completed your online application.

If we require any further documents, we will email you or your nominated agent once the assessment has commenced.

4. The completion of your assessment

At the completion of your assessment, you or your nominated agent will be sent a **Letter of Determination (LOD)** on security paper. This letter is your 'evidence of a Migration Skills Assessment' that you include with your visa application to DIBP. For further information about visa applications and visa policy please contact [DIBP](#).

5. Making enquiries about your application

Once you have completed your online application, an email of confirmation will be sent to you which will include your cover letter, further information about the assessment and your unique reference number. Please refrain from contacting ANMAC as assessors will contact you or your nominated agent as your assessment progresses. You will be updated via email when your cover letter and supporting documents arrive at our office and again when your assessment has commenced. If you have an agent all correspondence will be sent through them and you will only be contacted in exceptional circumstances.

6. Original documents

Only correctly certified documents are required. **Do not send original documents.** ANMAC will not be held responsible for original documents sent to the office, nor do we return documents to you at the completion of your assessment.

7. Correctly certifying documents

Follow these guidelines to have your documents correctly certified. Providing incorrectly certified documents will delay your assessment, as you will need to resubmit correctly certified copies.

Listed below are the **only people who can certify documents submitted to ANMAC.**

Please note that this list is different from other assessing authorities and government departments:

- Legal Practitioner
- Notary Public
- Justice of the Peace
- Peace Commissioner
- Commissioner of Declarations
- Commissioner of Oaths
- Judge
- Magistrate
- Person legally designated to sign documents from an embassy or consulate

ANMAC cannot accept documents certified by police officers, pharmacists, doctors, nurses, midwives or migration agents unless they are also one of the above, and clearly identify which profession it is.

When certifying documents, the following statement needs to be included on each document:

I certify that this is a true copy of the original document.

Signature: _____ *Date:* _____

Contact Address: _____ *Phone number:* _____

Official stamp or seal if available

8. Translations

Documents written in a language other than English must be translated by an official translator. The English translation and a certified copy of the original document must be stapled together and sent with your application.

9. Your documents

You have two years from your date of application to complete the assessment process. If the assessment is not completed during this time the documents are securely destroyed.

If your skills assessment is completed within this period, your documents are held for two years from the day your assessment was completed before being securely destroyed.

10. Documents to AHPRA

If you need to apply for Australian registration after your **Full Assessment** has been completed, you can request for your documents to be sent to AHPRA by emailing: international@anmac.org.au. Please include the address of the state/territory office of AHPRA that you would like your file sent to. ANMAC sends files to state/territory offices of AHPRA once per week, free of charge.

11. Letter of Determination reissue

If you require a reissue of your **Letter of Determination** (LOD) after your ANMAC skills assessment has been completed ANMAC can do this for a fee. A request for a Letter of Determination reissue is available by emailing: international@anmac.org.au.

The **Letter of Determination** reissue may be required if:

- the original was lost/never received in the mail
- there is an error on the original
- you need to change your ANZSCO code
- you need your work experience assessed to claim points toward your visa application

12. Providing false information

Anyone guilty of providing false information, including misleading information on the online application form and/or submission of fraudulent documents will be found unsuitable for migration and relevant Australian and New Zealand authorities will be notified. This includes applying for a Modified Assessment prior to gaining registration in Australia or New Zealand.

13. Privacy information

You must provide all information and documents as requested on the website, cover letter and relevant checklist. However, you should be aware that in accordance with [ANMAC's Privacy Statement](#), we may request additional information about you from other persons or organisations.

14. Payment methods, terms and conditions

The information contained in the payment methods, terms and conditions is issued as a guide only. It is the responsibility of person(s) providing payment to ensure that the correct fee is paid and information provided.

ANMAC will not be held liable for loss of payment incurred due to incorrect payment by the person(s) providing, nor will ANMAC accept responsibility for loss of payment due to means uncontrollable by ANMAC including loss caused by third parties. Payment must be made via credit card (Visa or MasterCard) through electronic transaction when completing the online application form. Payments are processed electronically on the day of receipt (in Australian dollars) and a copy of the transaction record is emailed to you or your nominated agent after payment has been completed.

15. Fee Schedule

ANMAC reviews fees on an annual basis.

Skills Assessment Fee

An assessment fee is payable for all applications lodged at ANMAC. GST is not payable on assessment fees. The following fees apply for applications completed online between 1 July 2014 and 30 June 2015

- Full Assessment—**\$900.00**
- Modified Assessment—**\$330.00**
- Letter of Determination (LOD) Reissue—**\$50.00**
- Reissue for work experience assessment—**\$50.00**

Consequences of Non-payment

Assessments cannot be commenced without correct full payment made via credit card during completion of the online application.

Refunds

ANMAC does not give refunds if you simply change your mind about having a skills assessment or the type of assessment.

If you lodge an application for a Full Assessment and subsequently become registered in Australia or New Zealand you will still be subject to the Full Assessment process and relevant fees.