VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY
Level 1, 2 Lonsdale Street, Melbourne VIC 3000, Australia
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EMAIL vcaa@edumail.vic.gov.au **WEB** www.vcaa.vic.edu.au
ABN 82 628 957 617

VICTORIA State Government

Victorian Certificate of Education
Application for Statement of Equivalent Qualification

The application form must be completed and returned by mail or in person to the VCAA, Level 1, 2 Lonsdale Street, Melbourne, Victoria 3000. Do not send the original documents; we only accept certified copies of the originals. Scanned documents will not be accepted.

If any original educational documents are not in English, full official translation of each one, made by a recognised translation authority or agency (contact the National Accreditation Authority for Translators and Interpreters; NAATI), must be attached to this form. Partially translated documents will not be accepted. Official translating service is available at Department of Immigration and Citizenship (www.immi.gov.au).

Only one senior secondary level can be assessed per application. If more than one level needs to be assessed, a separate application must be submitted for each.

Original official educational documents include:

- school leaving certificate / matriculation certificates, degree or diploma in original language
- transcripts of result or mark sheets in original language.

The VCAA does not assess tertiary qualifications or interstate or international teaching qualifications.

For assessment of international teaching qualifications see the Department of Education and Training web page: www.education.vic.gov.au/about/careers/teaching/pages/default.aspx or phone (03) 9637 2000.

For assessment of tertiary qualifications, contact the Overseas Qualification Unit at the Department of Economic Development, Jobs, Transport and Resources, please visit www.liveinvictoria.vic.gov.au/employing-overseas-talent/settle-and-retain-new-workers/the-overseas-qualifications-unit or phone 1800 042 745.

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating your application for a statement of equivalent qualification, including processing the payment of relevant fees. The information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors in the VCAA Student Records and Results Unit for and in connection with the abovementioned purpose and will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is otherwise required or authorised by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided, your application cannot proceed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact VCAA Student Records and Results Unit on 9032 1742. The VCAA Privacy Policy can be found at: www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx

SECTION 1: PERSONAL DETAILS

Title
(Mr, Mrs, Miss, Ms)

Surname

First name

Former or maiden name
(if applicable)

Date of birth D D / M M / Y Y Y Y

Address

State **Postcode**

Work phone ( ) **Home phone** ( )

Mobile **Fax** ( )

Email

SECTION 2: SCHOOL EDUCATION DETAILS

Number of years of primary or basic schooling completed **Year completed** Y Y Y Y

Number of years of secondary schooling completed **Year completed** Y Y Y Y

Name of final examination taken or title of certificate awarded (if any) when you completed secondary school
(In your own language and English)

Name of country in which certificate was awarded

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SECTION 3: POST-SECONDARY EDUCATION DETAILS (OPTIONAL)

Institution name

Institution address
(If known)

Degree/diploma/title awarded
(In your own language and English)

Date of award D D / M M / Y Y Y Y **What was the normal duration of the course completed?** ☐☐ **years** ☐☐ **semesters**

SECTION 4: CHECKLIST

Please provide as much documentation as possible so the correct name of the applicant on the official educational documents is confirmed.

Indicate who completed this form

☐ This application form was completed by the applicant.

☐ This application form was completed on behalf of the applicant **and** an authorisation letter from the applicant is attached.

The following documents must be attached

☐ Certified copies of the original official educational documents.

☐ Certified translations of the originals.

☐ Certified copy of identification document (passport, driver's licence, birth certificate or similar).

Indicate whether the following additional documents are attached

Evidence of change of name (only marriage certificate and deed poll are accepted), if applicable:

☐ Marriage certificates

☐ Deed poll

Signature of applicant or person authorised to complete this form

Date _____ / _____ / _____

SECTION 5 : PAYMENT DETAILS

The regular waiting period is 14–21 working days following the return of application form and payment.

Indicate whether you will use regular or 48-hour processing:

☐ **$30.30 regular processing fee (GST exempt)**

☐ **$57.20 48-hour processing fee ($30.30 regular processing fee plus $26.90 48-hour processing fee) (GST inclusive)**

☐ **Cheque or Money Order (payable to the VCAA)** ☐ **Mastercard** ☐ **Visa**

Total amount payable $ ☐☐☐ . ☐☐

Card number **Expiry date** M M / Y Y

Cardholder's name

Cardholder's signature **Date** _____ / _____ / _____

This document becomes a tax invoice upon payment. Please make a copy of this form for your own taxation records as no receipt will be supplied.

Fees and charges are inclusive of GST unless shown otherwise

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