

CHECKLIST FOR 2017 JET PROGRAMME APPLICANTS

VERY IMPORTANT! READ THIS!

In order to expedite the processing of your application, please use the following checklist.

- ☐ Type or neatly handwrite application in black pen (not pencil). Electronic signatures are ***NOT accepted***.
- ☐ Make two copies of your original application package and send ***all three*** to the Embassy. Make and keep a ***further copy*** of all documents submitted for your own records.
- ☐ ***Paper clip*** your application package sets, ***do NOT*** staple them. Please only staple the Reference Form and the Letter of Reference together (form first).
- ☐ Compile application documents into ***three complete, separate sets*** and post to the Embassy in one envelope.
- ☐ Compile ***each set*** in ***exactly*** the same order as follows:
Application Form pages 1 to 8; Self Report of Medical Condition(s); Statement of Purpose (Essay); Reference Forms and Letters of Reference (form first, then reference, ***stapled together***); ***certified*** academic transcript copy; ***certified*** proof of University graduation copy; and ***certified*** document which shows your nationality copy. ***At the end***, place the Authorisation and Release Form and any other documents (if any, Statement of Physician etc.) that you have decided (or are required) to include with your application.
- ☐ Remember to include your proof of graduation documentation ***in addition*** to your academic transcript. An academic transcript alone – even if it shows your graduation date – is not sufficient.
- ☐ As submitted documents ***will NOT be returned*** to you, send ***certified*** copies of documents rather than originals, where relevant (e.g. degrees). To obtain a certified copy of a document, please review ‘A list of people who may officially certify documents in Australia’ on the other side of this page. ***Each and every page must be physically certified and photocopies of certified documents will not be accepted.***
- ☐ ***Do NOT*** place your documents in binders, folders, display books or plastic covers of any kind.
- ☐ Enclose a stamped, self-addressed envelope, if you wish to have receipt of your application acknowledged.
- ☐ Lastly, if you are still at university, please ensure that you will actually ***graduate*** (***that is, receive your testamur at a graduation ceremony or in absentia***) by departure.

A LIST OF PEOPLE WHO MAY OFFICIALLY CERTIFY DOCUMENTS IN AUSTRALIA

Part 1: Members of Certain Professions.

Chiropractor
Dentist
Legal Practitioner
Medical Practitioner
Nurse
Patent attorney
Pharmacist
Veterinary Surgeon

Part 2: Other Persons.

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the *Consular Fees Act 1985*)
Bailiff
Bank officer with 5 or more continuous years of service; building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Civil marriage celebrant
Clerk of a court
Commissioner for Affidavits; Commissioner for Declarations
Credit union officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this Part
Judge of a court

Justice of the Peace (for contacts refer to *Yellow Pages*)

Magistrate; Master of a court
Member of the Australian Defence Force who is:
 (a) an officer; or
 (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 (c) warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants

Member of the Institute of Corporate Managers, Secretaries and Administrators

Member of the Institute of Engineers Australia, other than at the grade of student

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Division I of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of:

- (a) the Commonwealth or of a commonwealth authority; or
- (b) a State or Territory or of a State or Territory authority; or
- (c) a local authority;

with 5 or more years of continuous service who is not specified in another item in this Part

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police Officer; Registrar, Deputy Registrar of a court

Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution