



# **Bureau for Assessment of Overseas Qualifications**

## **Application Form**

### **Recognition of Overseas Qualifications**

Endorsed by the Council of Reciprocating Surveyors of Australia and New Zealand





## Tasmanian Land Surveyors Accreditation Board

PO Box 664 North Hobart Tasmania 7002

[tassurveyorsboard.org.au](http://tassurveyorsboard.org.au)

Email: [eo@istas.asn.au](mailto:eo@istas.asn.au) (Executive Officer)

### Application for Assessment of Overseas Qualifications

1. Full name (as shown on your current passport)

i. Family name: \_\_\_\_\_

ii. Other names: \_\_\_\_\_

2. Date of birth: \_\_\_\_\_

3. Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Contact e-mail address: \_\_\_\_\_

4. Contact phone number: \_\_\_\_\_

5. Have you been known by any other names?

No

Yes

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

**INCLUDE WITH YOUR APPLICATION A WRITTEN SUMMARY OF THE FOLLOWING:**

6. The educational qualifications that you wish to be considered, including the following details:
  - a. The name of the qualification
  - b. The name of the university or other educational institution that awarded the qualification. Include the address of the university (country, city, district or branch)
  - c. The date that you commenced your study (month/year)
  - d. The date that you graduated (month/year)
  - e. The normal length of study for the qualification (semesters or years of study).
  
7. Any license or registration in Surveying that you wish to have taken into consideration in your assessment, including the following details:
  - a. The name of the license or registration
  - b. The name of the organisation that issued the license or registration
  - c. The date of issue of the license of registration (month/year).
  
8. Any professional experience in Surveying that you wish to have taken into consideration in your assessment. For each period of employment, ensure that you include:
  - a. The name of your employer (company or organisation)
  - b. Your position title
  - c. The date on which you commenced employment (month/year)
  - d. The date on which you ceased employment (month/year)
  - e. Whether your employment was full-time or part-time and, if your employment was part time, provide details (hours per week or percentage)
  - f. A description of your work responsibilities:
    - i. the responsibilities attached to the position
    - ii. the kind of surveying work you undertook in the position
    - iii. the software and instruments you used.
  
9. Attach evidence of any continuing professional development or formal work integrated learning that you wish to be taken into consideration in your assessment. Include the date of each activity, the name of the provider, the location and a description of the activity.

**Attach the following supporting evidence to your application:**

- A. Certified copies of your academic qualifications. Where appropriate attached certified English translations of your qualifications.
- B. Certified copies of your academic results, showing subjects completed and grades awarded for each subject. Where appropriate attach certified English translations of your academic results.
- C. A written summary of your educational qualifications.
- D. A written summary of any license or registration you wish to have considered.
- E. A written summary of any professional experience you wish to have considered.
- F. Employer references to support your claims of professional work experience or work integrated learning.
- G. Evidence to support your claims of continuing professional development.
- H. Evidence to support your claims of an overseas license or registration in Surveying.

**Applications, COMPLETE with ALL supporting evidence, are to be forwarded to the TLSAB Executive Officer.**

Executive Officer  
Institute of Surveyors Tasmania  
GPO Box 664  
NORTH HOBART TAS 7002  
Email: eo@istas.asn.au

**Payments**

Upon acceptance of an application, an invoice will be issued for payment. Please note invoices are issued with 14-day payment terms and will be forwarded to the applicants provided email address. Please reference payments with your surname and invoice number.

Application Fee: Please refer to the TLSAB schedule of fees available at <https://tassurveyorsboard.org.au>

Payment Options: Bank Transfer