

Your document checklist...

The list below details the various pieces of information you are required to provide to Professional Pathways Australia at the time, and in support, of your application. Please submit your application online or bring it to your nearest Professional Pathways Australia office.

	Document	Details
To apply	Application Form	<i>Complete form on line</i>
	Curriculum Vitae	CV or resume showing all previous education and work experience. This must show exact dates of study and work history
	Cover Letter	Letter to state why you would like to do an internship and what you are hoping to gain from the experience
Follow up documents	Evidence of English proficiency	Certified copy of official results. Min. test scores are: IELTS 6.0; TOEFL (paper) 550, (computer) 213, (internet) 80; Cambridge CAE English); TOEIC Listening 400; Reading 385; Speaking 160; Writing 150
	Academic transcripts (in English)	Certified copy of university results. A minimum of 1 year's study in the internship field is required
	Passport	Certified copy of Bio page and any stamped pages of your passport
	Proof of Insurance	Proof of Personal Liability, Travel and Medical insurance. If you do not have suitable insurance, Professional Pathways Australia will arrange it for you.
	Letter	A letter from the university (if a compulsory requirement for credit)
	Proof of funds	Showing you (or your family) are able to financially support yourself during the internship
	Checks from authorities	Police clearance/character reference check; health check , (only as requested). Note: Certain visas may require additional documents. Applicants will be advised if required.
	Photos	Passport size and style
Final stage	Application fee (deposit)	Professional Pathways Australia must have received your AUD\$500 non-refundable deposit before they can commence the placement process. A confirmation of your Application Form and a deposit invoice will be sent to you after you meet one of our placement consultants. The placement process does not begin until the payment is received.

Follow up documents for some applicants (depending on type of visa and other factors)