



AUSTRALIAN CAPITAL TERRITORY (ACT)
NOMINATION GUIDELINES:
2019/20

Skilled Nominated (subclass 190) visa

Skills Canberra
Effective from 1 July 2019

ACT NOMINATION - SKILLED NOMINATED (SUBCLASS 190) VISA

The ACT Skilled Migration Program is a significant contributor to the ACT's economy and population growth. The aim of the Program is to attract and retain talented people, to build the workforce profile, strengthen and diversify the local economy, and enhance our multicultural and inclusive community. The ACT 190 nomination stream is aimed at applicants who can demonstrate economic contribution or benefit and/or a genuine commitment to be part of the ACT community.

These guidelines explain how to express interest in applying for ACT 190 nomination by completing a score-based 'Canberra Matrix' - the Matrix allocates points against demonstrated economic contribution or benefit, English proficiency, formal qualifications, length of ACT residence / study and close family ties.

All Matrix scores are then ranked, with the highest-ranked candidates invited to apply for ACT 190 nomination.

Please note: You must read the ACT 190 nomination guidelines carefully to ensure that you are eligible to complete the Canberra Matrix. If you are invited to apply for ACT 190 nomination, you must provide evidence to support all Matrix points claimed. Claims must be true at the date of Matrix submission.

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PART ONE

Submit an Expression of Interest (EOI) with Home Affairs *SkillSelect*.

You must:

- submit an Expression of Interest (EOI) to migrate to Australia through Home Affairs [*SkillSelect*](#).
- select the ACT as your preferred location to live in Australia.
- have the minimum points prescribed by Home Affairs.

If you are invited to apply for ACT 190 nomination, and your application is approved, your *SkillSelect* EOI will be confirmed and Home Affairs will automatically issue the visa invitation. You will be unable to update the *SkillSelect* EOI once ACT 190 nomination is confirmed.

You will then have 60 days to apply for the skilled migration visa. ACT 190 nomination does not guarantee that the skilled migration visa will be granted.

Please note: The ACT will only provide one nomination place per approved applicant. If you make an error, a new SkillSelect EOI will not be confirmed. You will need to complete a new Canberra Matrix and wait for an invitation; understanding that an invitation is not guaranteed as it will depend on where your new Matrix is ranked.

Check your eligibility for ACT 190 nomination

Canberra residents

You must meet the following minimum criteria before you can express an interest in ACT 190 nomination by completing the Canberra Matrix.

- You must be living and working in Canberra for the three months immediately before the date of Matrix submission. While the employment does not have to be fulltime or permanent, it must be continuous. You must be working a minimum 20 hours per week. Paid annual or personal leave meets the employment criteria. Any claim for unpaid leave (including maternity leave) must be evidenced by a valid medical certificate.
- You may also work for more than one ACT employer or be self-employed on an ABN. If you are employed by a NSW employer in the 'ACT Region', you must demonstrate that your work activity is located in the ACT. Please note: internships, stipends, scholarships and volunteer positions are not considered employment for this criterion.
- If you are nominating an ANZSCO Major Occupation Group 1 (Managers) or Group 2 (Professionals) occupation, you must have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.
- If you are including a spouse / partner and/or children in your application, and they are in Australia, they must have lived in Canberra for the three months immediately before the date of Matrix submission.
- If you claiming Matrix points for a spouse's/partner's English ability or employability you must provide the following evidence of the relationship: marriage certificate, civil

partnership/union registration, or VEVO (Visa Entitlement Verification Online) secondary applicant status for yourself or spouse/partner. *Please note:* When completing the online application, you must declare that the relationship is genuine and meets Home Affairs' requirements relating to spouse / partner relationships. The ACT Government will inform Home Affairs if concerns are held that the relationship is not genuine.

- You must sign a Statutory Declaration committing to continuing to live and work in Canberra for at least two years from date of visa grant.

Please note: You are not eligible for ACT 190 nomination if you or any dependents on your application are living or working in another Australian state or territory.

Overseas applicants

You must meet the following minimum criteria before you are eligible to express an interest in ACT 190 nomination by completing the Canberra Matrix:

- If you are nominating an ANZSCO Major Occupation Group 1 (Managers) or Group 2 (Professionals) occupation, you must have a current English test result that meets the Home Affairs level of 'proficient' or 'superior' English.
- Your skills and at least 12 months continuous experience (within the last three years) in the nominated occupation must be relevant to the ACT economy. Experience in heavy industry, manufacturing, production, mining; shipping, gas and oil; head office banking and railways are not generally considered relevant industries given the structure of the ACT economy, which is primarily knowledge-based.
- If you do not have a genuine ACT job offer, you must provide evidence of research into sufficient ACT employment opportunities in your nominated occupation, relevant to your skill set and experience (see Page 18: Employability for overseas residents).
- If claiming points for length of work experience, you must provide one of the following:
 - A current Skill Assessment with points advice showing dates of the relevant work experience assessed; or
 - An employment reference / statement of service and for the claimed period of employment. Your claimed work experience must also be claimed on the Home Affairs *SkillSelect* EOI.
- If claiming Matrix points for a spouse's/partner's English ability or employability:
 - You must provide the following evidence of the relationship: marriage certificate or civil partnership/union registration.
 - They must have competent or higher, level of English.
- You must sign a statutory declaration committing to living and working in Canberra for at least two years from date of arrival in Australia.
- You must have access to sufficient financial assets to fund your migration and settlement in Canberra while you seek employment. You need to be realistic about employment expectations once you arrive in Canberra as it can take, on average, up to six months to secure employment. This timeframe is only indicative, as the economy and employment market can vary considerably throughout the year.

- You and/or any dependents must not be the holder of a current Australian visa (or associated bridging visa), except an Australian visitor visa.

Please note: You are not eligible for ACT 190 nomination if you, or any dependents, are living or have lived in another Australian state or territory within the last twelve months.

How to complete the Canberra Matrix

You must formally express an interest in applying for ACT 190 nomination by completing a score-based Canberra Matrix where you are allocated points against demonstrated economic contribution or benefit and/or a genuine commitment to be part of the ACT community. You must be able to provide evidence to support all claims for Matrix points. Claims must be true at the date of Matrix submission.

See Canberra Matrix scoring table at **PART TWO (page 9)**

- ***Migration agents*** acting on behalf of a client must register and create an ACT agents account. The Canberra Matrix can be accessed from the ACT agent portal.
- ***Individual candidates*** not using a migration agent are not required to create an account. The Canberra Matrix can be accessed at the [Canberra Create Your Future](#) website.

Once you submit the Canberra Matrix, you will receive an email with a summary of the Matrix score. The Matrix cannot be updated or withdrawn once it is submitted. If your circumstances change and your claimed points increase/decrease, you must complete a new Matrix; noting that your submission date/time will also change. The Matrix will expire six months after submission if an invitation is not issued.

Ranking, selection and invitation

The Canberra Matrix score will be ranked, with the highest-ranked candidates invited to apply for ACT 190 nomination. Invitations are generally issued on a pro rata monthly basis, though this varies according to ACT Government priorities and current program settings. The cut-off for selection will depend on the number and quality of applications received.

If there are more candidates with the same Matrix score than the number of invitation places available, selection may be based on the date and time of the Matrix submission.

Invitations may not be issued when the number of invitations issued in the financial year exceeds demand. The ACT Government may cap the occupations nominated at any time.

Candidates may also be selected and invited if their nomination is deemed to be of significant benefit to the Territory.

Requests for ranking information

Invitations are not guaranteed. The ACT Government will not respond to requests for information on ranking or the likelihood of receiving an invitation.

Candidates will not be prioritised or issued invitations based on personal circumstances. This includes, but is not limited to, visa expiry dates or a change in circumstances.

Applying for ACT 190 nomination

If you are selected to apply for ACT 190 nomination, you will receive an invitation email with a web link to the online application. An invitation does not guarantee that ACT 190 nomination will be approved.

You must complete the application for ACT 190 nomination and provide the required documents and evidence to support the Matrix score that the invitation was based on. Claims must be true at the date of Matrix submission.

See: Document checklist at PART THREE

Your application for ACT 190 nomination must be submitted (with service fee payment confirmed) within 14 days of date of invitation. If the application is not submitted within 14 days, the invitation will automatically expire and cannot be reactivated.

Once payment of the service fee is confirmed by email (within three working days), the application will be lodged and queued for processing.

Assessing the application

All applications are processed in submission date order. The standard processing period is 45 working days. For the current processing date [click here](#).

Assessment of your application for ACT 190 nomination will be based solely on the supporting documents provided at the time of lodgement. Additional documentation will not be accepted once the application is submitted.

If the application is incomplete, or it does not clearly evidence the eligibility criteria or Canberra Matrix score as at the date of Matrix submission, the application will be refused. The case officer will not contact you for clarification in this instance.

Offer of ACT 190 nomination

Approval: If the application for ACT 190 nomination is approved, your *SkillSelect* EOI will be confirmed and Home Affairs will simultaneously issue the visa invitation. The offer of ACT 190 nomination is valid for 60 days from date of approval.

Only one ACT 190 nomination place is offered per approved application. The ACT will not re-confirm a new *SkillSelect* EOI if you have made an error and as a result are unable to apply for the visa.

Refusal: If the application for ACT 190 nomination is refused, you will be informed of the reasons why the supporting documentation was deemed not to have substantiated your application or Matrix score. You may only request a reconsideration of the refusal decision if you can demonstrate that the supporting documents attached at time of application met the eligibility criteria or Matrix score. A request for reconsideration must be in writing. The review officer's reconsideration will be based solely on the original supporting documents. Additional documentation will not be accepted.

Applying for the ACT nominated skilled migration visa

Once the visa invitation is issued by Home affairs, you must lodge the visa application within 60 days. If the visa application is not lodged within 60 days, the offer of ACT 190 nomination will expire. This timeframe will not be extended.

Please note: If your application for an ACT nominated visa is refused by Home Affairs, the ACT Government will not, under any circumstances, appeal to the Administrative Appeals Tribunal on your behalf.

Nomination obligations - living in Canberra

As part of your application for ACT 190 nomination, you will sign a declaration agreeing that ACT 190 nomination is exclusive to the ACT and is NOT transferable to any other state or territory in Australia.

The ACT Government expects you to meet your obligations to live in Canberra for at least two years from the date of visa grant / permanent arrival in Australia. The ACT Government will inform Home Affairs if you do not make a genuine effort to meet your obligations to live in Canberra.

Notification of Home Affairs Visa Decision

You must inform the ACT Skilled Migration team when your visa is granted, by email and attach a copy of the visa grant notification. If you are overseas, you must inform the team of your expected arrival date in Canberra. Email: welcometocanberra@act.gov.au

Welcome to Canberra Settlement Service

The ACT Skilled Migration team provides a free settlement service to help ACT-nominated overseas migrants settle in Canberra. The Welcome to Canberra team will:

- provide information and advice while you are waiting for your visa, and, if you have questions about living in Canberra, refer you to the relevant websites
- meet with you (by appointment) when you arrive in Canberra and provide initial settlement information and advice—please email welcometocanberra@act.gov.au and give at least four weeks' notice;
- follow up with a phone call or email eight weeks after you have arrived in Canberra.

For more information about the Canberra Settlement Service, email:

welcometocanberra@act.gov.au

Monitoring Program

As part of your signed nomination obligations you have agreed to:

- live and work in Canberra for at least two years from visa grant/arrival in Australia
- complete settlement surveys at 6, 12, 18 and 24 months after arrival
- Inform us of any change to your contact details for two years after visa grant/arrival.

Disclaimer

The ACT Government and its employees are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT 190 nomination. The ACT Government is not responsible for finding employment, accommodation or providing financial incentive or assistance to ACT nominated visa holders or other skilled migrants.

The Australian Migration Programme does not guarantee a migration outcome for any temporary resident / international student in Australia. Neither is ACT 190 nomination guaranteed for ACT residents who may be eligible for nomination if the demand for ACT 190 nomination exceeds the Home Affairs allocation of nomination places; or they are not ranked highly enough to be selected and invited to apply for nomination.

These guidelines are subject to change without notice at any time; and must be read in conjunction with the information on the [Canberra Create Your Future](#) website.

PART TWO - CANBERRA MATRIX

Canberra Matrix scoring – Canberra residents

The 2019-20 Canberra Matrix eligibility criteria and scoring applies to all Matrix submitted on or after 1 July 2019.

You can only select one option in the drop down menu for each category. If you are invited to apply for ACT 190 nomination, you must provide evidence to support any Matrix score claimed. Claims must be true at the date of Matrix submission.

CANBERRA RESIDENT		
CATEGORY	OPTION	POINTS
<p>CURRENT ACT RESIDENCE How long have you lived in Canberra in the last eight years?</p> <ul style="list-style-type: none"> For each year of residence claimed, you can have holidays interstate or overseas (up to six weeks per year) without it affecting your period of ACT residency. You must record any period away from Canberra (seven days or more) in the 'Summary of ACT residence' at Attachment D. You can also study interstate for one or two days a week. However, if you work interstate, or study more than two days a week interstate, you will not be considered an ACT resident for that period of absence. Living within a 30 minute commute to Canberra is also accepted as long as you working in the ACT. 	<p>Five years plus.</p> <p>Four to five years.</p> <p>Three to four years.</p> <p>Two to three years.</p> <p>One to two years.</p> <p>Less than one year.</p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>ENGLISH PROFICIENCY What is your English proficiency level as defined by Home Affairs? You must have a valid English test result.</p>	<p>Superior.</p> <p>Proficient.</p> <p>Competent.</p>	<p>15</p> <p>10</p> <p>0</p>
<p>SPOUSE/PARTNER ENGLISH PROFICIENCY What is your spouse/partner's English proficiency as defined by Home Affairs? They must have a valid English test result.</p>	<p>Superior/proficient.</p> <p>Not Applicable.</p>	<p>5</p> <p>0</p>

CANBERRA RESIDENT		
<p>NOMINATED OCCUPATION</p> <p>Is your nominated occupation open or closed on the current ACT Occupation List?</p>	<p>'Open' on the ACT Occupation List.</p> <p>'Closed' on the ACT Occupation List.</p>	<p>20</p> <p>0</p>
<p>LENGTH OF CURRENT ACT EMPLOYMENT</p> <p>How long have you worked in Canberra in the <u>two</u> years immediately prior to the date of Matrix submission?</p> <ul style="list-style-type: none"> • You may be working in any occupation; and • While the employment does not have to be fulltime or permanent, you <u>must</u> be working a minimum 20 hours per week for each week that you claim towards the period of employment; and • You may work for more than one ACT employer. <p>You may also be self-employed on an ABN as long as:</p> <ul style="list-style-type: none"> • Your net weekly income exceeds \$500; and • Your business has been operating in Canberra for at least 12 months. 	<p>Employed for 12 months plus.</p> <p>Employed for six to 12 months.</p> <p>Not applicable.</p>	<p>10</p> <p>5</p> <p>0</p>
<p>ACT EMPLOYMENT – SKILL LEVEL</p> <p>Are you currently working in the ACT?</p> <ul style="list-style-type: none"> • You must be working for the last three months immediately at date of Matrix submission. • The employment must be continuous. Any period of unpaid leave must be evidenced by a medical certificate. • While the employment does not have to be fulltime or permanent, you must be working a minimum 20 hours per week. • Your must have a tertiary qualification relevant to your current occupation. • Your annual salary must reflect at least, the relevant award rate or market salary rate. • You may also work for more than one ACT employer as long as it is in the same occupation and at the same skill level. 	<p>You are working in your nominated occupation which is 'Open' on the ACT Occupation List.</p> <p>You are the primary holder of a subclass 457 / 482 visa sponsored by an ACT employer.</p> <p>You are working in an occupation that is 'open' on the ACT Occupation List; but it is not your nominated occupation.</p> <p>You are working in an ANZSCO Skill level 1 to 3 occupation.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>

CANBERRA RESIDENT		
<p>SPOUSE/PARTNER EMPLOYMENT</p> <p>Are they currently working in the ACT or surrounding 'commuter' region?</p> <ul style="list-style-type: none"> • They must be working for the three months immediately before the date of Matrix submission. • The employment must be <u>continuous</u>. Any period of unpaid leave must be evidenced by a medical certificate. • While the employment does not have to be fulltime or permanent, they must be working a minimum 20 hours per week. They may work for more than one employer. <p>1. They are working in an occupation that is 'open' on the ACT Occupation List and they must have a tertiary qualification that is relevant to their occupation; or</p> <p>2. They have a current skill assessment and it is relevant to their current ACT employment; or</p> <p>3. They are currently working in any occupation, at any skill level, in Canberra.</p> <p>SPOUSE/PARTNER EMPLOYABILITY</p> <p>4. If they do not meet the 3 months employment criterion, but they have a tertiary qualification (requiring at least 3 years full time continuous study) from an Australian or overseas institution in any occupation.</p>	<p>1. Working in an 'Open' occupation on the current ACT Occupation List.</p> <p>2. Skill assessment relevant to current occupation.</p> <p>3. Currently working in any occupation.</p> <p>4. Tertiary qualification in any occupation.</p> <p>Not applicable.</p>	<p>15</p> <p>10</p> <p>5</p> <p>5</p> <p>0</p>
<p>TERIARY QUALIFICATION</p> <p>What tertiary qualification do you hold from an Australian or international educational institution?</p> <p>Your selected qualification must also be claimed on your Home <i>Affairs SkillSelect</i> EOI</p>	<p>Doctoral degree.</p> <p>Master's degree.</p> <p>Bachelor degree or trade certificate.</p> <p>Diploma qualification/s - at least two years full time study.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>

CANBERRA RESIDENT		
<p>YEARS OF STUDY AT AN ACT TERTIARY INSTITUTION.</p> <p>For how many years did you study a CRICOS* registered course at an ACT institution in the last eight years?</p> <ul style="list-style-type: none"> You must have a letter of course completion from the ACT institution to evidence the period and location of study. Distance education or online attendance is not accepted. A Professional Year undertaken in the ACT meets the one year study criteria. Two or more courses may be counted to evidence the period of ACT study as long as the courses are not concurrent. The courses do not have to be continuous. <p>An academic year is at least a total of 46 weeks.</p> <p>CRICOS* - Commonwealth Register of Institutions and Courses for Overseas Students.</p>	<p>Four academic years or more of study.</p> <p>Three academic years of study.</p> <p>Two academic years of study.</p> <p>One academic year of study.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>ASSETS IN CANBERRA</p> <p>You (and a spouse/partner <i>if applicable</i>) have invested at least \$250,000 cash to purchase a residential or commercial property in Canberra (purchase of land only does not meet this criteria)? You must hold the Certificate of Title or have a rates notice issued; or</p> <p>You have purchased/established a business in Canberra. You have majority ownership and minimum \$200,000 turnover in one of the last two years; or</p> <p>You have invested in a start-up business that is typically technology oriented and has high growth potential.</p>	<p>Minimum \$250,000 cash investment in ACT property.</p> <p>Purchased/established a business in Canberra.</p> <p>\$200,000 third party investment in a start-up ACT business.</p> <p>Not applicable.</p>	<p>5</p> <p>5</p> <p>5</p> <p>0</p>
<p>CLOSE FAMILY TIES</p> <p>Do you have a close family member who has lived in Canberra for the last <u>two</u> years?</p> <p>A close family member is defined as a spouse/partner, parent, child, brother, sister or grandparent of the main applicant or their spouse/partner.</p>	<p>Australian citizen/permanent resident spouse/partner, child.</p> <p>Australian citizen/permanent resident parent, grandparent, brother, sister.</p> <p>Not applicable.</p>	<p>20</p> <p>10</p> <p>0</p>

Canberra Matrix scoring – Overseas applicants

The 2019-20 Canberra Matrix eligibility criteria and scoring applies to all Matrix submitted on or after 1 July 2019.

You can only select one option in the drop down menu for each category. If you are invited to apply for ACT 190 nomination, you must provide evidence to support any Matrix score claimed. Claims must be true at the date of Matrix submission.

OVERSEAS APPLICANT		
CATEGORY	OPTION	POINTS
<p>PREVIOUS ACT RESIDENCE OR TIME SPENT IN THE ACT IN THE LAST FIVE YEARS?</p> <p>How long did you previously live in Canberra?; or</p> <p>Have you visited Canberra and stayed for at least seven nights?</p>	More than four years.	20
	Two to four years.	15
	One to two years.	10
	Visited Canberra.	5
	Not applicable.	0
<p>NOMINATED OCCUPATION</p> <p>Is your nominated occupation 'open' or 'closed' on the current ACT Occupation List?</p>	'Open' on the ACT Occupation List.	20
	'Closed' on the ACT Occupation List.	0
<p>ENGLISH PROFICIENCY</p> <p>What is your English proficiency level as defined by Home Affairs?</p> <p>You must a valid English test result.</p>	Superior.	15
	Proficient.	10
	Competent.	0
<p>SPOUSE/PARTNER ENGLISH PROFICIENCY</p> <p>What is their English proficiency level as defined by Home Affairs?</p> <p>They must have a valid English test result. If claiming competent English, they can also hold a valid passport.</p>	Superior/proficient.	5
	Competent.	0
	Not Applicable.	0

OVERSEAS APPLICANT		
<p>ACT JOB OFFER</p> <p>If your nominated occupation is 'open' on the current ACT Occupation List, do you have a genuine ACT job offer in your nominated occupation?</p> <ul style="list-style-type: none"> • The employer must be actively operating in the ACT for at least two years; and • Have a genuine need to employ an overseas skilled worker as the position cannot be filled from the local labour market. 	<p>Genuine ACT job offer in the nominated 'open' occupation.</p> <p>Not applicable.</p>	<p>10</p> <p>0</p>
<p>RELEVANT WORK EXPERIENCE</p> <p>How long have you worked in your nominated occupation?</p> <p>The Home Affairs <i>SkillSelect</i> EOI must record the relevant work experience claimed.</p>	<p>Five years employment in the last eight years.</p> <p>Three years employment in the last five years.</p> <p>One to three years employment.</p>	<p>10</p> <p>5</p> <p>0</p>
<p>SPOUSE/PARTNER EMPLOYABILITY</p> <p>Your spouse/partner must:</p> <ul style="list-style-type: none"> • Be currently employed (and have worked for at least six months in the last 12 months); and • Have a valid English test result at a minimum level of 'competent' English; or hold a valid passport. <p>1. They are working in an occupation that is 'open' on the ACT Occupation List and they hold a tertiary qualification that is relevant to their current occupation; or</p> <p>2. They are working, and they have a valid skill assessment which is relevant to their current occupation; or</p> <p>3. They are working in any occupation and they have a qualification (requiring at least 3 years full time continuous study) from an Australian or overseas institution. Their qualification does not have to be relevant to their current occupation.</p>	<p>1. Working in an 'Open' occupation.</p> <p>2. Skill assessment relevant to current occupation.</p> <p>3. Tertiary qualification in any occupation.</p> <p>Not applicable.</p>	<p>15</p> <p>10</p> <p>5</p> <p>0</p>

OVERSEAS APPLICANT		
<p>TERTIARY QUALIFICATION</p> <p>What qualification do you hold from an Australian or international educational institution?</p> <p>Your selected qualification must also be claimed on your Home <i>Affairs SkillSelect</i> EOI</p>	<p>Doctoral degree.</p> <p>Master's degree.</p> <p>Bachelor degree or trade certificate.</p> <p>Diploma qualification/s - at least two years full-time study.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>STUDY AT AN ACT TERTIARY INSTITUTION</p> <p>For how many years did you study a CRICOS* registered course at an ACT institution in the last five years?</p> <ul style="list-style-type: none"> • You must have a letter of course completion from the ACT institution to evidence the period of study. • Distance education or online attendance at a course is not accepted. • A Professional Year undertaken in the ACT meets the one year study criteria. • Two or more courses may be counted to evidence the period of ACT study as long as the courses are not concurrent. The courses do not have to be continuous. <p>An academic year is at least a total of 46 weeks.</p> <p>CRICOS* - Commonwealth Register of Institutions and Courses for Overseas Students.</p>	<p>Four academic years or more of study.</p> <p>Three academic years of study.</p> <p>Two academic years of study.</p> <p>One academic year of study.</p> <p>Not applicable.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>CLOSE FAMILY TIES</p> <p>Do you have a close family member who has lived in Canberra for the last <u>two</u> years?</p> <p>A close family member is defined as a spouse/partner, parent, child, brother, sister or grandparent of the main applicant or their spouse/partner.</p>	<p>Australian citizen/permanent resident spouse/partner, child, parent, grandparent, brother or sister.</p> <p>Temporary resident.</p> <p>Not applicable.</p>	<p>20</p> <p>5</p> <p>0</p>

OVERSEAS APPLICANT

ASSETS IN CANBERRA		
<p>Have you made a personal cash investment in Canberra to purchase a residential or commercial property (purchase of land only does not meet this criteria)?</p> <ul style="list-style-type: none"> • While the asset can be in joint names, you must provide evidence of your personal cash investment and majority ownership; and • You must have a Certificate of Title or a rates notice, 	<p>Minimum \$250,000 cash investment in ACT residential or commercial property.</p>	5
	<p>\$200,000 investment to purchase / establish a business, majority ownership and minimum \$100,000 annual turnover.</p>	5
<p>Have you owned and operated a business in Canberra for the last two years?</p>	<p>Not applicable.</p>	0

PART THREE – DOCUMENT CHECKLIST

Mandatory documents

All applications for ACT 190 nomination submitted after 1 July 2019 must include the following supporting documents to evidence your eligibility and Matrix score claimed.

Once the application is lodged, additional documents will not be accepted or requested by the case officer. You must provide evidence of eligibility as at date of Matrix submission.

- **Home Affairs SkillSelect EOI summary:** showing personal, education, English and employment details submitted
- **Home Affairs SkillSelect Points advice.**
- **Current skill assessment in the nominated occupation (all pages of the assessment must be attached).**
- **Passport bio-page.**
- **Bank statements:** must evidence your claimed date of arrival in Canberra. You must provide a bank statement for each year claimed as a period of ACT residence; and from the date of Matrix submission until date of invitation.
 - The bank statements must include your transaction history including regular shopping activity and bill payments. The bank statement must also evidence your claimed period of employment. Salary payments must be highlighted on the bank statement; and the corresponding payments recorded on the 'Summary of working hours'.
- **Curriculum Vitae (CV) or Resume:** which clearly states personal details, educational qualifications and work experience.
- **Declaration of ACT 190 nomination Obligations (at Attachment A):** a signed and witnessed declaration that you acknowledge and accept ACT 190 nomination obligations.
- **Summary of Working Hours (at Attachment C):** a clear record of the numbers of hours worked and net salary paid for each pay cycle in the claimed period of ACT employment at date of Matrix submission. The net salary must correspond with the bank statement. You must record every pay period (weekly, fortnight or monthly) for the length of employment claimed. If you did not work in a particular period, you must leave that period blank. Any period of unpaid personal leave must be evidenced by a medical certificate. If you are working for more than two employers in any claimed period, you can construct your own spreadsheet to clearly evidence the employment claims made.
- **Summary of ACT residence (at Attachment D):** a clear record of your ACT residence and any period of time you were not living in Canberra; including holidays interstate or overseas. The arrival date in Canberra and claimed period of ACT residence must be evidenced by bank statements showing transaction activity in the ACT.

- **ACT employment (*Canberra residents only*):**
 - **Employees:**
 - All payslips or pay advice for the claimed period of ACT employment. If your salary is paid into your bank account, you are only required to provide the first, mid and last payslips to evidence the claimed period of employment (as long as your bank statements evidence the regular salary payments); and
 - Employment contract or employer statement of service.
 - **Cash salary payments:**
 - All payslips for the claimed period of employment. If there are corresponding cash deposits into your bank account (for each pay period) you are only required to provide the first, mid and last payslips to evidence the claimed period of employment (as long as your bank statements evidence the regular salary payments); and
 - Employment contract or employer statement of service; and
 - 'Pay As You Go (PAYG) payment summary – individual non-business', to evidence annual salary for the relevant period. If you do not have the PAYG payment summary to evidence the payment of salary in cash, the claim for employment is unlikely to be accepted.
 - **For self-employed only:**
 - Australian Business Number (ABN); and
 - Evidence of work undertaken e.g. tax invoices; client schedules; work sheets; partner payment summaries; working hours log sheets; etc; and.
 - Evidence of 12 months ACT business activity: Australian Tax Office (ATO) Pay as you go (PAYG) instalments for last 12 months; and
 - Bank statements to evidence that your minimum net income exceeds \$500 per week.

Please note: The ACT will not condone the employment of intending migrants where the terms and conditions of employment do not comply with Australian legislation. Any claim for skilled employment will not be accepted if your annual salary is not in accordance with the relevant award/market salary rate. In addition, Skills Canberra must be satisfied that you are working in a genuine position. If concerns are held that the position is not genuine, or there is evidence of significant churn of employees working in the same position for the same employer, the claim for employment points will not be accepted.

- **ACT employability (*Overseas applicants only*)**

Attach evidence that there are currently sufficient ACT employment opportunities in your nominated occupation that are relevant to your skill set and recent experience. The evidence must include either:

- A genuine job offer in your nominated occupation. The occupation must be 'open' on the ACT Occupation List that is current at date of Matrix submission. The ACT employer must demonstrate that there is a genuine need to employ a person from overseas as the position cannot be filled from the local labour market; or
- Personal research into recent advertised positions relevant to the nominated occupation of ACT employment research:
 - **Five** recent advertisements for ACT positions in your nominated occupation that are relevant to your skill set and recent experience. You must provide a copy of the FULL advertisement (saved as a .pdf). It is essential that the date of the job advertisement as well as the location of the job is clearly displayed.
 - The advertisements must be recent - dated no more than six weeks before submission of the application.
 - Web links alone are not acceptable and, if provided without the accompanying FULL advertisement, will result in the criterion not being met.
 - Positions within the Australian Federal Government, either by direct employment or via a contractor, will **NOT** be accepted as evidence of employability.
 - Positions which require Australian citizenship, or a security clearance will **NOT** be accepted as evidence of employability.
- Employment statement explaining how your qualifications, knowledge and experience relate to and meet the requirements for **each** of the job advertisements.

- **English:**

- Either a valid passport issued by the United Kingdom; Canada; New Zealand; United States of America; or Republic of Ireland (to evidence competent English only); OR
- A valid English language test result accepted by Home Affairs evidencing the claimed level of English ability.

- **Spouse/partner (*if applicable*):**

- Passport bio-data page.
- Evidence of relationship: marriage certificate, civil partnership/union registration, or VEVO secondary applicant status for yourself or spouse/partner.
- Evidence of the three months ACT residence immediately before date of matrix submission (*if applicable*) –
- Summary of ACT residence (at Attachment D); and

- Bank statements to evidence the minimum three months ACT residence; and up to the date of invitation.
- One of the following: utility account; eCOE (electronic Confirmation of Enrolment); or employment payslips.
- **Commitment statement:** In no more than two pages, explain in your own words why you want to live in Canberra for at least two years from visa grant / permanent arrival.
- **Current Visa Entitlement Verification Online (VEVO).** Attach a copy of the visa grant notification for the last substantive visa held for main applicant; and partner / spouse *if applicable*.
- **Financial capacity:**
 - For Canberra residents - while you are not required to provide evidence of your financial capacity, you must declare your assets available for settlement when completing the online application.
 - For overseas applicants - signed and witnessed 'Declaration of Financial Capacity' at Attachment B.

Service fee: A\$300

A **non-refundable** service fee is charged for processing applications for ACT 190 nomination. The service fee is an administration charge only and does not guarantee the approval of a nomination. The service fee of \$300 may be paid by one of the following options:

- **Credit Card – 'pay now' or 'pay later'.**
 - Select 'pay now' on the online application.
 - Select 'pay later' and access 'Pay an ACT Government Account'
- **Electronic Funds Transfer (EFT) – pay later**
 - Westpac Bank – City Walk, Canberra, 2600
Account name: 'EDD Operating Account'
BSB: 032-777

Account Number: 000145
Reference: *Application reference number*
 - Email the EFT receipt and a copy of the 'payment pending' email to:
migrationservices@act.gov.au

Please note your bank may charge a transaction fee for processing the EFT. This charge must be paid by the applicant and is in addition to the service fee.

Additional documents to evidence Matrix score claimed

The following documents must be attached to provide evidence of the Matrix score claimed. Once the application is lodged, additional documents will not be accepted or requested by the case officer. The supporting documents must evidence your Matrix claims as at date of Matrix submission.

- **ACT residence:**
 - The claimed arrival date in Canberra must be evidenced by a bank statement showing commencement of ACT transaction activity.
 - Evidence of a seven day visit to Canberra, including date of arrival; accommodation receipts or evidence of close family ties; and flight itinerary (*overseas applicants only*).
- **Work experience (*overseas applicants only*):**
 - The *SkillSelect* EOI must record the relevant work experience.
 - Current Skill Assessment with points advice and dates of the relevant work experience assessed; or an employment reference / statement of service for the claimed period of employment.
- **Partner/spouse employment (*Canberra residents only*):**
 - Summary of Working Hours (at Attachment C): a record of the number of hours continuous employment for each week worked ((minimum 20 hours per week) and net salary paid in the three months immediately prior to date of Matrix submission.
 - Bank statement to evidence claimed period of employment; with salary payments highlighted.
 - Employment contract/statement of service.
 - First, middle and last pay slip for claimed period of employment.
 - Skill assessment relevant to current occupation (*if applicable*).
 - If not working, completion letter from the tertiary institution to evidence three years study (*if applicable*).
- **Spouse/partner employability (*overseas applicants only*):**
 - Evidence of six months full time employment; e.g. payslips and employer statement of service.
 - Current English test result (minimum competent level).
 - Skill assessment relevant to current occupation (*if applicable*).
 - Academic transcript to evidence three years study (*if applicable*).
- **Tertiary qualification; and period of ACT study:**
 - Academic Transcript - record of your enrolment history, including results received, courses attempted, and awards conferred.
 - Course completion letter from tertiary institution

- **Close family**
 - Birth certificates to evidence the familial relationship between you and the ACT family member.
 - From your Canberra relative:
 - Evidence of two years ACT residence: rates notice or utilities bill or PAYG summary; and
 - Evidence of Australian citizenship or residency.

Please note: Statutory Declarations will NOT be accepted as evidence of relationship.

ACT assets:

- Certificate of Title or Rates Notice; purchase contract; and evidence of minimum \$250,000 cash investment in ACT residential or commercial property. or
- Evidence of majority business ownership; ABN; ASIC Business Name Summary; evidence of minimum \$200,000 turnover in one of the last two years; Business Activity Statements (BAS) for the last two years. or
- Evidence of \$200,000 investment in a start-up business, and description of ACT business activity.

Attaching documents to your application

Supporting documents must be attached in one of the following supported formats to be accepted (MS word, Excel, JPG, GIF, TIF, Acrobat PDF).

Maximum file size for each document is 10 Megabytes (10 MB)

Only one document can be attached per field. Documents already uploaded will be overwritten by trying to attach a second document in the same field. If you wish to attach additional supporting documents against a criteria, please use the 'Additional Supporting Documents' screen.

PART FOUR – ATTACHMENTS

Attachment A – Nomination obligations

Attachment B – Financial declaration

Attachment C – Summary of working hours (*Canberra residents only*)

Attachment D – Summary of ACT residence

Nomination Obligations to the Australian Capital Territory (ACT)

I (name)..... (DOB)...../...../.....
of (address).....

do solemnly and sincerely declare that:

- The information contained in my application for Australian Capital Territory (ACT) nomination of my Skilled Migration visa is true and accurate.
- I acknowledge that ACT 190 nomination is exclusive to the ACT and is NOT transferable to any other State or Territory in Australia.
- I will live and work in the ACT for at least two years following my visa grant / permanent arrival.
- My spouse / partner relationship (*if applicable*) is genuine and will meet the Home Affairs’ requirements relating to spouse / partner relationships.
- I understand that the ACT will monitor my settlement in Canberra for two years from date of permanent arrival and I agree to comply with the ongoing monitoring program.
- I understand that the ACT Government will inform Home Affairs if I do not make a genuine effort to meet my obligation to live in Canberra for at least two years from date of visa grant / permanent arrival.
- I have access to sufficient financial resources to support myself (and any dependents) while securing employment in Canberra if my visa application is successful.
- If overseas, I have researched relevant employment opportunities in Canberra and am satisfied that there are sufficient employment opportunities in my nominated occupation in Canberra.
- I am aware that Australian labour market conditions may vary significantly as the employment market fluctuates at different times of the year; and from year to year.
- I understand that I need to be realistic about employment expectations as it can take, on average, three months to secure employment.
- I understand that I will compete for employment vacancies with all people in the labour market as part of a normal selection process.
- I understand that the ACT Government is not responsible for finding employment, accommodation or providing a financial incentive to ACT nominated skilled migrants.
- I understand that the ACT Government reserves the right to withdraw the ACT 190 nomination if, at any time until the visa is granted, they are satisfied that:
 - My commitment to permanently living in Canberra is not ongoing and genuine. For example, moving interstate for work or study before the visa is granted; and/or
 - I have provided false information or statements in my application for nomination; and/or
 - I have lost contact with ACT Skilled Migration team and am not contactable by email.
- I will inform the ACT Skilled Migration team when the visa application is decided by Home Affairs and, if approved, my expected arrival date in Canberra if travelling from overseas.
- I understand that the ACT Government or employees of the ACT Government are not liable for any inaccuracies or omissions in the information provided to the applicant in the context of their application for ACT 190 nomination.

The information you provide with your application is collected by Skills Canberra, Chief Minister, Treasury and Economic Development, a Directorate of the ACT Government and will be used to assess your application for an ACT 190 nomination of a Skilled Migration Visa. For details on the collection of personal information please refer to the [Canberra Create Your Future](#) privacy notice. Information you provide in the settlement surveys will be used to monitor your settlement if you are a successful applicant. Depersonalised settlement information may be used to compile statistical reports for ACT Government internal reporting and may be published in media releases. Any information submitted by you in and/or with your application and in the settlement surveys which contains personal information will be stored, used and disclosed in accordance with the requirements of the [Information Privacy Act 2014](#).

Signature of applicant: Date:/...../.....
Name of Witness
Signature of witness: Date...../...../.....

FINANCIAL DECLARATION *(overseas applicants only)*

Attachment B

To be completed by the principal applicant for ACT 190 nomination. Assets of a spouse / partner may be included if they are migrating with principal applicant.

Full name of Applicant	
Date of Birth	
Full name of Spouse/Partner	
Date of Birth	

Assets listed must be in name(s) inserted above only. Assets in another person’s name will not be considered.

Item	Name/s of asset holder	Amount in local currency	Amount in Australian Dollars
Cash/Bank Savings			
Net value of Property/Properties			
Net value of other investments and Maturity Date (if applicable)			
Other Assets (provide details).			
Total			

- I/we ATTEST that I/we have access to sufficient financial resources to fund my/our migration to Australia and settlement in Canberra while securing employment.
- I/we confirm that this is the **net value** of resources owned by me/us.

Signature (principal applicant): Date / /

Signature (spouse / partner of principal applicant): Date / /

Witnessed and signed by a Notary Public, Justice of the Peace, migration agent, any Government or other official authorised to attest the authenticity and accuracy of information in this pro forma. (Signature of official)	Seal/Stamp of Bank or Notary Public (if applicable):
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Attachment D

SUMMARY OF ACT RESIDENCE

Name: (main applicant / spouse)

Date Matrix submitted:/...../.....

Date of arrival in Canberra/...../.....	What period of ACT residence are you claiming (in the last eight years)? Less than one year <input type="checkbox"/> One to two years <input type="checkbox"/> Two to three years <input type="checkbox"/> Three to four years <input type="checkbox"/> Four to five years <input type="checkbox"/> Five years plus <input type="checkbox"/>
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You must record any period of time (7 days or more) that you spent away from Canberra for each year of residence claimed. You can be away from Canberra for a maximum of six weeks in any one year period without it affecting your claim for a year of residence. You can also study interstate for one or two days a week. However, if you work interstate, or study more than two days a week interstate, you will not be considered an ACT resident for that period.

Bank statements: Your bank statements must evidence your claimed date of arrival. You must also provide a bank statement (with salary payments highlighted) for each year of residence claimed at date of matrix submission; and until date of invitation to apply for ACT 190 nomination.

	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra
YEAR ONE (the year before date of matrix submission)/...../..... to/...../...../...../..... to/...../...../...../..... to/...../...../...../..... to/...../...../...../..... to/...../...../...../..... to/...../.....
Total number of weeks away from Canberra in year one	 Total weeks

	Time away from Canberra for 7 days or more - duration dates	Number of weeks away from Canberra
<p align="center">YEAR TWO (two years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year two</p>		<p align="center">..... total weeks</p>
<p align="center">YEAR THREE (three years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year three</p>		<p align="center">..... total weeks</p>
<p align="center">YEAR FOUR (four years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year four</p>		<p align="center">..... total weeks</p>

<p align="center">YEAR FIVE (five years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year five</p>		<p align="right">..... total weeks</p>
<p align="center">YEAR SIX (six years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year six</p>		<p align="right">..... total weeks</p>
<p align="center">YEAR SEVEN (seven years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year seven</p>		<p align="right">..... total weeks</p>
<p align="center">YEAR EIGHT (eight years before date of matrix submission)</p>	<p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p> <p>...../...../..... to/...../.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p align="center">Total number of weeks away from Canberra in year eight</p>		<p align="right">..... total weeks</p>



Skills Canberra

Effective from 1 July 2019