

2024



ASMIRT

Guidelines

Completing an Overseas Application Form

Your profession. Your future.

Australian Society of Medical Imaging and Radiation Therapy
Contact us at info@asmirt.org or call us on +61 3 9419 3336

asmirt.org



There are a number of protected titles for medical radiation practice. They include:

Medical Radiation Practitioner (MRP)

Diagnostic Radiographer (DR)

Medical Imaging Technologist (MIT)

Radiographer

Nuclear Medicine Scientist (NMS)

Nuclear Medicine Technologist (NMT)

Radiation Therapist (RT).

For the purposes of our documentation we use the broad descriptor Medical Radiation Practitioner (MRP) recognising that it covers a range of areas of practice.



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GUIDE TO COMPLETING AN OVERSEAS ASSESSMENT APPLICATION FORM

APPLICATION FORM

An application must be made on an Application for Assessment of Overseas Qualifications accompanied by the appropriate documentation as requested on the application form. The application will not be processed until all the required documentation is received. This documentation must be in the form of translated (where necessary) certified/notarised copies. *Do not send original documents. Keep a copy of your documents.*

Your application will not be considered unless it is complete, and all supporting documentation has been provided. Supporting documentation must be certified as per the information section of this guide.

SUPPORTING DOCUMENTATION

The accompanying documents should include but not limited to:

- Detailed syllabus of the course undertaken. Needs to show subjects and topics undertaken as well as objectives and content of each subject. In the case of Ultrasound, the qualification should be a postgraduate qualification and evidence of the undergraduate qualification must be included in the application.
- Certified copy of award eg degree/diploma etc. and Certified copy of Academic Transcript
- Copy of registration certificate if appropriate.
- Letter/s from employer/s demonstrating employment history. Letter should show work and tasks undertaken in a percentage of working history and profile.
- Postgraduate qualifications if any.
- Evidence of 20 hours of Continuing Professional Development (CPD) per year for the last three years which includes certificates of attendance, or an employer's letter detailing workplace CPD.
- Evidence of fluency in English is required where you are not a passport holder from United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland. (IELTS / OET / PTE / TOEFL / CAE or Passport)
- A certified current passport size photo must be attached to the application.
- Certified/notarised copy of a document means a copy authorised or stamped as being a true and correct copy of the original document by a person or agency recognised by the law of your country to do such. In Australia, a Justice of the Peace, Commissioner for Declarations or a person before whom a statutory declaration may be made e.g. accountant, lawyer, doctor, police officer. This cannot be an immediate family member or relative.
- An accredited translator must undertake translation of documents not in English. The original document and the translated copy must be certified and accompany the application.



INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION FORM

Please read these instructions carefully and ensure that you adhere to the requirements and submit all necessary documentation to support your application.

- DO NOT STAPLE the documents together



- DO NOT BIND the documents together
- DO NOT SUBMIT the documents in a folder or plastic folder
- DO NOT SUBMIT PHOTOCOPIES of documents that are not certified
- ENSURE DOCUMENTS ARE LEGIBLE
- USE A BULLDOG CLIP TO HOLD ALL YOUR DOCUMENTS TOGETHER





DOCUMENTATION SUBMISSION

Once you have completed the application form, documents need to be compiled and submitted in the following order:

All of these documents are **NOT** originals and therefore must all be certified / notarised.

Application form:

- A certified current passport size photo must be attached to the front of the application form using a paperclip. If you wish to use adhesive to glue your photo onto a clean A4 sheet of paper and then have the notary certify your photo on this sheet of paper, this is also acceptable.

Documents:

- Copy of Passport
- Copy of Visa if you have already received this
- Copy of English Language proficiency (IELTS / OET / PTE / TOEFEL / CAE) where you are not a passport holder from United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland.
- Copy of registration certificate if appropriate ie you are registered to practice in your country of origin
- Copy of Academic Transcript for both undergraduate and any postgraduate studies. These can be the original if you have requested these from the university and they have sealed it in an envelope with the university seal.
- Copy of award eg degree/diploma both undergraduate and any post graduate qualifications

Syllabus:

- Copy of detailed syllabus of the course undertaken & academic calendar (of the time that you undertook your program). This needs to show subjects and topics undertaken as well as objectives, content and number of hours of each subject. In the case of Ultrasound, the qualification should be a postgraduate qualification and evidence of the undergraduate qualification must be included in the application.
- Copy of detailed syllabus of the Post graduate course undertaken (if applicable).
- For translated document, the original document and the translated copy must be certified and accompany the application.

Employer Letters:

- Letter/s from employer/s demonstrating employment history. Letter should show work and tasks undertaken in a percentage of working history and profile.





Continuing Professional Development (CPD):

- Evidence of 20 hours per year of Continuing Professional Development (CPD) for the past three years. This is not just a list of activities, however tangible evidence such as certificates of attendance/participation/presentation or letters from your employers detailing the CPD undertaken within your employment.

DEFINITIONS OF DOCUMENTS

Academic Calendar

I.iii PROGRAMME MAP

Week		YEAR 1	YEAR 2	YEAR 3
1			Theory	Theory
2			Theory	Theory
3	SEPT		Theory	Clinical
4		Theory	Clinical	Clinical
5		Theory	Clinical	Clinical
6		Theory	Clinical	Clinical
7	OCT	Theory	Clinical	Clinical
8		Theory	Clinical	Clinical
9		Theory	Clinical	Clinical
10		Clinical	Theory	Clinical
11	NOV	Clinical	Theory	Theory
12		Clinical	Theory	Theory
13		Clinical	Clinical	Clinical
14		Theory	Clinical	Clinical
15	DEC	Theory	Clinical	Clinical
16		Theory	Reading week *	Reading week *
17		Reading week *		
18		Clinical	Theory	Clinical
19		Clinical	Theory	Clinical
20	JAN	Clinical	Theory	Theory
21		Reading week *	Theory	Theory
22		Theory	Clinical	Clinical
23		Theory	Clinical	Clinical
24	FEB	Theory	Clinical	Clinical
25		Theory	Clinical	Clinical
26		Clinical	Theory	Clinical
27		Clinical	Theory	Clinical
28	MAR	Clinical	Theory	Theory
29		Clinical	Theory	Theory
30		Theory	Clinical	Clinical
31		Theory	Clinical	Clinical
32		Theory	Clinical	Clinical
33	APR	Reading week *	Reading week *	Reading week *
34		Clinical	Theory	Theory
35		Clinical	Theory	Theory
36		Theory	Theory	Theory
37	MAY	Reading week *	Reading week *	Reading week *
38		Reading week *	Reading week *	Reading week *
39		Reading week *	Examinations *	Examinations *
40		Examinations *	Examinations *	Examinations *
41	JUNE	Clinical	Clinical	Clinical
42		Clinical	Clinical	Clinical (Exam Board)
43		Clinical	Clinical	Clinical
44		Clinical	Clinical	Clinical
45	JULY	Clinical	Clinical / Elective	Degree Ceremonies
46		Clinical	Clinical / Elective	
47		Clinical	Clinical / Elective	
48		Clinical	Clinical / Elective	
49		Reading week *	Reading week *	
50	AUG	Reading week *	Reading week *	
51		Reading week *	Reading week *	
52		Reading week *	Reading week *	
		Theory: 17 (+4 *)	Theory: 17 (+4 *)	Theory: 11 (+4 *)
		Clinical: 20	Clinical: 23	Clinical: 24
			COURSE TOTAL	Theory: 45 (+12) Clinical: 67


Lists the theory and clinical time the candidate has spent.

If this cannot be provided, a letter from the university is required which states the time the students spend in each of these areas over the course of the program.

- *This can sometimes be found incorporated with the University Syllabus.*
- *Please ensure that you check that this is submitted with your application, as it is not always included in the University Syllabus.*



Academic Transcript



Cranfield University

Date: 17 January 2012

Name:

Student No: Date of Birth:

Course: BSc in Diagnostic Radiography


Course Start date: 02 October 1995 Course End date: 28 June 1998

Award Obtained: Bachelor of Science with Second Class (Division 1) Honours


Graduation date: 17 July 1998

Modules studied:	Grade
Year 1:	
Applied Physical Sciences	C
Human Biological Science 1	B
Management and Organisation of Professional Practice	B+
Principles of Imaging Practice	B
Overall Grade: C (Pass)	
Year 2:	
Human Biological Science 2	C
Management and Organisation of Professional Practice 2	B
Pharmaceutical Studies – Diagnostic	B+
Principles of Imaging Practice 2	B
Radiobiological Studies	B+
Overall Grade: B (Pass)	
Year 3:	
Management and Organisation of Professional Practice 3	B
Radioactive Sources Used in Medicine	A
Principles of Imaging Practice 3	B+
Dissertation	B+
Overall Grade: Second Class (Division 1) Honours	

Dissertation Title: An Investigation into the dissemination of radiological reports by postal and electronic methods


Tracey Whitfield
Registry Manager

Academic Registry
Cranfield University
Shriveham
Swindon
Wilts SN6 8LA



Contains:

- University conferring qualification
- Name and DOB of candidate
- Course studied
- Documents subjects studied per year
- Signed by registrar
- Notarised / certified

This needs to be supplemented with the University syllabus

- *Submit this for the undergraduate qualification and any post graduate qualifications you may have undertaken.*

Certified copies

Do not send original documents, as their return cannot be guaranteed. Certified copies must be submitted for all photocopied documentation. Photocopied documents that are notarised needs to be current and NOT notarised from years ago.

A **certified copy (or notarised copy)** of a document means a copy authorised or stamped as being a true and correct copy of the original document by a person or agency recognised by law in your country. In some countries certified is referred to as notarised. In Australia, it must be certified by a Justice of the Peace, Commissioner for Declarations or a person before whom a statutory declaration may be made e.g. accountant, lawyer, doctor, police officer.

University Syllabi which are provided from the university will need to have a letter from the university confirming the content and the information supplied.



Example Certified copies

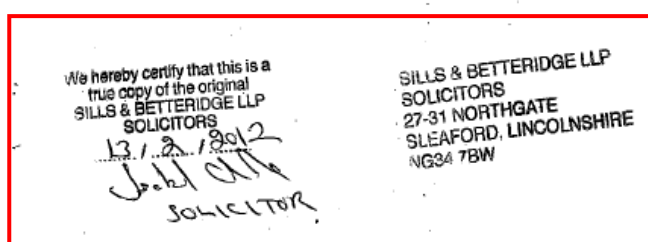
OXFORD CENTRE FOR
RADIOGRAPHIC STUDIES

BSc (HONS) IN DIAGNOSTIC RADIOGRAPHY

AND

BSc (HONS) IN THERAPEUTIC RADIOGRAPHY

STUDENT HANDBOOK
Section Three



Certified/notarised copy of a document means a copy authorised or stamped as being a true and correct copy of the original document by a person or agency recognised by the law of your country to do such.

In Australia, a Justice of the Peace, Commissioner for Declarations or a person before whom a statutory declaration may be made e.g. accountant, lawyer, doctor, police officer.

Continuing Professional Development (CPD)

20 hours per year of CPD Evidence for the past three years is required.

Submit a document listing all activities that you have undertaken as a professional in the past three years supported by certified copies of certificates of attendance or participation.

HCPC candidates please provide the numbers of hours of CPD and submit certified copies of certificates of attendance or participation, or other demonstrated examples of CPD.

Please note that CPD evidence is **NOT**:

- Your entire thesis or research project
- Powerpoint slides
- Your coursework



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Curriculum Vitae (CV)

This requires submission of a standard CV including employment history and any memberships of other organisations.

English language requirements



If you **ARE** a passport holder from the following countries: United Kingdom, Canada, New Zealand, United States of America and Republic of Ireland, please submit a certified copy of your passport with your application.



If you **ARE NOT** a passport holder of the following countries:

United Kingdom, Canada, New Zealand, United States of America or Republic of Ireland you are required to provide evidence of understanding and fluency in English.

For the purposes of demonstration of English language proficiency, the ASMIRT requirement is evidence of one of the following:

- Overall band score of not less than 7.0 in the Academic version of the **International English Language Testing System (IELTS)** test, with no individual element below 7.0, and achieved in a single test.

OR

- Overall minimum of level B result in the **Australian Occupational English Test (OET)**, with no individual element below B and achieved in a single test.

OR

- Overall band score of 65 in the **Pearson Test of English (PTE)**, with no individual element below 65 and achieved in a single test and completed within the last two years.



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- Other English tests as per the ASMIRT website.

This evidence is required before your application will be processed. Please submit a certified copy of this result and a certified copy of your passport along with your application.

EXAMPLE TEST

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM
Test Report Form

NOTE Admission to undergraduate and postgraduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed before entry onto the basis of the test.

Centre Number IN100 Date 14/JUL/2007 Candidate Number 004265

Candidate Details

Family Name [Redacted]
First Name [Redacted]
Candidate ID [Redacted]

Date of Birth [Redacted] Sex (M/F) F Scheme Code Private Candidate

Country or Region of Origin India First Language Marathi

Repeating IELTS (Y/N) N Previous Test Date [Redacted] Previous Test Centre [Redacted]

Test Results

Listening	8.0	Reading	8.5	Writing	7.0	Speaking	7.0	Overall Band Score	7.5
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Administrator Comments

Centre stamp: [Stamp]
Validation stamp: [Stamp]

Writing Examiner Number 092853
Speaking Examiner Number 999581
Date 23/07/2007
Test Report Form Number 07IN004265PALM100A

Administrators: [Signatures]

BRITISH COUNCIL IELTS AUSTRALIA UNIVERSITY of CAMBRIDGE ESOL Examinations

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <https://ielts.ucles.org.uk>

Must be an academic IELTS

English test must be within the last two years.

Overall band score of not less than 7.0 in the Academic version of the **International English Language Testing System (IELTS)** test, with no individual element below 7.0, and achieved in a single test.

If you are an applicant that has been residing in Australia, and have undertaken high school in Australia, however only undertaken English as a second language, then you will also need to provide evidence of an English language proficiency test.

STATEMENT OF RESULTS
OCCUPATIONAL ENGLISH TEST

Candidate Name: [REDACTED]
Candidate No: [REDACTED]
Profession: Nursing
Test Date: [REDACTED]

Date	Listening	Reading	Writing	Speaking
17 Aug 2015	B	B	B	B

Key to codes

- A Very high level of performance
- B High level of performance; i.e., able to use English with fluency and accuracy adequate for professional needs
- C Good level of performance; however, not acceptable to a range of health and medical contexts
- D Moderate level of performance: requires improvement
- E Low level of performance: requires considerable improvement
- * Result given at a prior administration
- No result

Must be in the relevant profession eg radiography.

Overall minimum of level B result in the Australian **Occupational English Test (OET)**, with no individual element below B and achieved in a single test.

More information about these language assessment methods can be found below:

International English Language Testing System (IELTS). Refer to the IELTS website for more information - www.ielts.org.

Occupational English Test (OET) in Australia (tel: +61 3 9825 3800). This test can be undertaken in some overseas countries. Refer to the OET website for more information - www.occupationalenglishtest.org.

Pearson Test of English (PTE). Refer to the PTE website for more information - <https://pearsonpte.com>.
Refer to the TOEFL website for more information - <https://www.ets.org/toefl>.

TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:

- 24 for listening,
- 24 for reading,
- 27 for writing, and
- 23 for speaking.



EMPLOYERS LETTERS (EXAMPLE ONLY)

Must have name of candidate and when they commenced & finished position, in Full time or part time capacity.

Institute of Radiography
radiographers, radiation therapists and sonographers.

DATE AND YEAR

Must have date and year written on appropriate hospital letterhead.

Dear Sir/Madam

RE: Candidate Name

I can confirm that (name of candidate) has been employed as a full time radiographer at (name of hospital) as a full time radiographer at (Name of Hospital / Institute) since (Date of commencement of position).

While on duty (Candidate Name) is responsible for general x-rays, OR, mobiles, and non-contrast CT heads as well as any PACs and clerical work associated with these duties. Often times (candidate name) is the sole technologist on duty and is responsible for the entire facility's needs.

The overall breakdown of modalities into percentages is as follows:

- General Radiography 70%
- Mobiles 15%
- OR 10%
- Non contrast CT heads 5%

List jobs undertaken and the % time spent in each of those modalities.

(Candidate Name) is expected to communicate and facilitate all exams from within the hospital as well as organizing and triaging diagnostic imaging exams that may be requested from other institutions. (Candidate Name) is required to maintain excellent patient care skills and patient safety skills, participate in departmental quality assurance, maintain continuing professional development and adhere to the Standards of Competency as legislated by the (Registration Board of Country or origin).

SIGNATURE

NAME
RANK / POSITION OF WRITER

Must have a clear signature and the name, rank/position of the writer.

- If references are provided, please ensure that they are professional references, and they are undertaken by the specialist modality practitioner eg Radiography/Radiation Therapy supervisor / manager, Ultrasound practitioner.



EMPLOYERS LETTERS

This relates only to post qualification clinical experience. Pre-qualification clinical experience should be documented with your university course and syllabus.

Personal employment history or resume or an employer's letter stating only dates of employment and/or a job description is **not** accepted in this section as evidence of clinical experience.

Letters from both past and present employers must be included in the application to verify the clinical experience. These letters need to be original or certified copies. The accompanying letters should state in % the breakdown of modalities performed. Employer's evidence of 'recency of practice' i.e. clinical experience within the last 3 years is the minimum requirement. This substantiated evidence of the clinical practice should be from the Department Chief, Head of Department or similar and written on hospital or employer's letterhead paper. Letters signed by Human Resources are not acceptable.

The letter/s should state:

Diagnostic Radiography/Medical Imaging Technology

- The dates of employment as a Diagnostic Radiographer/Medical Imaging Technologist at the hospital/centre and the hours of employment per week.
- The work performed by applicant, including duties and responsibilities. A percentage breakdown of the different modalities undertaken in the department should be stated and include participation in shift work and 'on-call' work e.g. 50% general radiography, 30% CT Scanning, 20% mammography.

Radiation Therapy

- The dates of employment as a Radiation Therapist at the hospital/centre and the hours of employment per week.
- The work performed by applicant, including duties and responsibilities. A percentage breakdown of the different modalities undertaken in the department should be stated e.g. 60% treatment, 30% simulation and treatment planning, 10% mould room.

Ultrasound

- The dates of employment as a Sonographer at the hospital/centre and the hours of employment per week.
- The work performed by the applicant, including duties and responsibilities. A percentage breakdown of the workload undertaken in the department should be stated e.g. 50% general ultrasound, 40% Obstetric and Gynaecology and 10% Vascular.

Evidence of Continuing Professional Development (CPD) that may further support your application should be included in this section. e.g. seminar presentation or participation, short courses.



FEES

The cost of the assessment for 1 July 2024 to 30 June 2025 is AUD\$1012.00 if applying from overseas. If resident in Australia (permanent or temporary) Goods and Services tax (GST) of AUD\$100.00 needs to be added for a total of AUD \$1112.00. Refer to the application form for methods of payment.

Payment for the assessment must be pre-paid into the ASMIRT bank account via bank/telegraphic transfer and the remittance advice included with the application.

- If you require a family member/friend in Australia to pay for your application, please have them contact the Australian Society of Medical Imaging and Radiation Therapy directly to discuss details to ensure there are sufficient funds to cover the payment smoothly.

Cheques must be made payable to the Australian Society of Medical Imaging and Radiation Therapy and drawn on an Australian Bank. Overseas currency is not accepted and do not send cash. This is a **non-refundable** cost.

Photo identification

A certified current passport size photo must be attached to the front of the application form. Please review the certification process as per the requirements of the Australian passport office:

<https://www.passports.gov.au/web/requirements/photos.aspx>

ie. words to the effect, "This is a true photo of (name)..."

Signed by an appropriate notary.

General photograph guidelines

Your passport photos

You must provide two recent identical colour photographs of yourself with your completed passport application. One of these photographs must be endorsed by your guarantor with the words "this is a true photo of (insert name)" unless you are submitting an application for a passport renewal using form PC7.

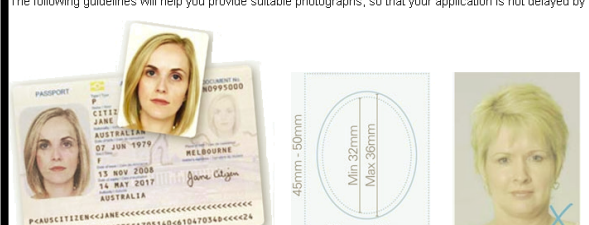
For technical advice please read the [Camera operator guidelines](#)

Photographs must be no more than six months old.

Warning: Unacceptable photos will delay the processing of your application.

The Australian Passport Office does not approve photograph outlets or photograph providers. Passport photograph suitability is determined at your interview.

The following guidelines will help you provide suitable photographs, so that your application is not delayed by having to submit new photographs in the required format.



Registration

Example of registration

hpc health
professions
council

Park House
184 Kennington Park Road
London SE11 4BU

tel +44 (0)845 300 4472
registration@hpc-uk.org
www.hpc-uk.org

06 MAR 2013

This is to certify that [REDACTED]
is registered with the Health Professions Council and is entitled to practise
using the following title(s)

Diagnostic Radiographer

for the period 01 March 2012 - 28 February 2014

Registration number [REDACTED]

M. Seale *Anna van der Gaag*

MARC SEALE
SOLICITOR

copy that is a true copy of
the original document produced to
me on 18th December 2012
[Signature]

Marc Seale
Chief Executive and Registrar

Anna van der Gaag
Chair

Please consult the online Register
current registration status.

Registration Department

This certificate remains the
Council and must be surrendered
upon request.



Example registration

If the country of origin does not have registration, a letter from the professional association will suffice.



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Syllabus

MODULE TITLE:	Human Biological Science 1
DISCIPLINE:	Joint
NUMBER OF HOURS:	100
Module Description:	
Michaelmas Term:	
The first term of this module is seen as an introduction to human anatomy and physiology. It provides a basic knowledge of the human organism prior to the more detailed study of later terms.	
The organisation of topics adopts a "top down" approach to allow Introductory Chemistry to run concurrently throughout the first year. Timetabled as a separate subject, the chemistry is assessed along with HBS1 both in terms of the end of year examination and course work.	
Summer Term:	
The second part of this module addresses the anatomy, physiology and pathologies of the cardiovascular, respiratory and renal systems of the body. Where possible the relevant anatomy, physiology and pathology will be related to radiographic imaging techniques and/or therapies.	
The students should be able to use the knowledge gained in this and following modules in order to evaluate radiographic imaging and/or therapeutic techniques and possible design other techniques.	
Relationship with Other Modules:	
Principles of Imaging Practice Oncology & Management of Malignant Disease Pharmacology Dissertation Patients with Special Needs.	
Assessment	
Assessment of HBS1 will be by both course work (50% of module mark) and a (written) end of year examination (50% of module mark).	
Coursework is in the form of 2 mid-term assessments (1 in each of Michaelmas and Summer Terms) taking the form of 1500 word essays, plus marks from the chemistry practicals.	

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Contains the information relating to the subjects in the academic transcript.

- Module description
- Number of hours
- Pre-requisites
- Assessment

An accredited translator must undertake translation of documents not in English. The original document and the translated copy must be certified and accompany the application.

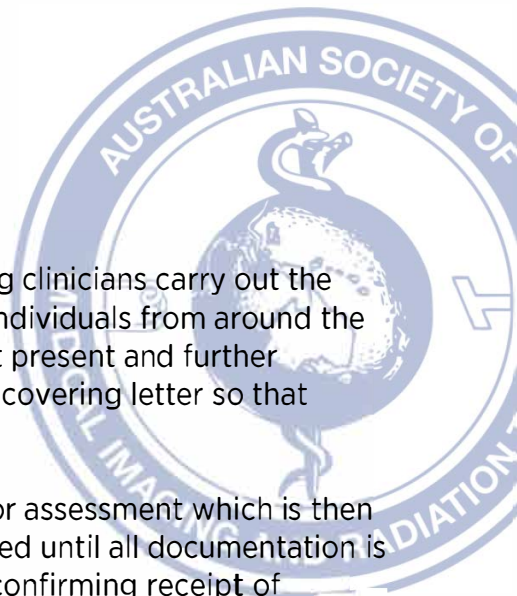
Translation of documents into English

Documents in support of this application that are **not in English** are to be translated into English and certified as true copies by a Government Body such as the Department of Immigration and Citizenship, Australian Consulate or Embassy overseas or an accredited translator.

PLEASE NOTE THAT ALL DOCUMENTS WILL NOT BE RETURNED



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Application Process Length

The assessment of an application may take up to 16 weeks. Practicing clinicians carry out the assessment and therefore applications need to be forwarded to the individuals from around the country. The initial process will be held up if all documentation is not present and further information is requested. If further information is requested, attach a covering letter so that documents reach the appropriate department for processing.

Assessment does not commence until all documentation is present for assessment which is then sent to practicing clinicians around the country. Fees are not processed until all documentation is present. Applicants will receive an **acknowledgment** letter via email confirming receipt of documentation and receipt of payment.

On conclusion of the assessment, applicants will be informed via email of the outcome.

If a third party is assisting you with your application eg. Recruitment company or migration agent, then you will need to sign an appropriate release document to enable us to speak with the representative who calls on your behalf. The privacy laws do not allow us to divulge information to a third party without prior consent.

If your circumstances change whilst the assessment is being undertaken, you will need to notify us on osassess@asmirt.org. These include change of address, or authorisation to release information to third parties.

Unconditional Recognition

Qualifications gained outside Australia will be recognised as equivalent to the Australian standard at the time of qualification and the post qualification experience is also of an acceptable standard. A Statement of Qualification will be granted and a letter for use in the immigration process issued. In the case of Medical Ultrasound, a Certificate of Recognition in Ultrasound will be granted and a letter for use in the immigration process issued.

The letter issued is a skills assessment letter and is to be used in conjunction with the certificates for presentation with visa applications to the Department of Immigration. Do not destroy or lose this important document.

Further Enquiries

Email enquiries in relation to this process should be directed to: osassess@asmirt.org. For further contact information (including telephone and fax numbers) please refer to the "[Contact Us](#)" page of the ASMIRT website.

