

DOCUMENTATION REQUIRED WITH YOUR PNET OR SNET APPLICATION

Documents must be certified copies of the originals. Certification can be done by the police, a Justice of the Peace or solicitor. Ensure you take your original documents and copies of those documents for certification. **Two copies of your application and associated documentation are required.**

Academic Qualifications

- Degree Diploma / Certificate
- Complete Official Transcript*

* Please note: If the major subject(s) are not indicated on certificates and/or transcripts, provide a letter from the awarding institution indicating the major subject(s) completed.

Teacher Training Qualifications

- Diploma / Certificate
- Complete Official Transcript*

* Please note: If the following is not indicated on certificates and/or transcripts, provide a letter from the awarding institution indicating:

- the length and attendance mode of the program. (i.e. full-time/ part-time)
- the number of weeks of teaching practice, if this cannot be provided evidence of teacher registration may be acceptable
- whether the award is for primary and/or secondary education
- major teaching subject(s)

TESL/TEFL Qualifications (if you have this qualification)

- Diploma / Certificate
- Complete Official Transcript*

* Please note: A letter from the awarding institution is required to confirm the following if not shown on the certificate/official transcript:

- the attendance mode of the program. (i.e. full-time/ part-time)
- length of course (in terms of the number of contact hours)
- number of hours of teaching practice

Teaching Experience

An official record from the schools / educational institutions in which you have taught to certify your teaching experience containing the following information:

1. your full name as shown on birth or marriage certificate or passport
2. the dates of employment from each listed school/institution, indicating at least the month and year of starting and finishing employment
3. nature of employment (i.e. whether full-time or part-time) and positions held
4. for part-time employment, indicate the fraction of full-time experience (e.g. 0.5 full time equivalent)
5. age and levels / grades of students taught.
6. *If your employment is/was at secondary school level or in a language school* the official record of service should include evidence of a least one years English teaching experience

Teacher Registration (if you are a registered teacher)

- Proof of current teacher registration (if available)

Passport and documentation confirming any name change

- the details page of your passport (page which includes your name, passport number etc)
- a recent photograph
- if your named has changed (through marriage for example) provide documentation which confirms the name change (for example birth certificate)

Police Check

- current police check from your state or national police

Your resume