



Checklist for Application for Registration of Skilled Professionals

Documents to be Submitted to the Skilled Professionals Evaluation Committee (SPEC)	Please tick
Duly completed application form ¹	
Personal Information:	
i) Certified copy of the bio-data page of the passport(s) ²	
Qualification/ Experience:	
i) Certified copy/copies of all academic qualification(s) attained including, Degree or Diploma and Academic Transcripts	
ii) Updated Curriculum Vitae	
iii) Certified copies of at least two references for work experience	
iv) Evidence of membership of professional body(ies) (if applicable)	
v) Evidence of proficiency in English language	
Police Clearance:	
i) Evidence of police clearance from host country ³	
Medical Clearance:	
i) Evidence of any medical conditions or medical fitness certification by a qualified doctor	
Financial Security:	
i) Latest bank statement(s) of the applicant ⁴	
Letter from the Employer (if applicable):	
i) Company or business profile	
ii) Position description and role	
iii) Employment contract (contract must meet relevant Fijian employment laws)	
iv) Rationale on why this particular position requires a skilled professional under the Registration of Skilled Professionals Act 2016	
v) Evidence of skills not available locally or a shortage (Copies of vacancy advertisements)	
Training Program (if applicable):	
i) Training plan of Fijian working in the company	
ii) In case a local understudy is identified, please provide evidence of this	
Foreign Investor (if applicable):	
i) Certified copy of Foreign Investment Registration Certificate (FIRC)	
ii) Certified Investment Fiji Approval	
iii) Certified copy of Business Registration	

¹ All applications should be filled in English and all documents that are not in English are to be translated.

² An applicant holding multiple citizenship should provide copies of Bio-data page of all the passports.

³ Host country means the country of residence of the applicant for the presiding 10 years.

⁴ Bank statements to determine that the applicant is not a bankrupt.

Specific Requirements for Applications

In addition to the above requirements, the skilled professional such as pharmacists, applying to work in Fiji shall provide the following upon request:

- i) Curriculum from the University⁵ which shall include the following:
 - a) Covering letter from the University which gives a brief description of the degree/program (Duration of the degree/program, delivery mode, number of courses, total credit points)
 - b) For each course or unit taught a course outline which should have:
 - Course/Unit description with credit points
 - Learning Objectives
 - Method of Assessment for the course
- ii) A Certified copy of the Annual Practising Licence
- iii) A Certified copy of the Registration Certificate
- iv) A Letter of Good Standing from Society

Please note:

- (i) All applications should be sent/lodged by the applicant and not by the third parties such as employers, agents, lawyers, etc.
- (ii) The Skilled Professionals Evaluation Committee can request for further document(s) if it deems necessary.

Declaration:

I solemnly declare that the information and documents provided to the Skilled Professionals Evaluation Committee are true and complete to the best of my knowledge, and if proven otherwise, I acknowledge that I will be liable for penalties as stipulated under the False Information Act 2016.

Name:

Signature:

Date:

⁵ The applicant's University to send the curriculum directly to the SPEC

Completed Application forms need to be sent to the following address:

Chairman, Skilled Professionals Evaluation Committee:

Postal Address: P. O. Box 2118
Government Buildings
Suva
Fiji

Or hand delivery/Courier: Level 3
Civic Tower
Victoria Parade
Suva
Fiji

Or email to: payle.chand@govnet.gov.fj / jacinta.lal@govnet.gov.fj

