



Australian Institute of Medical & Clinical Scientists

Application Process for Professional or Technical membership

As at 1st September 2024

The AIMS Membership Committee determines an applicant's membership eligibility and category based on evidence of the qualifications and work experience submitted with their application.

The application process involves the following steps and stages. Please review this information carefully before commencing your application.

Once submitted, your application will be reviewed and your membership level determined based on the information provided in your application form.

Note: The application process may take up to 8 weeks to be finalised.

IMPORTANT:

If either of the following apply, ***please do not complete this form***. Please [contact us](#).

- You wish to apply to migrate to Australia as a Medical Laboratory Scientist or Medical Laboratory Technician under the General Skilled Migration visa categories; or
- You have been invited to become an AIMS member following an AIMS Skills Assessment for migration in the last 3 years.

>>[Click here](#) for further information about Qualification & Skills Assessment.

BEFORE YOU BEGIN:

Review the following guidelines and information:

- [AIMS Membership Guidelines](#)
- [AIMS Membership Categories](#)
- [AIMS Membership Fees](#)

Prepare your supporting documentation

Please refer to document requirements over page.

Membership Application Supporting Documentation requirements

IMPORTANT:

Names (including middle name/s and last name) on all supplied documents must match your account name/s. Evidence of name change should be provided if applicable (e.g. marriage certificate).

Tertiary Education Information

- Qualification certificates (or completion statements); and
- Academic transcripts / official record of results for units studied; and
- Syllabus / Course description for overseas degrees; and
- Abstract of thesis for PhD degree.

Australian graduates can utilise [My eEquals](#) to access their degree certificate and academic transcript.

Employment verification letter:

- Evidence of your employment history for the 5 years prior to the date of the application
- For each relevant role, please upload an **Employment Verification Letter** that must include:

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- *Employment start and finish dates (day/month/year)*
 - *Job title*
 - *Average hours/week*
 - *List of duties performed*

The letter must be on the employer / company letterhead and signed and dated by your direct supervisor or manager, or a human resources department officer, and their full name and position title must be under their signature.

PLEASE NOTE: AIMS will contact each listed employer to verify your employment information.

Other Memberships or Licences

- Supply other relevant membership / licence certificates
- These may be used by the Assessment Committee in determining membership category.

IMPORTANT:

Please ensure all the required supporting documentation uploaded within your application form in order to expedite the process of reviewing the documents.

Documents must meet the following specifications:

- Document format should be PDF only.
- Total attachment size should be less than 4MB.

Please do not upload:

- Copies that are incomplete or missing parts (e.g. header/footer cut off)
- Low resolution copies
- Images that have fingers or other items/objects in view

Application Approval Process

Stage 1 – Document review and verification process

Depending on the verification process response from the third parties (e.g. education institutions, employers) involved, this process may require some time.

Stage 2 – Submitting documents for membership assessment

The assessment process begins when the necessary documents have been verified and collate for assessment by the AIMS Membership Committee.

Stage 3 – Membership payment

Once the assessment for a membership category has been finalised, an email will be sent with payment instructions of your membership fee.

Application steps

STEP 1. Create Your Account

Provide your name, contact email address, phone number and postal address details and create an account password.

STEP 2. Personal Information & Current Work Details

Provide any previous name with evidence of name change if applicable (e.g. marriage certificate), date of birth, gender and current work address.

STEP 3. Add one or more Qualifications document(s)

Add one or more relevant Qualifications document(s), abstract and thesis.

STEP 4. Upload relevant Professional Memberships and Certifications

Add one or more relevant Professional Memberships and Certifications.

STEP 5. Upload employment verification letter/s

Provide your relevant employment experience for the 5 years prior to the date of this application.

AIMS will contact each listed employer to verify your employment information.

STEP 6. Select your current primary role and discipline of practice

This information assists AIMS to connect you with special interest group information and events.

Note: you will be asked to select only one primary role and one major discipline/specialty but you can update this via your Member Centre at any time.

STEP 7. Agree to the AIMS Membership Application Terms & Conditions

Read the conditions and tick the box to confirm your acceptance of the terms.

STEP 8. Communication preferences

Choose how you'd like AIMS to communicate with you. You may unsubscribe from these communications at any time.

STEP 9. Application Payment

The \$55 Membership application fee includes GST.

[APPLY NOW](#)