

Rural background Document Guide

The below information details the expectations that GEMSAS has regarding the bonus documentation that you will submit via email. It is **imperative** that your documents meet the required standard for your application to be processed in a timely manner.

- **Note** the email address to send the documentation to on the Coversheet, as it differs.
- All documentation emailed **MUST** include the relevant coversheet. Documentation without a Coversheet will not be assessed.
- Only required rural documentation should be included with the rural coversheet and emailed. I.e. Deakin adjustment documentation should not be included.
- Ensure that the scanned documents are clear, easy to read and in full-colour. They **must** be fully legible, including any notes, codes, letterheads or logos.
- Phone applications can be used to scan your documents (e.g. Cam Scanner, Adobe Scan) but askew or poor quality scans will not be accepted. Ensure that the entire document is scanned, without scanning external surround such as table tops or a frame or your fingers. The document needs to fill the entire space and all edges of the document must be visible. The documents must not look warped by the scan.
- Supply documentation in PDF or JPEG file formats **only**, 5MB limit. Word documents (.doc, docs, .rtf) are not accepted.
- Screenshots, photos, certified copies, unofficial results and online printouts are not accepted.
- Ensure that documents are not encrypted, or password protected.
- Ensure that documents meet the type and size requirements as per above.
- The rural coversheet should only be included once in the email.
- Documentation should only be submitted once.

Acceptable supporting documents include:

- You, the applicant, must provide a statutory declaration in your name. If you are providing bills or invoices in a parent's name, from when you were under 18, then both a statutory declaration from a parent and one from yourself will be required. The statutory declaration/s must be accompanied by either:
 1. Professional supporting letters from a GP/dentist, bank, school, university or workplace.
 - Professional supporting letters must be dated, signed, include your rural residential address and rural address history, and the dates that you resided at the address.
 - The professional supporting letters must detail how you are known to the author of the letter and you must be known in a professional capacity e.g. patient of the GP or student of the school/university.
 - The GP practice/school/bank/work place/university should be in or around the same rural area you are providing support for residing. If not, the letter needs to clearly detail how the author is able to confirm the rural address history and time periods. The professional letter of support must be official on letterhead and include, if from a GP their AHPRA registration number or official practice stamp.

OR;

2. Documents to prove residence such as invoices for telephone, utilities, or bank statements showing your (or your family's) address, can be provided.
 - If you were over 18 at the time, bills and invoices will only be accepted if in your name.
 - Rates notices are not acceptable.
 - An online printed invoice will only be acceptable if dated the year it was issued. E.g. a bank statement must be dated the year you are supporting (i.e. dated 19 July 2017 if you are supporting the year 2017, it cannot be dated 2021 if you are supporting the year 2017).

The professional letters of support and statutory declarations must include the rural address history and time periods.

Please note:

- All rural residing should be included in the online application but supporting documentation only needs to support 5 years consecutive or 10 years cumulative rural residing.
- School reports are not sufficient documentation as we need to clearly see your rural residential address
- Please ensure your documentation supports 5 years consecutively or 10 years cumulatively of rural residing and includes the cover sheet you will print off when you submit your on-line application.
- You cannot claim time in the future as part of the 5 or 10 years, as there is no way to establish proof that you will continue to reside in a rural setting.
- Time spent at a holiday home (second residence) or during school holidays in a rural setting, will not be considered.
- If selecting 5 years consecutive then the supporting documentation must support 5 full years (documentation is required for every year) and must be consecutive.
- If selecting 10 years cumulative then the supporting documentation must support 10 full years and documentation will be needed for each time period, one document for the start of each time period and one for the end of each time period (documentation is required for every year).
- An official statutory declaration template must be used, either your state or territory one or a Commonwealth one.
- If you apply for the Rural background and are found **ineligible**, you will be emailed and informed of this. We do not send confirmation emails if your rural documentation was found to be eligible. You can log into your GEMSAS account and see your rural background outcome, on the MyApplication page, in early August.

Examples of wording that can be used on the statutory declaration template/s and professional supporting letter/s:

1. Statutory declaration from a parent:

I, *<parent full name>*, of *<current address>* make the following declaration:

I state and confirm that my son/daughter, *<applicant full name>* resided with me consecutively at the address/es and during the time periods detailed below:

E.g. 123 Jackson Street, Jackson, QLD 4000 12/9/2000 to 13/4/2007

2. Statutory declaration applicant:

I, <applicant full name>, of <current address> make the following declaration:

I state and confirm that I resided consecutively at the address/es and during the time periods detailed below:

E.g.

234 Smith Court, Gladstone VIC 3000 15/1/1999 to 18/12/2000

123 Jackson Street, Jackson, QLD 4000 12/1/2001 to 13/4/2007

3. School letter:

This is to certify that <applicant full name> was enrolled at <name of school> from <date> to <date>. Our records indicate that <applicant name> residential address/es are: (list of addresses and time periods).

4. GP letter:

This is to certify that I can confirm <applicant full name> lives/lived at the address detailed below/above from <date> to <date>, during which time <applicant name> attended myself as the General Practitioner at the <name of practice>.

Or:

<Applicant full name> is/was a patient of this medical practice from <date> to <date> and during this time we have the following address/es on record: (list of addresses and time periods).