

# Applicant portal user guide

## ☑ Applying for a skills assessment or skilled employment statement (SES)

Before starting an application, make sure to review the detailed information available on our website [here](#).

### 1. Registration and login

Register as an applicant or migration agent by creating your account and verifying your email address [here](#).

Once a new account is created, you will receive an automated email with instructions to log in.

Contained within this email will be your login credentials: username and password.

Click **Verify my email** and continue the account set-up by setting your password.

When setting up your password, please make sure to note and retain your system generated username. You will need your username to log in to the system.

Please note, the username is not your email address, however unless you've created your own username, the system generated name takes the unique identifier from your email e.g. for the email [Jane.citizen@domain.com](mailto:Jane.citizen@domain.com), the username is jane.citizen.

### 2. Profile and password

Your personal details are in the **View profile** section of the dashboard. Please email [migration@aitsl.edu.au](mailto:migration@aitsl.edu.au) if you wish to change any of this information after the submission of your application.

If you forget your password, click on **Forgot password?** on the log-in page and follow the prompts.

### 3. Complete the application

From the dashboard, click on the booking item you require, either “1. Application for a skills assessment” or “2. Application for a skilled employment statement”, and then click **Apply** on the pop-up screen.

Don't forget to upload all mandatory documents



Complete your application by entering all required information. Mandatory fields are indicated by an asterisk (\*).

Submit your application by completing the declaration and making payment.

If you are unable to submit, then it's likely that you may have missed a mandatory field (including upload fields). If this occurs, you will see a pop-up stating, *"There are some fields which require your attention"*. Mandatory fields will be highlighted in red. Please review the application to ensure that all mandatory fields are completed.

**Save the application:** You can save your application at any time by pressing the **Save** button at the bottom of the screen. The *"Successfully saved"* message appears in green at the top of the screen.

**Delete the application:** If you decide not to proceed with the application, you can press the red **Delete** button on the top right-hand side. This will delete your booking (application).

## 1. Application for a skills assessment

APPLICATION IN DRAFT

Delete

## 4. Track the application

Applications can be tracked by viewing the sections on the right-hand side of your dashboard. Your application may be found in one of the following sections:

SECTION	DEFINITION
SKILLS ASSESSMENT SERVICES AVAILABLE	The services offered by AITSL. This is where you can choose to apply for a skills assessment or a skilled employment statement.
APPLICATION IN DRAFT	An application that has been started, but not yet paid for and submitted.
SUBMITTED	An application that has been paid for and successfully submitted. Applications in this state are not yet under assessment. A refund can be requested at this state of the application by scrolling to the bottom of the page and clicking on <i>"Request refund"</i> .
APPLICATION UNDER ASSESSMENT	An application undergoing the assessment process. No refunds are available when an application is in this state.
REQUEST FOR INFORMATION	An application that is on hold until further information has been received.

FINAL OUTCOME	A finalised application. Applications in this state will receive an email notification at the registered address, informing them that an outcome has been finalised.
REFUND REQUESTED	An application where a refund has been requested.

## 5. Communicating with AITSL

All communication from AITSL will be to the email address provided during the registration process. Emails will be sent from [migration@aitsl.edu.au](mailto:migration@aitsl.edu.au) or [no-reply@teachermigration.aitsl.edu.au](mailto:no-reply@teachermigration.aitsl.edu.au).

## 6. After the assessment

You will receive an email when your outcome is available. Most Outcome statements issued will be through the My eQuals platform. For more information, please refer to the [Application Guide](#).

If you have received a suitable Skills Assessment outcome, you can apply for a skilled employment statement (SES) in the Applicant portal dashboard.

Read our [SES webpage](#) for further information.

If your application has been assessed as not suitable, then please refer to the [After your assessment fact sheet](#) on our website for further information.