

# Agent Authorisation Form

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## Applicant authorisation

I,

authorise the agent named below to act on my behalf in all matters related to my application for an AITSL Teacher Migration Services and Support skills assessment and/or Skilled Employment Statement. I understand this application will be lodged online via the Applicant portal.

I acknowledge that my nominated agent will receive all correspondence and communication related to the assessment on my behalf, **except for the outcome statements**, which will be made available to me via the My eQuals system.

I acknowledge that my email address, which is provided below and within the application form, will be used to deliver the outcome statements. I confirm that these are correct and acknowledge that failure to provide the correct email address may impact my ability to access the outcome statement.

I understand that I am not required to have an agent to undertake the assessment process and that using an agent will not change the process or alter the assessment duration.

Applicant signature

Date signed (DD/MM/YYYY)

Applicant email address

## Agent details

Agent name

Contact number

Business name

Agent email address

Business address



# My eQuals – Information for Applicants

## Registering for My eQuals

Applicants must have a My eQuals account to receive their documents. If you do not already have an account, you will need to register on the My eQuals platform using the same email address used for your application.

More information can be found at <https://www.myequals.edu.au/>

## Adding AITSL as a receiving organisation

Applicants who hold Australian qualifications available on My eQuals must share their academic documents (i.e. award certificates and transcripts) with AITSL through the platform. This is done by selecting AITSL as a registered receiving organisation within My eQuals via the following steps:

1. Select the documents you wish to share
2. Select 'organisation' from the choices available
3. Start typing AITSL in the recipient field then choose Australian Institute for Teaching and School Leadership (AITSL)
4. Enter the email address used in your application and click share

## Notifying your agent

Once you have made AITSL a receiving organisation, you must inform your agent that your application includes documents shared via My eQuals. Your agent needs this information in order to correctly submit the application on your behalf.

## Receiving your Outcome Statement

Once the application is finalised, outcomes will be issued via My eQuals directly to the applicant. Applicants will receive an email notification from My eQuals with a link to their outcome statement. Agents will only be notified through the applicant portal that the application has been completed.

Instructions for sharing academic documents with AITSL are provided on page 6 of the [Application Guide](#).