



# SkillSelect: User Guide for Intending Migrants

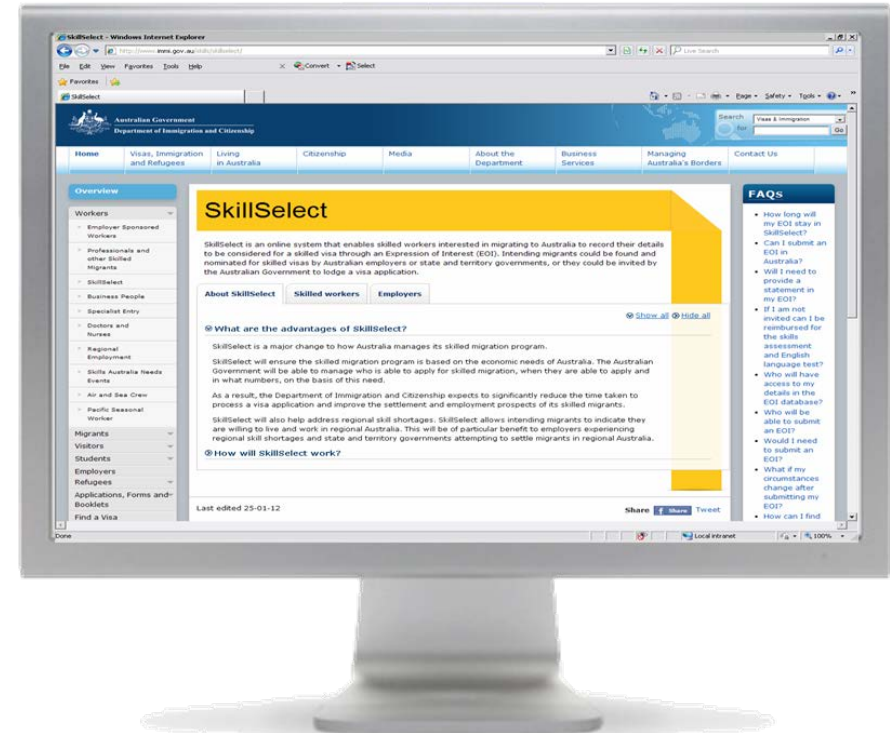


## Overview of SkillSelect

SkillSelect is a major change to how Australia manages its skilled migration program.

SkillSelect will ensure the skilled migration program is based on the economic needs of Australia. The Australian Government will be able to manage who is able to apply for skilled migration, when they are able to apply and in what numbers, on the basis of this need.

As a result, the Department of Immigration and Citizenship expects to significantly reduce the time taken to process a visa application.



## How it works

SkillSelect is an online service that enables skilled workers and business people interested in migrating to Australia to record their details and be considered for a skilled visa through an Expression of Interest (EOI). People can be found and nominated for skilled visas by Australian employers or state and territory governments, or they may be invited by the Australian Government to lodge a visa application.

## Why use SkillSelect?

Only people who have completed an EOI will be considered for invitations to apply for Independent, State/Territory Nominated or Family Sponsored Skilled Migration, or for the Business Innovation and Investment visas. An Invitation is required to make an application for these visa types.

When you make an EOI, SkillSelect will provide feedback about your ability to submit a complete EOI for each kind of visa type you may be interested in, and you will be able to consider how likely you are to receive an invitation from the regular reporting on invitation rounds that will be published in SkillSelect and on the website.

Additionally, if you submit an EOI and express an interest in Employer Sponsored visas, employers can search for and locate you if they want to discuss job opportunities. If you are contacted by an employer in SkillSelect, you can choose to respond to them to discuss employment and visa opportunities. You do not need to receive an invitation to apply for Employer Sponsored visas.

## The EOI Process

To find out more information about the EOI process you can refer to our website at;

<http://www.immi.gov.au/skills/skillselect/#accessibletabscontent0-1>

## Setting up your SkillSelect profile

In SkillSelect:

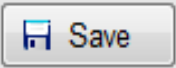
1. Acknowledge that you have read the terms and conditions by ticking the box then press “next”
2. The next screen asks a series of questions about your personal details which will assist in creating your EOI ID profile
3. Fill in the fields then press “next”
4. You will then be asked to set your password and security questions
5. Once this is done you will receive your EOI ID which you need to record as this will also be your login ID. This will also be sent to your email address

The screenshot shows the 'Expression of Interest (EOI)' form in the SkillSelect system. The 'Personal details' section is active. It includes fields for 'Family name', 'Given names', 'Sex' (Female, Male, Other), 'Date of birth' (dd/mm/yyyy), 'Country of birth', and 'Country of passport'. The 'Citizenship' section asks if the client is a citizen of the country of passport and if they are a citizen of any other country. The 'Other passports' section asks if the client has other current passports and their usual country of residence and relationship status. A red box highlights the 'Family name' field with the message 'Please specify family name.' A 'Next' button is visible at the bottom right.


The screenshot shows the 'Expression of Interest (EOI)' form in the SkillSelect system, specifically the 'Create account' section. It prompts the user to create an account to continue with the EOI. It includes fields for 'Password', 'Confirm password', 'Email', and 'Confirm email'. Below these are two 'Secret question' fields with corresponding 'Secret answer' fields. A 'Next' button is visible at the bottom right.

## Creating an EOI within SkillSelect

After logging into the system you can then select which visa types you would like to express an interest in. To create an EOI:


1. Choose the visa types you are interested in by ticking a box next to the visa subclass then press “next”
2. A series of questions will be asked depending on which visa you select
3. At anytime you will be able to save the information on the page where you see this button 
4. You can also return to previous pages at any stage of the EOI questionnaire and edit information before submitting



More information about each visa type can be available by clicking on the  help symbol.



You will receive feedback about your ability to complete an EOI for each visa type you select at the end of the EOI questionnaire. You will also be able to add or remove visa types at this stage.

Information is also available for each of the questions in SkillSelect by clicking on the  help symbol.

## Confirming your EOI

Once you have completed your EOI a summary of all the details you have entered will appear:

1. Check all the details are correct
2. You can press the "Previous" button if you would like to go back to change any of your answers
3. Confirm all the details are true and correct by clicking "yes" to confirm, then press "next"

**Expression of Interest (EOI)**

**Review**  
Please check that the information provided is correct before continuing. If the information provided is incorrect, this may result in refusal of any future application from this EOI.

**Personal details**

Family name	BROWN
Given names	Melissa
Sex	Female
Date of birth	14/01/1980
Country of birth	UNITED KINGDOM
Country of passport	BRITISH - CITIZEN

**Citizenship**

Is the client a citizen of the country of passport?	Yes
Is the client a citizen of any other country?	No

**Other passports**

Does the client have other current passports?	No
Usual country of residence	ENGLAND
Relationship status	NEVER MARRIED

**Subclass and visa type**

Skilled - Independent (Subclass 189) (Permanent)	Yes
Skilled - Nominated (Subclass 186) (Permanent)	No
Skilled - Regional (Subclass 491) (Provisional)	No
Family Sponsored	No
State and Territory Nominated	No
Business Innovation and Investment (Subclass 188) (Provisional)	No
Business Innovation	No
Business Talent (Subclass 132) (Permanent)	No
Venture Capital Entrepreneur	No
Significant Business History	No
Employer Sponsored Permanent	No
Employer Nomination Scheme (Subclass 186) (Permanent)	No
Regional Sponsored Migration Scheme (Subclass 187) (Permanent)	No
Employer Sponsored Temporary Business (Long Stay) (Subclass 457)	No

**Family assistance**

Are there any family members the client would like to include in a future application?	No
Would the client be accompanied by the client's partner in a future application?	No

**English language**

Has the client undertaken an English language test within the last 36 months?	Yes
Provide details of the most recent English test	
Name of test	IELTS
Date of test	11/01/2012
Test reference number	TR0546643
Listening score	8.0
Reading score	8.0
Writing score	8.0
Speaking score	8.0
Language ability	8.0

**Education**

Does the client meet the Australian study requirements for the Skilled Migration points test?	No
Credentialed community language	Yes
Has the client obtained credentialed community language qualifications?	Yes

**Education history**

Has the client completed, or is currently enrolled in any studies at secondary level and above?	Yes
Bachelor Degree (Other) - Nursing	
Qualification	Bachelor Degree (Other)
Institution name	University of England
Country of institution	UNITED KINGDOM
Date from	07/07/1997
Date to	29/05/2001

**Skills assessment**

Nominated occupation	Registered Nurse (Medical) - 25418
Does the client have a suitable skills assessment from the relevant assessing authority?	Yes
Name of assessing authority	Australian Nursing and Midwifery Accreditation Council (Nursing, ANMAC)
Date of skills assessment	17/10/2011
Reference number/receipt number	REF25418

**Employment**

Provide details of the client's employment history for the last 10 years.	
None - Hospital of London	
Position	Nurse
Employer name	Hospital of London
Country	UNITED KINGDOM
Is this employment related to the nominated occupation?	Yes
Date from	14/05/2001
Date to	

**Professional year**

Has the client completed a gazetted professional year in Australia in the last 10 months?	No
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**Declarations**

Have you read and understood the information provided to them in this EOI?	Yes
Have you provided complete and correct information in every detail on this form?	Yes
Understand that if they give false or misleading information, a future visa application may be refused, or any visa or entry may be cancelled.	Yes
Understand that an EOI is not a visa application. There is no accelerated bridging visa and that an invitation is required in order to apply for certain visa types.	Yes
Will update their EOI details immediately as they become aware of a change in circumstances or if there is any change relating to information they have provided in this EOI.	Yes
Is all the information above correct?	Yes

**Application Status**

Status: Incomplete  
Program: 10 / 11

**Related Links**

- SkillSelect Information
- SkillSelect FAQs
- View Subclass Information
- EOI Information
- Skilled Migration Points Test
- Understand an eOI application
- Skilled Migration Visa
- Terms and conditions
- Privacy statement

Navigation: Previous | Next

## Submitting your EOI


The next screen will provide feedback about your ability to complete an EOI for each visa type you have selected. Feedback will appear under the heading “Results” for each type of visa you selected, which include the points score that your claims represent.

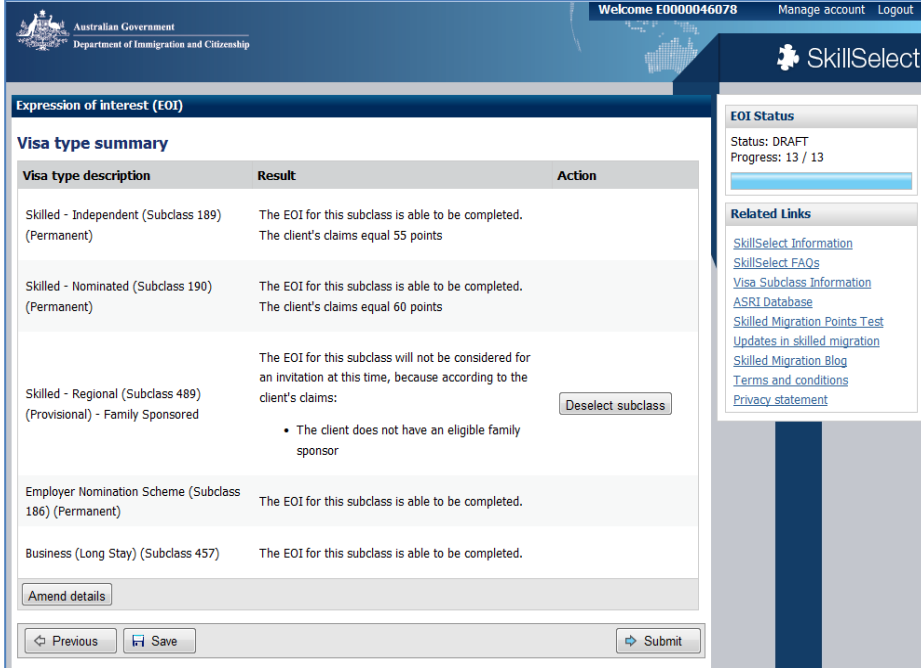
If you are able to complete an EOI for all visa types you have selected, then you have the option of submitting your EOI now, by pressing the submit button.

If you are unable to complete an EOI for one or more of the visa types you have selected, then you will receive feedback about why this is.

To continue to submit your EOI you can either :

1. Choose to deselect by visa pressing the “deselect subclass” button, which will appear under “Action” heading; or
2. Make changes to the information you have entered in the EOI by pressing the “Amend details” button

 If you are unable to complete an EOI for any subclass you have selected, your EOI will remain incomplete in SkillSelect for 2 years. During this time, you can return to update your information at any stage. While your EOI is incomplete, you cannot receive an invitation for a visa, or be seen or considered in SkillSelect by employers or by Australian state or territory governments.



**Expression of interest (EOI)**

**Visa type summary**

Visa type description	Result	Action
Skilled - Independent (Subclass 189) (Permanent)	The EOI for this subclass is able to be completed. The client's claims equal 55 points	
Skilled - Nominated (Subclass 190) (Permanent)	The EOI for this subclass is able to be completed. The client's claims equal 60 points	
Skilled - Regional (Subclass 489) (Provisional) - Family Sponsored	The EOI for this subclass will not be considered for an invitation at this time, because according to the client's claims: <ul style="list-style-type: none"> <li>The client does not have an eligible family sponsor</li> </ul>	Deselect subclass
Employer Nomination Scheme (Subclass 186) (Permanent)	The EOI for this subclass is able to be completed.	
Business (Long Stay) (Subclass 457)	The EOI for this subclass is able to be completed.	

Amend details

Previous Save Submit

**EOI Status**  
Status: DRAFT  
Progress: 13 / 13

**Related Links**

- [SkillSelect Information](#)
- [SkillSelect FAQs](#)
- [Visa Subclass Information](#)
- [ASRI Database](#)
- [Skilled Migration Points Test](#)
- [Updates in skilled migration](#)
- [Skilled Migration Blog](#)
- [Terms and conditions](#)
- [Privacy statement](#)

## EOI Homepage overview

After completing your EOI you will be directed to the EOI homepage. This is the screen you will see when each time you log in to SkillSelect.

This screen displays your EOI ID, name, the date you submitted your EOI, and the date of effect for all visa types you have expressed an interest in.

Your EOI will be valid for 2 years. The date of effect is the date you completed a valid EOI for each visa type, or the date where you reached your current points score for that visa type. Date of effect is used for automatic invitations for visa types such as independent and family sponsored skilled migration.

You can do the following here;

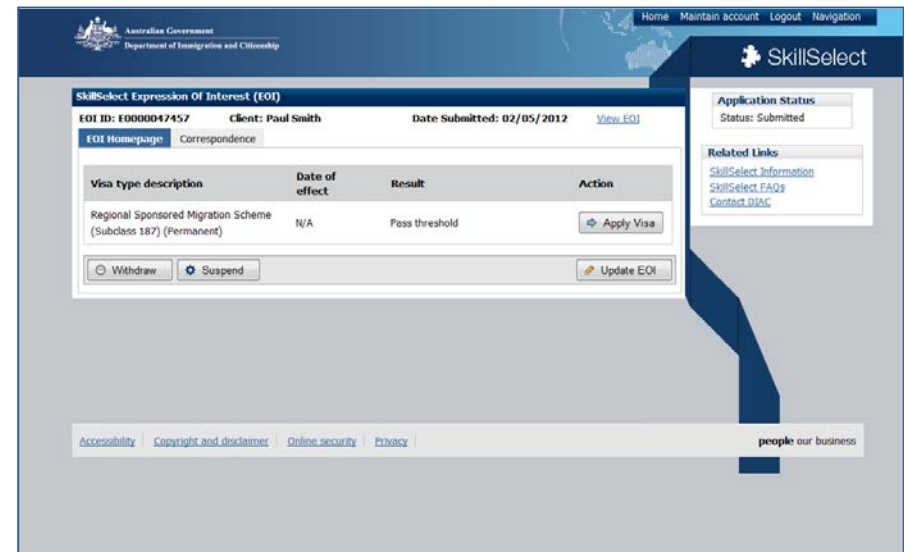
- Update your EOI;
- Withdraw or Suspend your EOI;
- Start an application for a visa if you have been issued an invitation; and
- Start an application for an employer nominated visa if you have an employer who wishes to nominate you.

If you receive an invitation to apply for a visa, your EOI will be frozen for 60 days, during which you can apply for that visa from SkillSelect. You cannot update, withdraw or suspend your EOI during this 60 days.

## Correspondence tab

The Correspondence tab allows you to view any contact made by DIAC, State and Territory Government Representatives and Employers.

If you have received an invitation, you will find Invitations in this tab.



## Updating an EOI within SkillSelect

When you have logged into SkillSelect you can update your EOI by selecting the “update EOI” option in your EOI homepage tab

1. This will take you the first page of the EOI questionnaire, where you can edit any information you have provided
2. You can use the “previous” and “next” button to move between different screens to edit any other information or change your visa option

You can update your EOI at any stage during its validity on SkillSelect. If you update any information which changes your points score or your ability to complete an EOI for a type of visa this may change your date of effect, which is used in some invitation rank order calculations. You can view this date on your homepage.

## Withdrawing or Suspending an EOI

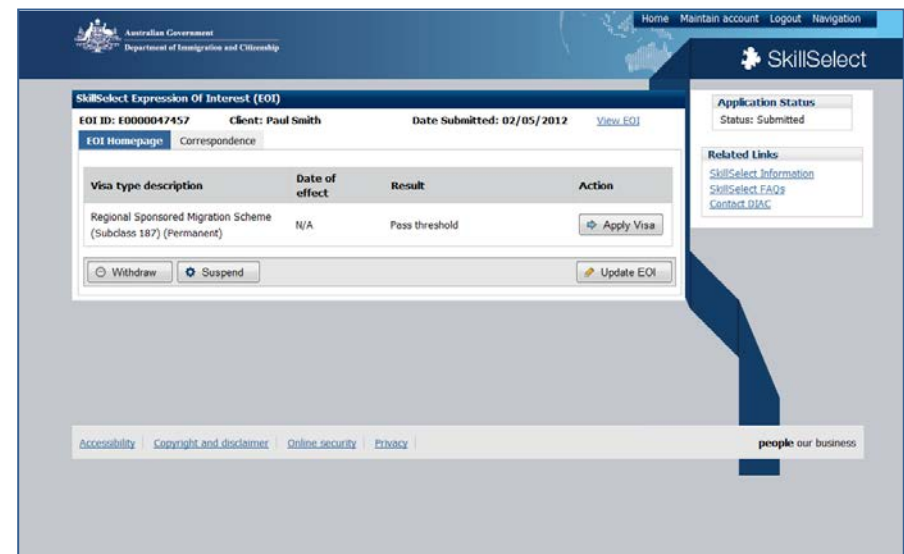
If you decide that you would like to withdraw or suspend your EOI you can do this by:

1. At the bottom of your home page SkillSelect profile you will find a “withdraw” button and a “suspend” button
2. To completely remove your EOI from your profile use the “withdraw EOI” button

If you do not want your EOI considered for an invitation or to be seen by employers or state and territory Governments for a certain amount of time because you may be on holidays, you can suspend your EOI for any length of time.

1. Press the “suspend” button
2. To un-suspend your EOI press the “un-suspend” button. You can do this any time, except when you have an invitation, or when you have application for a visa through SkillSelect

*Please note: Your EOI will still expire 2 years from the date it was originally submitted, suspending an EOI does not lengthen it's validity*



## Invitations and correspondence

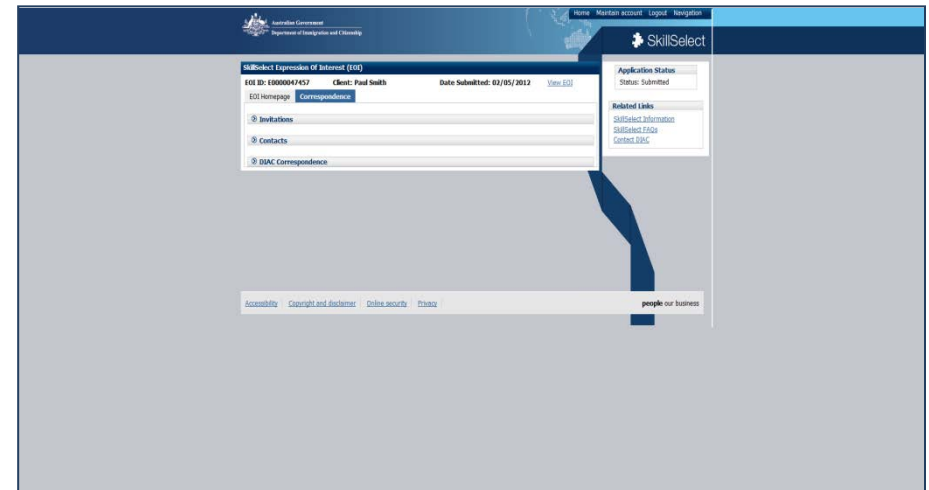
In SkillSelect you may receive correspondence from the following groups:

- DIAC
- State and Territory Governments
- Australian Employers

When you are contacted, you will receive notification by email that the full correspondence will be in SkillSelect.

You will be notified via email if you have received an Invitation and the full invitation will be in your correspondence tab in SkillSelect. To view your invitation:

1. Go to the Correspondence page in your SkillSelect profile
2. You will find three types of correspondence options
3. Click the **“Invitations”** option, your invitation will be in the form of a PDF
4. The **Contacts** option will contain any contact you may receive from an interested employer or State or Territory Government
5. **DIAC Correspondence** will contain any contacts from departmental officers



## Maintaining your account

To change basic administration information including your password or your email address;

1. Log into SkillSelect then select the “Maintain Account” option
2. You will be directed to a page with options to change your password, email and security questions screen
3. You can enter any your current information in the fields, ensure you press the “update account” button before leaving or closing the screen

## Applying for a visa

### Invitations

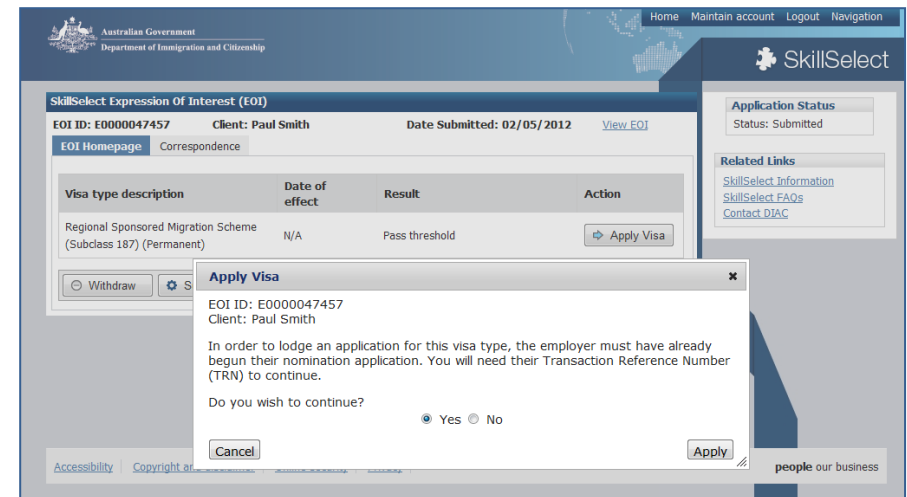
After you have submitted your EOI and received an invitation you will have 60 days to apply for the relevant visa.

### Employer sponsorship


If you have received confirmation that your sponsoring employer has commenced their nomination application you can then apply from SkillSelect.

To apply for a visa;

1. Go to your EOI home page in SkillSelect and press the “apply visa” button for that visa type
2. You will be directed to a page which will ask you to confirm your name and EOI ID, click “yes” then press “apply”
3. The visa application process will take you through a series of questions

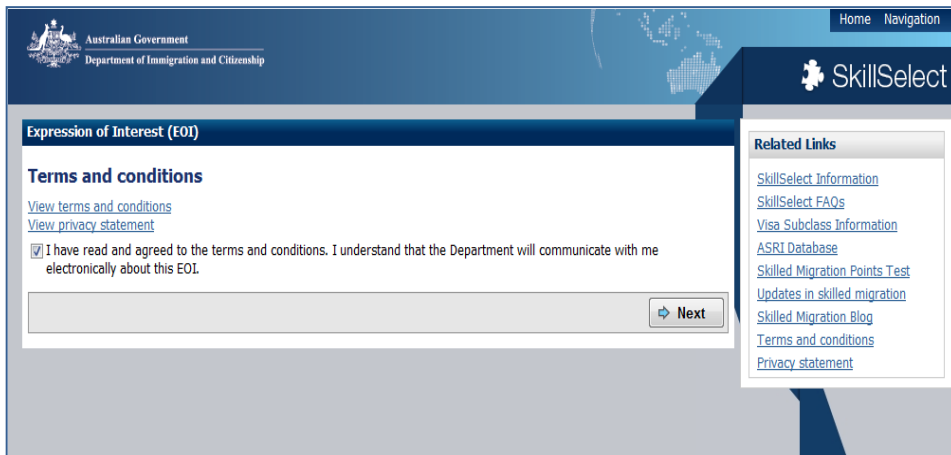


## Help Tips

- If you see this symbol  you will be able to click on this to find more information about the visa or question.
- To complete your EOI in the most efficient way possible we suggest you have all your relevant documents with you so you can refer to them while answering questions.

## Getting more help

You can find more information about Visa Subclasses, ASRI, Skilled Migration Points in the area titled Related Links.



The screenshot shows the SkillSelect web interface. At the top left is the Australian Government logo and the Department of Immigration and Citizenship. The main header is 'SkillSelect'. The page title is 'Expression of Interest (EOI)'. The main content area is titled 'Terms and conditions' and includes links for 'View terms and conditions' and 'View privacy statement'. There is a checkbox with the text 'I have read and agreed to the terms and conditions. I understand that the Department will communicate with me electronically about this EOI.' and a 'Next' button. On the right side, there is a 'Related Links' sidebar with a list of links: SkillSelect Information, SkillSelect FAQs, Visa Subclass Information, ASRI Database, Skilled Migration Points Test, Updates in skilled migration, Skilled Migration Blog, Terms and conditions, and Privacy statement.