



ENGINEERS
AUSTRALIA

Migration Skills Assessment Online

Applicant User Guide

September 2018

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Purpose

This document details the online MSA application process.

Engineers Australia (EA) offers Migration Skills Assessment (MSA) for applicants intending to apply for migration to Australia via the Points Test Skilled Migration scheme. There are five pathways of assessment. They are as follows:

1. Competency Demonstration Report (CDR);
2. Accredited Australian Qualifications;
3. Washington Accord Qualifications;
4. Sydney Accord Qualifications and;
5. Dublin Accord Qualifications.

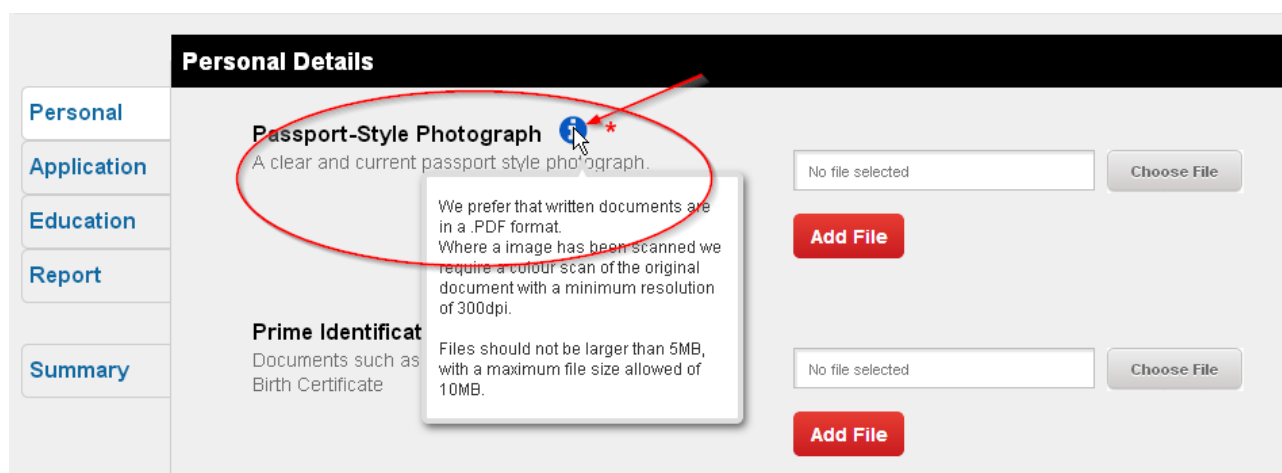
Please refer to the MSA booklet to choose the correct pathway.

General Tips for Navigation

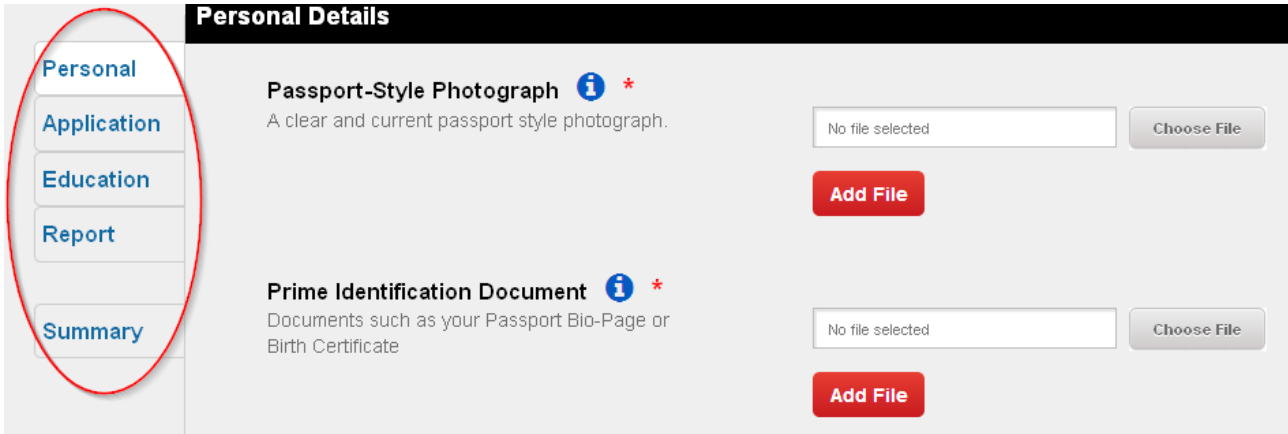
The system is optimised for the following internet browsers: Chrome, Firefox, Safari and Internet Explorer 8 (and above). Other browsers are not tested and not supported.

Please note that uploading documents may take time. Uploading several documents may trigger an error. Please upload only one document at a time.

Tooltips - Additional information is provided at several points in the portal in the form of tooltips. To view the information in the tooltips, hover your cursor over the tooltip icon as illustrated below:



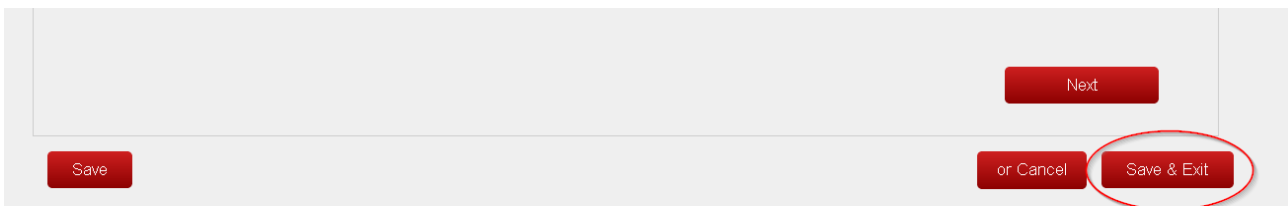
You can navigate through your application by clicking on the tabs on the left hand side of the screen.



Using the *previous page* button of your web browser as well as the *reload* button can trigger errors. It is recommended that you do not use these features.

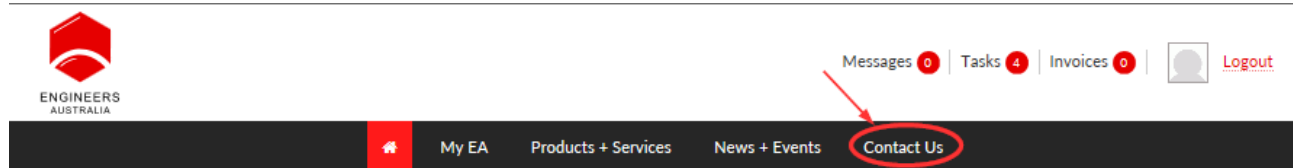
Uploading a full application can take time. It is recommended that you save your application regularly.

To return to your Applicant landing page at any time click on the *Save & Exit* button on the bottom right hand side of your screen or simply save the application using the *Save* button at the bottom left of the screen.



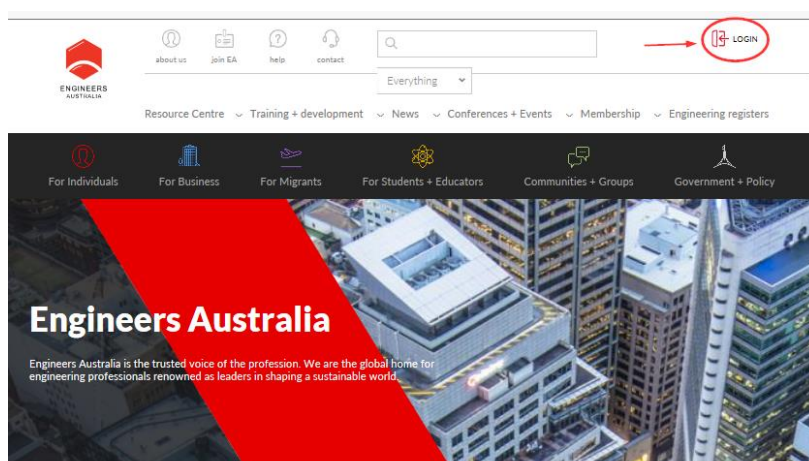
- To log out of the portal, click the *Logout* link in the menu bar on the top right hand corner of the page:

- If you experience technical difficulties while using the portal, please contact our Member Services Team on 1300 653 113. Overseas applicants should call +61 2 6270 6555 (Monday to Friday - 9am to 5pm AEST). This phone number is located in the *Talk to our Support Team* section on the right hand side by clicking on the *Contact us* button.

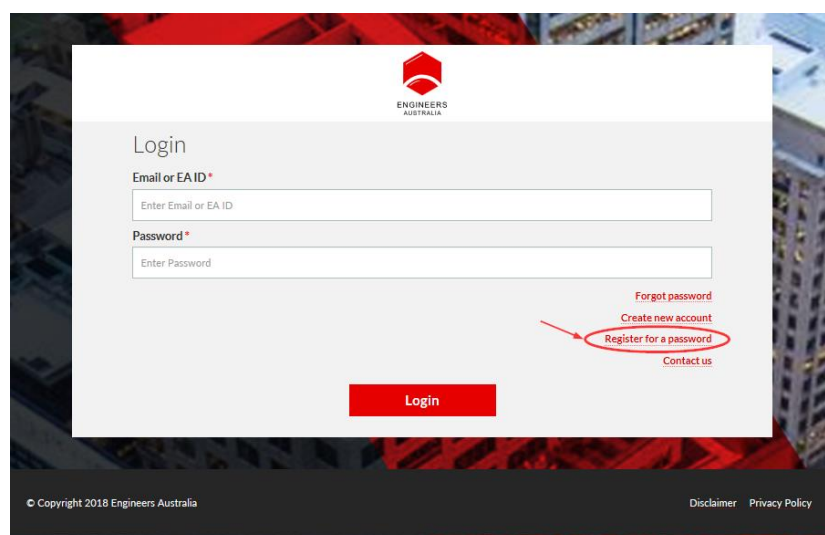


Registering for an EA ID & password

If you do not currently have an Engineers Australia ID and password, you will need to register online via www.engineersaustralia.org.au as shown below:



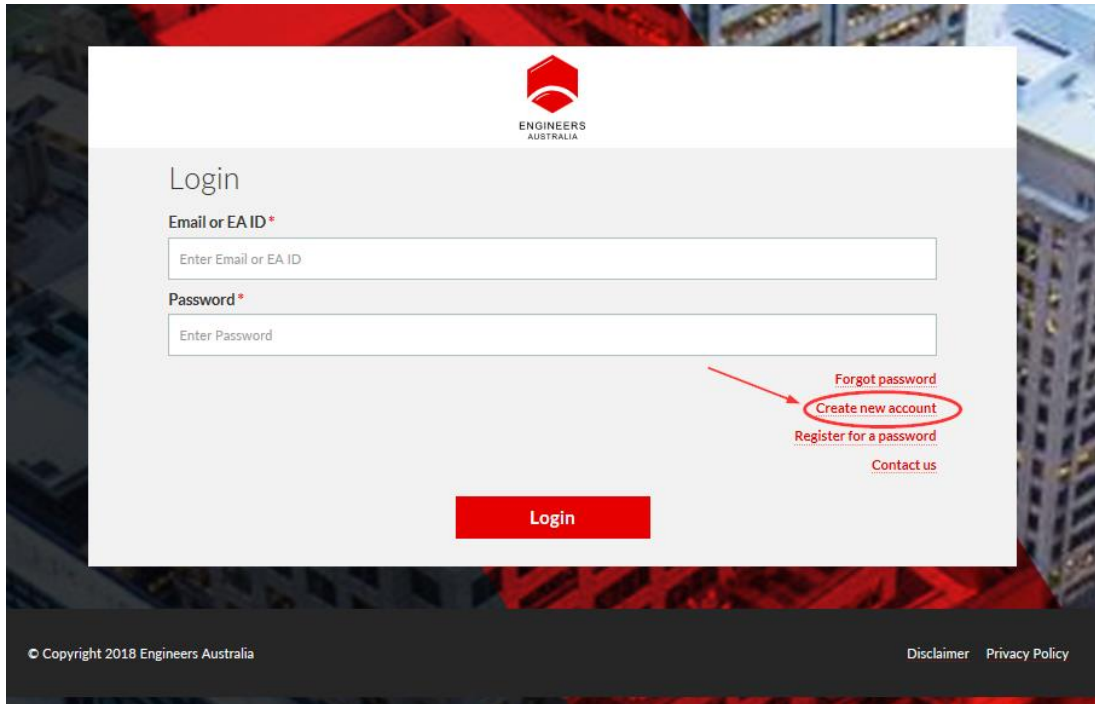
If you do have an Engineers Australia ID number, you need to click on *Register for a password* button which will lead you to the page as shown below:



* Please make sure you use the email address you have previously provided to Engineers Australia.

If you don't have an Engineers Australia ID number, you will have to apply for both an EA ID and password.

In order to register your details, you need to click on the *myPortal* link as shown above. This will lead you to the below page which you can fill out in order to receive an EA ID number:



ENGINEERS
AUSTRALIA

Login

Email or EA ID*

Password*

[Forgot password](#)
[Create new account](#)
[Register for a password](#)
[Contact us](#)

Login

© Copyright 2018 Engineers Australia

[Disclaimer](#) [Privacy Policy](#)

Please click on the *Create an Account* button and fill out the form.

Create a New Account

Title

Please Select

Given Name

Middle Name

Surname *

Date of Birth *

DD/MM/YYYY

E.g., 30/10/2014

Gender *

☐ Male
 ☐ Female

Profile Picture

No file selected

Choose File

Upload

Maximum file upload size: 5MB. Allowed file types: jpg gif png.

Country *

AUSTRALIA

Street Line 1 *

Start typing your address

Street Line 2

Street Line 3

Suburb *

State *

Postcode *

Mobile

+

61

Number

Phone

+


61

Area

Number

Email *

Confirm Email *



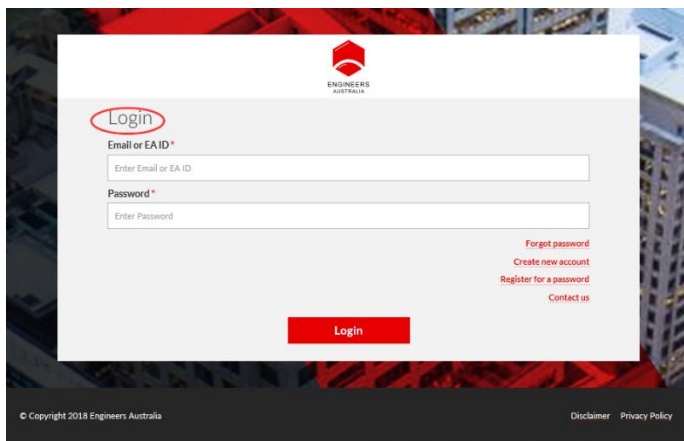
Enter the words shown:

****The name entered by you will appear on the final assessment outcome letter, so please make sure it is exactly the same as the name on your passport.**







Note there may be a delay of 1-2 days in creating the account pending verification for some users. Once your account has been created, you can use your personalised EA ID and password to log in to myPortal and submit your MSA Application.

Engineers Australia Online Portal (myPortal)

Log into the Engineers Australia (EA) customer portal using your Engineers Australia ID and online password. This will take you to myPortal landing page.

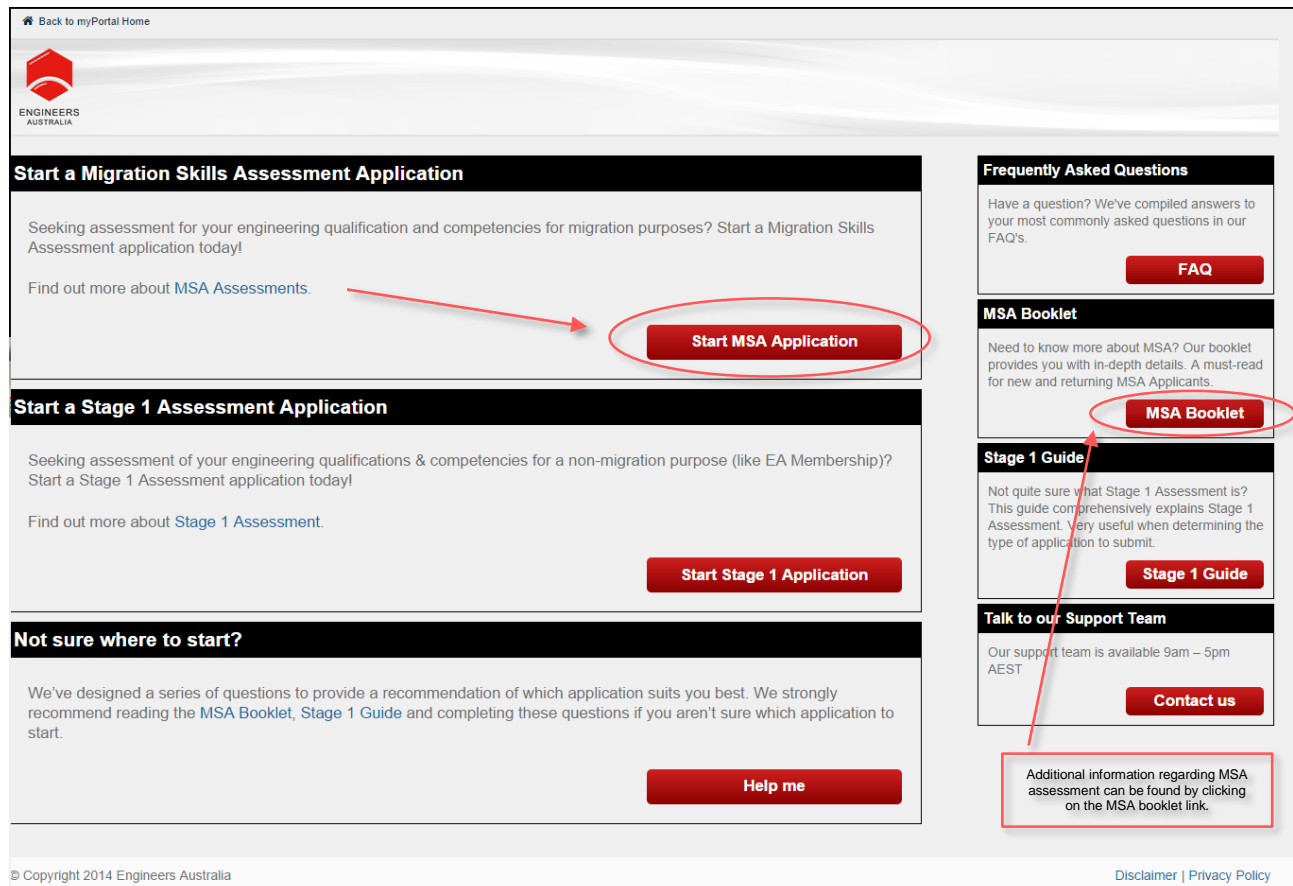


When you are on myPortal home page click on the menu on the top right hand side of the screen. In the drop down menu, select *MSA* as shown below.

| | | |
|---|---|---|
|  <p>My EA</p> <p>Manage my EA account including updating my Profile, Renewing my membership(s), view existing applications, products and services, manage my preferences and record my CPD.</p> |  <p>Manage my Membership</p> <p>Upgrade my membership, apply via Mutual Recognition Agreement (MRA) and Chartered readmission.</p> |  <p>Engineering Registers</p> <p>Apply for Registration</p> |
|  <p>Chartered</p> <p>I want to start or continue my Chartered Self Assessment and Industry Review, and/or Enrol or continue my Chartered application.</p> |  <p>Apply for Migration Skills / Stage 1 Assessment</p> <p>Apply for a Migration Skills Assessment or a Stage 1 Competency Assessment, Continue in progress applications or initiate a work experience or PhD assessment.</p> |  <p>Join a Technical Society</p> <p>Join a Technical Society.</p> |

MSA Application

Select *Start MSA Application*.



The screenshot shows the Engineers Australia website interface for starting a Migration Skills Assessment (MSA) application. The main content area is divided into three sections:

- Start a Migration Skills Assessment Application:** This section includes a description of the assessment, a link to "Find out more about MSA Assessments," and a red button labeled "Start MSA Application." A red arrow points from the "Find out more about MSA Assessments" link to the "Start MSA Application" button.
- Start a Stage 1 Assessment Application:** This section includes a description of the assessment, a link to "Find out more about Stage 1 Assessment," and a red button labeled "Start Stage 1 Application."
- Not sure where to start?:** This section includes a description of the assessment, a link to "Find out more about MSA Assessments," and a red button labeled "Help me."

The right sidebar contains several links and resources:

- Frequently Asked Questions:** A red button labeled "FAQ".
- MSA Booklet:** A red button labeled "MSA Booklet". A red arrow points from the "MSA Booklet" button to the "Additional information regarding MSA assessment" box.
- Stage 1 Guide:** A red button labeled "Stage 1 Guide".
- Talk to our Support Team:** A red button labeled "Contact us".

At the bottom of the page, there is a footer with the text "© Copyright 2014 Engineers Australia" and a link to "Disclaimer | Privacy Policy".

After selecting start MSA application please select the relevant options from the drop down menus.

Please note that if you request an Overseas PhD assessment or Relevant Skilled Employment assessment these will incur an additional assessment fee.

Migration Skills Assessment Application

You have selected to apply for an MSA (Migration Skills Assessment).

Before beginning, please make sure you have read the [MSA Booklet](#).

Your Application

Do you hold a qualification accredited by Engineers Australia, or under an International Engineering Accord?

See the [MSA Booklet](#) for help on accreditation.

Please select..

Additional MSA Application Items

As part of your MSA Application, would you also like to request:

Assessment of your Relevant Skilled Employment?

No

Assessment of your Overseas PhD?

No

Please note: Overseas PhD Assessment and Relevant Work Experience Assessment will incur an additional assessment fee.

Make sure you have read the MSA booklet before you continue with your MSA application. If you have read the MSA booklet and agree to the statement "by submitting an application I am aware that Engineers Australia may require original copies of documents to be sent via post in some instances", place a tick in the check box then click the *Begin MSA Application* button.

Please note that you cannot change your choice of assessment and additional assessment(s) once the application has been started.

☒

By submitting an application I am aware that Engineers Australia may require original copies of documents to be sent via post in some instances.

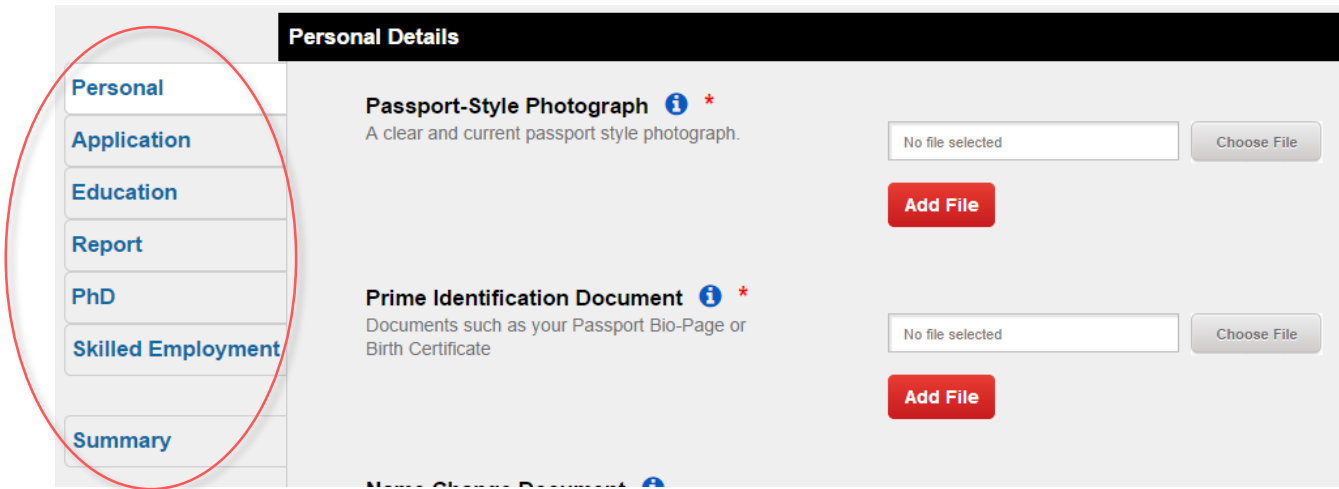
Please note you cannot change your choice of assessment and additional assessment(s) once the application has been started.

Cancel

Begin MSA Application

Begin Application

When you begin your MSA application there will be a list on the left hand side of the screen. You can navigate to any of these tabs at any point in your application. The MSA assessment will take you through them in order, starting with your Personal Details. The PhD and Skilled Employment tabs will only be visible if you answered yes to either of the related questions on the previous page.



Personal Details

Personal

Application

Education

Report

PhD

Skilled Employment

Summary

Passport-Style Photograph ⓘ *

A clear and current passport style photograph.

No file selected Choose File

Add File

Prime Identification Document ⓘ *

Documents such as your Passport Bio-Page or Birth Certificate

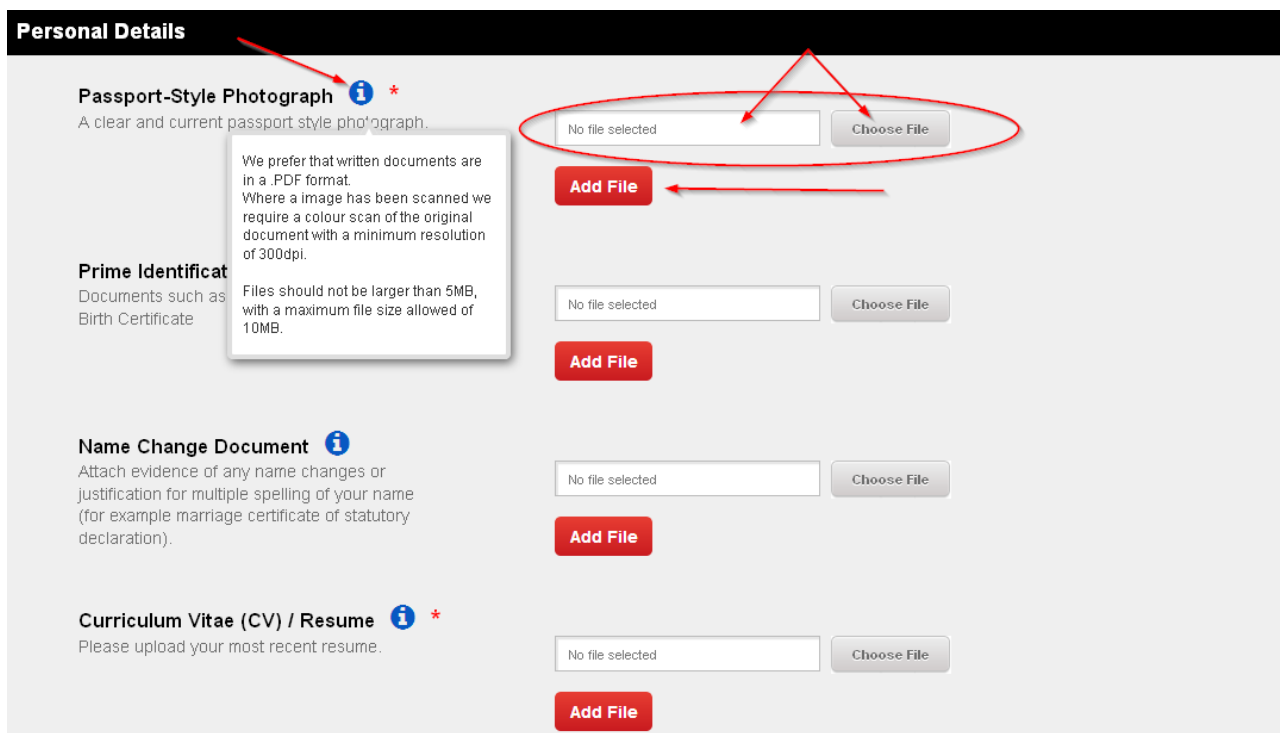
No file selected Choose File

Add File

Please note that you can switch from one tab to another at any time without impacting the progress of your application.

Personal

The Personal Details page requests that you upload a passport style photo, primary identification document, name change document (if relevant), Curriculum Vitae (CV) and your English language competency document.



Personal Details

Passport-Style Photograph ⓘ *

A clear and current passport style photograph.

We prefer that written documents are in a .PDF format. Where a image has been scanned we require a colour scan of the original document with a minimum resolution of 300dpi.

Prime Identification ⓘ

Documents such as Birth Certificate

Files should not be larger than 5MB, with a maximum file size allowed of 10MB.

Name Change Document ⓘ

Attach evidence of any name changes or justification for multiple spelling of your name (for example marriage certificate of statutory declaration).

Curriculum Vitae (CV) / Resume ⓘ *

Please upload your most recent resume.

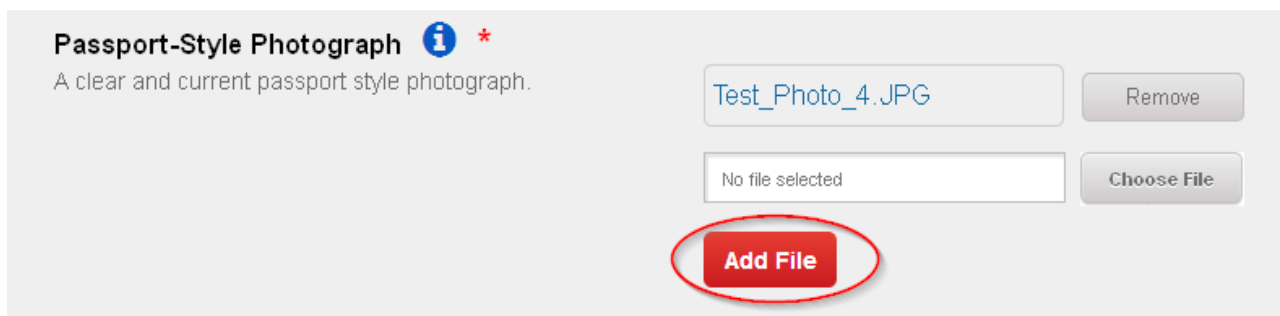
No file selected Choose File Add File

No file selected Choose File Add File

No file selected Choose File Add File

No file selected Choose File Add File

To add a file to your application, click in the upload document field or the *Choose File* button next to it. Select the file you would like to add to your application from your personal documents. There is the option to add multiple files if needed, just select the Add File button as shown:



Passport-Style Photograph ⓘ *

A clear and current passport style photograph.

Test_Photo_4.JPG Remove

No file selected Choose File

Add File

When attaching documents - please note that we prefer that written documents are in a .PDF format. Where an image has been scanned we require a colour scan of the original document with a minimum resolution of 300 dpi. Files should not be larger than 5MB, with a maximum file size allowance of 10MB.

Passport-Style Photograph & Primary Identification Document

All MSA Applications must include: a passport style photo; and a passport bio-data page or Australian driver's licence. Where a passport or Australian drivers licence are not available, a copy of your Birth Certificate or Official Identity Document may be acceptable.

Curriculum Vitae (CV/Resume)

Please attach your most recent resume.

Curriculum Vitae (CV) / Resume ⓘ *

Please upload your most recent resume.

Resume 2.pdf

Remove

Add File

Can you demonstrate English Language Competency?

Please refer to the MSA Booklet as to whether you are required to submit a satisfactory English Language Competency Result. You can click on the link to the MSA Booklet as shown below.

Can you demonstrate English Language Competency? ⓘ

If you hold accredited qualifications from signatory countries where the official language is not English, you are required to submit a satisfactory English Language Competency test result form as per the MSA Booklet.

☐ I am seeking exemption from providing English Language Competency test results as per the MSA Booklet.

English Language Competency test result

Please upload your English Language Competency test result form.

No file selected

Choose File

English Language Competency test result reference

Add Certificate

Upload your English language competency form. You should also include your English Language Competency test result reference by typing in the text field indicated below. Once completed please select Next to proceed to the next step.

Can you demonstrate English Language Competency? ⓘ

If you hold accredited qualifications from signatory countries where the official language is not English, you are required to submit a satisfactory English Language Competency test result form as per the [MSA Booklet](#).

☐ I am seeking exemption from providing English Language Competency test results as per the MSA Booklet.

English Language Competency test result
Please upload your English Language Competency test result form.

English Language Competency test result reference

If you are seeking an exemption, select the box as shown below. Upload an explanation for your exemption and supporting evidence by clicking on the upload document field or *Choose File* button next to it. Exemptions are granted on a case by case basis. Please refer to the MSA Booklet for detail about the exemption criteria.

Once you have uploaded your justification click on the Next button.

Can you demonstrate English Language Competency? ⓘ

If you hold accredited qualifications from signatory countries where the official language is not English, you are required to submit a satisfactory English Language Competency test result form as per the [MSA Booklet](#).

☒ I am seeking exemption from providing English Language Competency test results as per the MSA Booklet.

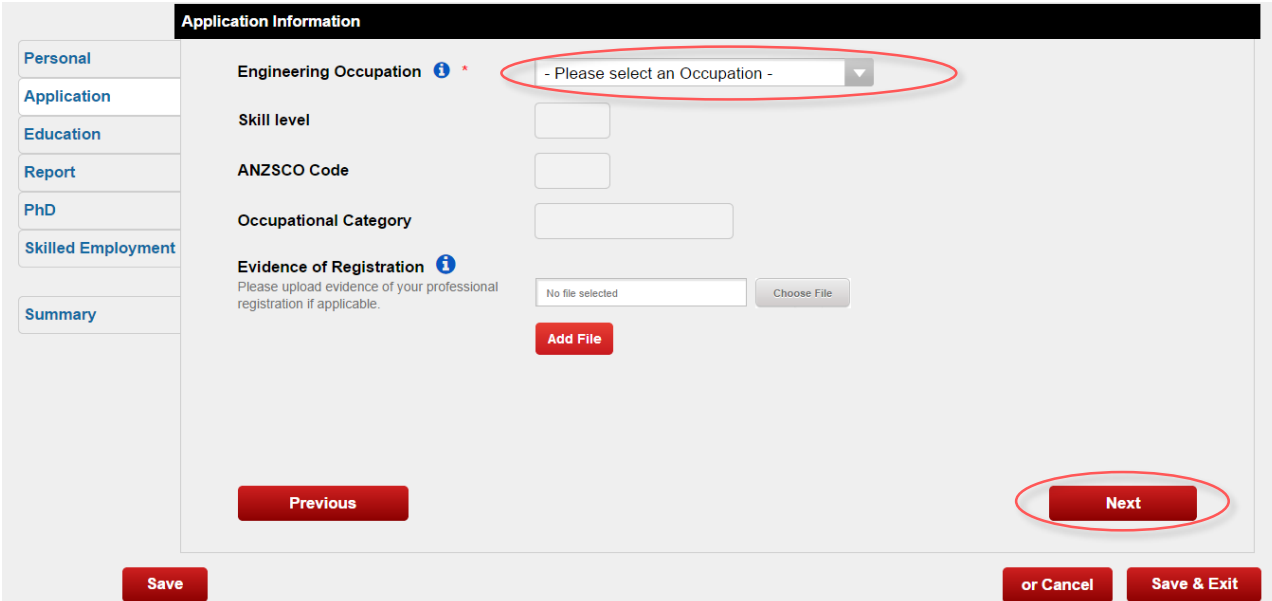
Justification
Please upload an explanation for your exemption

Application

For a CDR application, this Tab allows the applicant to nominate the occupation they wish to be assessed as.

For an Australian Qualification, a Washington, Sydney or Dublin Accord application, this Tab will show only the field for evidence of registration, which can be left empty if it does not apply to the applicant.

Select your Engineering Occupation from the drop-down box. The Skill Level and ANZSCO Code will be automatically filled in. For some Occupations you may select a Specialisation. For additional information on these Occupations please refer to MSA Booklet. Click *Next*.



The screenshot shows the 'Application Information' tab in a web application. On the left is a sidebar with navigation links: Personal, Application (highlighted), Education, Report, PhD, Skilled Employment, and Summary. The main content area is titled 'Application Information' and contains the following fields:

- Engineering Occupation**: A dropdown menu with the text '- Please select an Occupation -'. This field is circled in red.
- Skill level**: A text input field.
- ANZSCO Code**: A text input field.
- Occupational Category**: A text input field.
- Evidence of Registration**: A section with an information icon and a red asterisk. It includes the text 'Please upload evidence of your professional registration if applicable.' Below this is a file upload area with a text box containing 'No file selected', a 'Choose File' button, and a red 'Add File' button.

At the bottom of the form are two red buttons: 'Previous' on the left and 'Next' on the right. The 'Next' button is circled in red. Below the form area are three red buttons: 'Save' on the left, 'or Cancel' in the middle, and 'Save & Exit' on the right.

Education

In the Education section, please provide the requested information for your most relevant qualification. The required information is:

- Qualification - write the title of your qualification (e.g. Bachelor Degree in Engineering);
- Discipline - write the discipline of your qualification (e.g. Civil Engineering);
- Institution - write the name of the institution where you completed your qualification using appropriate upper and lower case letters (e.g. University of New South Wales);
- Country – select the country of completion of your qualification from the drop-down list;
- Degree/Qualification - upload your degree certificate;
- Transcript - upload your transcript;
- Date of completion - select the date of completion or the date of award for your qualification. If you have not completed this qualification, please select the expected completion date.

You can add additional qualifications by clicking on the *Add additional qualifications* button.

Education Details

Please tell us about your formal Engineering Qualifications.

Please note that if you hold a PhD in Engineering, and if you have applied for the assessment of an Overseas PhD, the documents pertaining to your doctorate degree have to be included in the tab "PhD" and you will not have to upload your documented in this section.

If you have not applied for the additional assessment of your overseas PhD, or if you hold an Australian PhD, then please include the PhD documentation in this section.

Qualification ⓘ *

Discipline ⓘ *

Institution ⓘ *

Country ⓘ *

-- Select --

Degree / Qualification ⓘ

No file selected

Choose File

Add File


Transcript ⓘ

No file selected

Choose File

Add File

Date of Completion ⓘ *



Add additional qualifications

Previous

Next

Report (CDR Application Only)

- Please upload your Continuing Professional Development (CPD) statement. The CPD statement should describe how you keep up-to-date with developments in your field of engineering **after you have gained your undergraduate qualification** and should be no more than one A4 Page. Please refer to the MSA Booklet for further details.
- Please upload your Career Episodes. The Career Episodes should describe how you applied your engineering competencies either during your studies or during your professional career. Please refer to the MSA Booklet for further details.
- Please upload your Summary Statement. The Summary Statement must cross-reference the competency elements detailed in the paragraphs in your Career Episodes. Please refer to the MSA Booklet for further details.

Select the *Next* button to continue with your MSA application.

Career Episodes & Summary Statement

CPD Statement

CPD Statement ⓘ *

A list of continuing professional development.

No file selected

Choose File

Career Episodes

These Career Episodes (and the Summary Statement) are the most important parts of your application. More information is available in the MSA Booklet.

Career Episode 1 ⓘ *

No file selected

Choose File

Career Episode 2 ⓘ *

No file selected

Choose File

Career Episode 3 ⓘ *

No file selected

Choose File

Summary Statement

Please upload your Summary Statement to support your three Career Episodes. Detailed information can be found in the MSA Booklet.

Summary Statement ⓘ *

No file selected

Choose File

Previous

Next


Relevant Skilled Employment (CDR Application Only)


You are required to provide evidences of employment for each period of Employment of 12 months or more, or if a period of employment is used as the basis for a career episode.


Please refer to the Migration Skills Assessment Booklet for detail about the evidences of Employment.


Relevant Skilled Employment Assessment


In support of your verifiable skilled employment history, Engineers Australia is able to provide an opinion about your skilled employment claims.
Detailed Information about Skilled Employment Assessment can be found here in the MSA Booklet.


Employer  *


Position / Title  *


Start date  *



End date 



Hours per week  *

Evidence of Employment * 

No file selected

Choose File

Add File

Add additional employment records

Previous

Next

Select the *Next* button to continue with your MSA application.

Additional Assessment services

Upon selection of the application type and during the application lodgement, you will be able to apply for our additional assessment services for the purpose of awarding points for migration purposes:

- The Relevant Skilled Employment Assessment
- The Overseas PhD Assessment

If you wish to add these additional services to an already submitted application, you can do so once you have received your positive outcome letter. A link to lodge a secondary application will be made available to you at that point. This new secondary application will go straight to your case officer for assessment.

Please note that the details you enter (e.g. Name and University) will transfer to your outcome letter and they must be accurate for migration purposes

ID# 2521: MSA Competency Demonstration Report

| | | | |
|-----------------------|------|---------------------|-----------------|
| Application Submitted | Paid | Assessment Complete | Outcome Granted |
|-----------------------|------|---------------------|-----------------|

Need something extra?
Request an additional service related to this application

Date Submitted: 2014-10-29

Application Details:

- MSA Competency Demonstration Report
- Overseas PhD Assessment
- Relevant Skilled Employment Assessment


Relevant Skilled Employment


If you request a Relevant Skilled Employment Assessment, please fill out the following form with the requested details and documents. Please refer to the MSA Booklet for further information.


Select the *Next* button to continue with your MSA application.


Relevant Skilled Employment Assessment


In support of your verifiable skilled employment history, Engineers Australia is able to provide an opinion about your skilled employment claims. Detailed Information about Skilled Employment Assessment can be found here in the MSA Booklet.


Employer  *


Position / Title  *


Start date  *



End date  *



Hours per week  *

Evidence of Employment  *

No file selected

Choose File

Add File

Add additional employment records

Previous

Next

Overseas PhD Assessment

If you request an Overseas PhD Assessment, please fill out the following form and submit the requested documents. Please note that this is **not required** as part of a standard Assessment Application, and will incur an additional fee. Please refer to the MSA Booklet for further information.

Select the *Next* button to continue with your MSA application.

Overseas PhD Assessment

You have applied for the assessment of your overseas PhD. Please submit evidence of your Doctorate Degree (PhD) for assessment and identification of comparability in the Australian Qualification Framework (AQF).

Please note this is not required as part of a standard Assessment Application, and will incur an additional fee.
Note that this assessment is not mandatory.

Need more information? Check out the Additional Assessment Services section of the MSA Booklet.

Title ⓘ *

Institute ⓘ *

Discipline ⓘ *

Country ⓘ *

-- Select --

Testamur ⓘ *

No file selected

Choose File

Add File

Thesis Abstract ⓘ *

No file selected

Choose File

Add File

Transcript ⓘ

No file selected

Choose File

Add File

Examiners ⓘ *

No file selected

Choose File

Add File

Publications ⓘ *

No file selected

Choose File

Add File

Date of Completion or Award ⓘ *

Previous

Next

Fast tracked applications

As part of the new services provided to online applications, you will be able to request for your application to be **fast tracked**. This will ensure your application being picked up by an assessor in 5 business days. Completion of your application will however depend on how complete your application is. Engineers Australia is not responsible for the excess time it takes to finalise an assessment due to an incomplete application.

You will be presented with this option prior to proceeding to payment. By clicking the fast track option and paying the relevant fee, your application will be placed into our priority assessment queue.

If you require this service **after** your application lodgement, please contact Engineers Australia.

Summary

This tab shows the application overview.

The heading *You still need to provide* will list any documents that you still need to submit. You can navigate to these pages by using the task bar menu on the left hand side of the screen. (Refer to Tips for General Navigation).

| Application Overview | |
|--|--|
| <p>You have told us:</p> <p>Occupation: Environmental Engineer</p> <p>Engineering Category: Professional Engineer</p> | <p>You have chosen to seek:</p> <ul style="list-style-type: none"> • MSA Competency Demonstration Report • Relevant Skilled Employment Assessment |
| <p>You have provided:</p> <p>Passport-Styled Photograph</p> <p>Prime Identification Document</p> <p>Curriculum Vitae (CV) / Résumé</p> <p>Engineering Occupation</p> <p>CPD Statement</p> <p>Employment Records</p> | <p>You still need to provide:</p> <p>Education Details</p> <p>Career Episode 1</p> <p>Career Episode 2</p> <p>Career Episode 3</p> <p>Summary Statement</p> |

You will not be able to proceed to payment and submit your application until all mandatory documents are submitted.

Once you have provided all the required documents you can continue to the payment section. Please put a tick in the Declarations to confirm your MSA application and to continue to the payment section.

| You have provided: | You still need to provide: |
|--------------------------------|----------------------------|
| Passport-Styled Photograph | |
| Prime Identification Document | |
| Curriculum Vitae (CV) / Résumé | |
| Engineering Occupation | |
| Education Details | |
| CPD Statement | |
| Career Episode 1 | |
| Career Episode 2 | |
| Career Episode 3 | |
| Summary Statement | |
| Overseas PhD | |
| Employment Records | |

Declarations

By checking the below boxes I am confirming that:

☒ All statements of fact in this report are true and correct, and I have made claims of acquired competencies in good faith.

☒ I confirm that I understand that members of the engineering team in Australia are required to display a commitment to exercising professional and ethical responsibility in all aspects of their work.

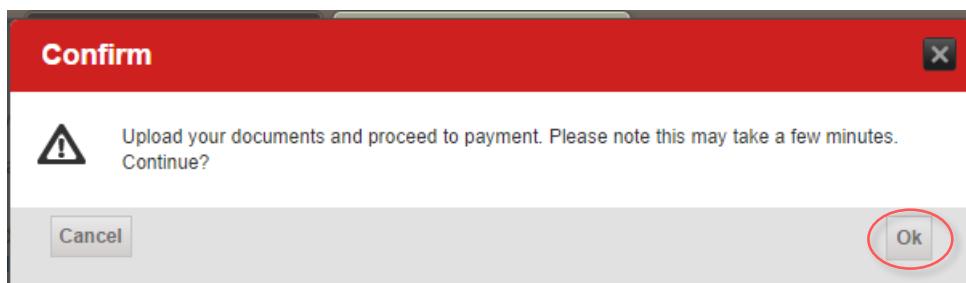
☒ I also understand that documentation submitted in support of my application may be referred to the Australian Department of Immigration and Border Protection (DIBP) for integrity checking (if appropriate).

☒ I understand that providing false or misleading documentation is an offence that would lead to the rejection of my application, notification to DIBP and a 12 month ban from applying to Engineers Australia for any products or services (if appropriate).

☒ The Report is all my own work, and is a true representation of my personal competencies in written English.

[Continue to payment](#)

Select *Continue to Payment*, Select OK to confirm your intention to submit your documents for application and proceed to payment.



Uploading the documents and submitting the application can take several minutes. Do not reload the page during this time.

Fee Payment

Payment details

1. You can click on "Return to Application" at any time before you submit your payment. You have the option of paying now via credit card or to have an invoice emailed to your listed email address.

Credit Card Payment




2. If you would like to pay via credit card, select the radio button "I'll pay now via Credit Card". Please enter the payment details as requested including:

- the type of credit card you are paying with – please select the radio button next to the type of card you are using. Engineers Australia accepts Amex, Visa and Mastercard and our preferred payment type is the Engineers Australia Amex;
- the cardholder's name;
- the credit card number;
- the credit card expiry date; and
- the CCV of your credit card – this is the 3 or 4-digit number located on the back of your credit.

If you do not wish to pay now, please click the Cancel button. Pressing the "Back" button in your browser might cause an error in your application.

| Order Details | |
|---------------|-----------------|
| DESCRIPTION | PRICE |
| MSA CDR | \$708.00 |
| GST 10% | \$70.80 |
| TOTAL | \$778.80 |

Your payment details




 Visa, Mastercard and American Express cards accepted.

Cardholder Name
 Card Number

Expiration date
 CVN

MM YY

 Month Year

 3 or 4 digit code on the back of your card.

Payment on Invoice


If you would like the invoice emailed to you, please select the *Please invoice me*. Please note that the invoice will be sent to the email address assigned to you. To have the email sent to a different email address, please update your details and resume your application.

Note that if the payment is not received by the invoice's due date, the application will be cancelled. It will not be sent for assessment.

Payment Details

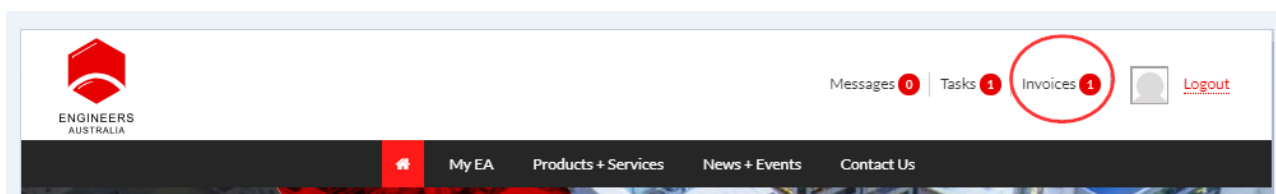
☐ I'll pay now via Credit Card
☒ Please invoice me

Email address



This is the email address assigned to this user. To have the invoice sent to a different email address, please update your details and resume this application.

If you asked to pay on invoice, the invoice will be available for payment on your profile. Click the \$ icon to see a list of pending invoices.



Click on *View all financial transactions* to see the list and access other options. An invoice balance of \$0 indicates that the fee has been paid.

You will be able to pay the invoice directly per credit card by clicking the *Invoice* icon. You will be able to get a copy of the selected invoice sent to your email address through this tab too.

Terms and Conditions

For a Credit Card payment, after providing your payment details, please carefully read the Payment Terms and Conditions at the foot of the page. If you agree with these Terms and Conditions, please indicate this by marking the tick-box which states “I have read, understood and agree to these Terms and Conditions”. You will be unable to proceed with your application if you do not agree with the Terms and Conditions listed. After agreeing to the Terms and Conditions, please click the red “Submit” button to submit your application for MSA and payment or select “Return to Application” at the top of the page if you do not wish to continue with your MSA application at this time.

Terms and Conditions

By proceeding to payment and submitting the application I agree that:

- I will no longer be able to modify my application;
- The application will not be queued for assessment until payment is received;
- The assessor may request submission of original documents in particular circumstances, notably if a document is unclear or if there are discrepancies in the documentation;
- The assessment will be made in good faith based on the documentation submitted;

I acknowledge that the payment will be made in Australian Dollars and is not refundable.


Credit Card Payment:
I have been authorised by the cardholder to make a payment against the above invoice using these Credit Card details.

Payment on Invoice:
If payment has not been received by the invoice's due date, the submission will be cancelled. You will be notified via email of this cancellation.

☐ I have read, understood and agree to these Terms and Conditions.

Submit

You will receive confirmation that your application has been submitted and is awaiting assessment.

 Your application has been submitted and is awaiting assessment. You will be able to track the status of the application on this page in a few minutes.

Note that after submitting the payment for this application, you will no longer be able to access this application. It will be sent to the Assessors queue for processing, and you will be advised in due course.

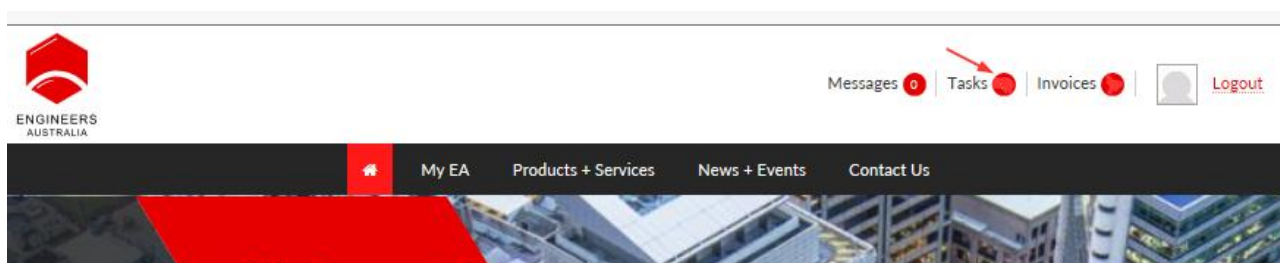
Additional Information Request

In due course, your application will be claimed by an assessor, and the assessment process will be started.

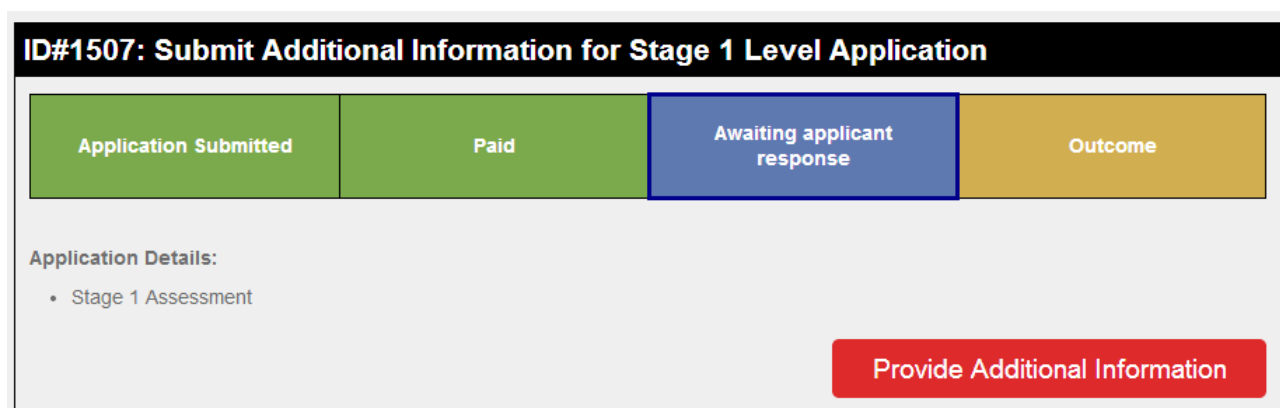
If the application is suitable to make a decision, a letter advising you of the assessment outcome will be sent to your email address (as registered in your profile).

If there are shortcomings that you are required to address prior to your assessment being finalised, your case officer will send you a request for additional information.

You will see a notification appear in the menu in MyProfile, as well as a new status for your application.



Which will give you the below status bar:



Click on *Provide Additional Information* to see the detail of the shortcomings and submit additional information as per your assessor's request.

Application Status

Submitting the application and uploading the documents in our database may take a few minutes. After this delay, you will be able to see the status of your MSA application submission on the eMSA landing page.

- If the payment is successful via credit card, the second block would be directly marked as *paid*
- If the payment is required via invoice, the second block would be blue and show *Awaiting payment* until the payment is received.

ID#1367: Stage 1 Assessment

| | | | |
|-----------------------|------------------|---------------------|---------|
| Application Submitted | Awaiting Payment | Awaiting Assessment | Outcome |
|-----------------------|------------------|---------------------|---------|

Date Submitted: 2014-08-14

Application Details:

- Stage 1 Assessment

- Upon successful payment, the second block will show *Queued for assessment* until the time the application is claimed by an assessor

ID#1367: Stage 1 Assessment

| | | | |
|-----------------------|------|-----------------------|---------|
| Application Submitted | Paid | Queued for Assessment | Outcome |
|-----------------------|------|-----------------------|---------|

Date Submitted: 2014-08-14

Application Details:

- Stage 1 Assessment

- The application status will remain in the queue until an assessor claims the application. At this stage, the status in the third box will change to *Assessment in progress*

ID#1507: Stage 1 Assessment

| | | | |
|-----------------------|------|------------------------|---------|
| Application Submitted | Paid | Assessment In-Progress | Outcome |
|-----------------------|------|------------------------|---------|

Date Submitted: 2014-08-17

Application Details:

- Stage 1 Assessment

- If the assessor needs to request additional information, the third box will switch to *Awaiting applicant's response* and the button *Provide additional information* will be available.

ID#1507: Submit Additional Information for Stage 1 Level Application

| | | | |
|-----------------------|------|-----------------------------|---------|
| Application Submitted | Paid | Awaiting applicant response | Outcome |
|-----------------------|------|-----------------------------|---------|

Application Details:

- Stage 1 Assessment

Provide Additional Information

- Once an outcome has been determined, the forth box will change to *Outcome Granted*. The outcome will be sent to you per email

ID#1507: Stage 1 Assessment

| | | | |
|-----------------------|------|---------------------|-----------------|
| Application Submitted | Paid | Assessment Complete | Outcome Granted |
|-----------------------|------|---------------------|-----------------|

Date Submitted: 2014-08-17

Application Details:

- Stage 1 Assessment

Adding/Removing the Services of an agent AFTER lodging an application

An application can be linked to an agency after its lodgement. In such cases, the applicant should send Engineers Australia an email request with a completed Agent authorisation form to migrationagencycreation@engineersaustralia.org.au

We can also cut the link between a migration agency and an applicant upon request. In such cases we seek an email request and confirmation from both applicant and agent.



Migration Skills Assessment

Engineering House
11 National Circuit Barton ACT 2600

Phone: 02 6270 6577

Email: memberservices@engineersaustralia.org.au
Web: www.engineersaustralia.org.au