# Helpful Tips To Easily Complete The SSTS *Expression of Interest*

**How long will the *Expression of Interest* take to complete?**

The *Expression of Interest* should take you between 10 and 30 minutes to complete.

**How can I access the *Expression of Interest*?**

The *Expression of Interest* can be accessed on any of the following devices:
- Computer
- Laptop
- Tablet
- Smartphone

Whichever device you choose, you need INTERNET ACCESS to complete your *Expression of Interest*.

**Which Identification Documents Should I Provide?**

To complete your *Expression of Interest* you need to provide ELECTRONIC COPIES of your identification documents.

You will be asked to upload copies of your identification documents in the IDENTITY CHECK section of the *Expression of Interest*. These can be scans or photos of your documents or screen shots if you have digital versions of them.

If you do not have these available at the time of completing your *Expression of Interest*, please email them to info@ssts.edu.au as soon as you can. Unfortunately, we cannot continue to process your enrolment until these have been provided.
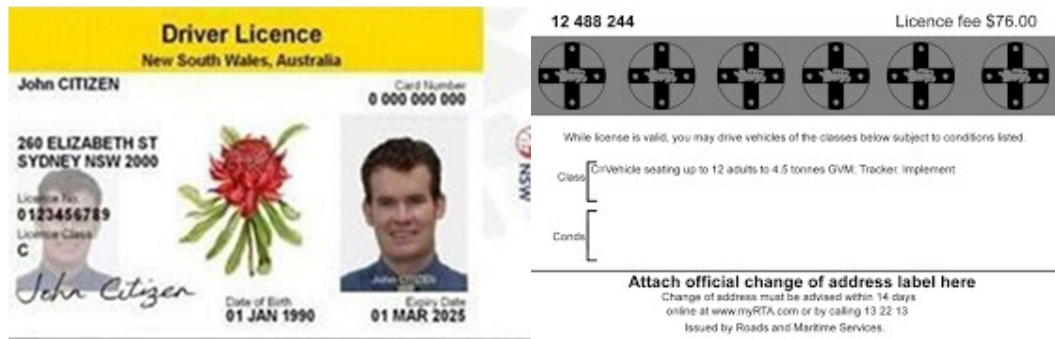
Please provide an electronic copy of ONE of the following Proof of Identity Documents:

- Passport
- Drivers Licence*
- Photo ID Card

Please provide an electronic copy of ONE of the following Citizenship Identification Documents:
- Medicare Card (this is green)
- Australian Passport
- Australian Birth Certificate
- Australian Citizenship Certificate
- Relevant Visa

* If you have changed and updated your address on your Drivers Licence, you will need to provide a copy of BOTH sides of your card as shown below.

**Could I be eligible for any Credit Transfers from previous study I have done?**

If you believe you may be eligible for Credit Transfer for some of the units of competency in the course you are enrolling into, then provide a copy of your Statement of Attainment from your previous study to SSTS.

This Statement of Attainment should list:
- The code for each unit of competency
- The name of each unit of competency
- Your result for each unit of competency

Submit this information in the GOVERNMENT DATA COLLECTION REQUIREMENTS section of your *Expression of Interest*.

If you do not have your Statement of Attainment at the time of completing your *Expression of Interest*, please email a copy to info@ssts.edu.au as soon as it is available.

**Do I need to complete the *Expression of Interest* in one sitting?**

No – you can take a break if you need to! To do this, click the SAVE FOR LATER button on any of the screens and this will save your current progress. You will then receive an email, to the email address you have provided to SSTS, with a link. When you are ready, click on the link to come back and complete your *Expression of Interest*.

**What happens next?**

Once you have fully competed the registration process, you will receive a confirmation email to the email address you have provided to SSTS.

**Who can I contact if I have any questions or concerns?**

If you have any questions or concerns, please do not hesitate to contact our friendly administration team on 1300 656 321 or at info@ssts.edu.au