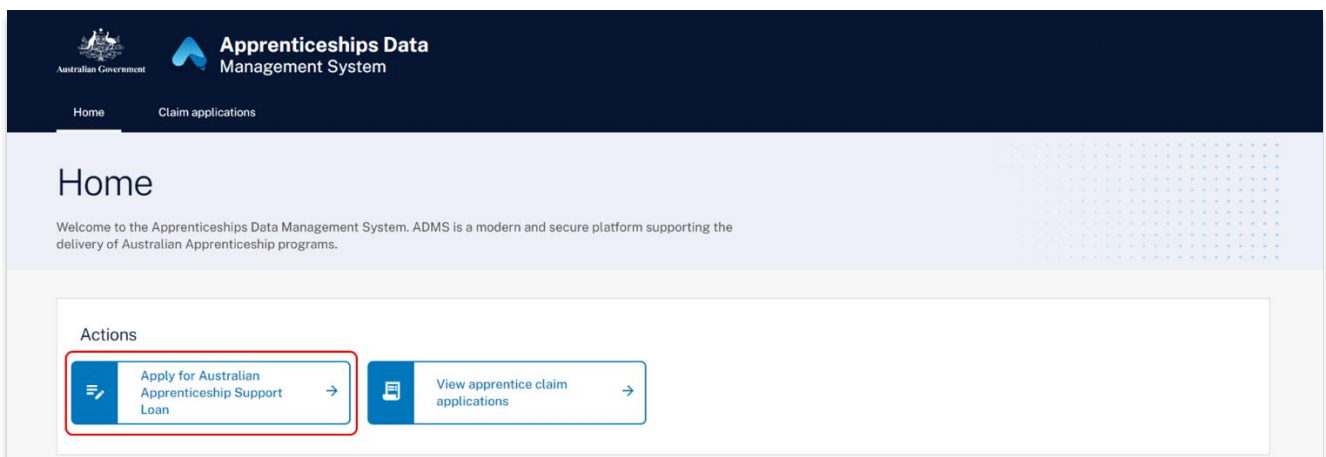# Fact Sheet: Overview of Australian Apprenticeship Support Loan applications in ADMS

This fact sheet introduces the components and process for Australian Apprentices completing Australian Apprenticeship Support Loan applications in ADMS. Use this fact sheet along with the other ADMS help and support resources to submit loan applications.

ADMS Home Screen

To begin your application for an Australian Apprenticeship Support Loan, you will first need to log into ADMS.

After you have logged into ADMS, you will see the ADMS home page. Click the 'Apply for Australian Apprenticeship Support Loan' button in the Actions section to begin your application.

Apprentice Australian Apprenticeship Support Loan application

Clicking on the 'Apply for Australian Apprenticeship Support Loan' will open a page which will provide background information about Australian Apprenticeship Support Loans. Before clicking 'Next' at the bottom of the page, make sure you carefully read the information provided. Once you have clicked 'Next', your Australian Apprenticeship Support Loan application will open. When completing your application, you will need to add information and evidence to support your application before submitting.

The Australian Apprenticeship Support Loan application contains the following sections:

Apprentice details

The Apprentice details section displays your name and key contact information.

Tax file number

The tax file number section allows you to add or edit your tax file number (TFN). As repayments of your loan are made through the tax system, ADMS will attempt to verify your TFN with the Australian Tax Office. If your TFN is unable to be verified, check that you entered the correct TFN and that your details are up to date with the ATO.

You can still submit your application with an unverified TFN, but your application won't be approved until it is verified. Your Australian Apprenticeship Support Network (AASN) provider will contact you to discuss when this is the case.

Apprenticeship details

The Apprenticeship details section displays your apprenticeship qualification and commencement details.

Employer details

The Employer details section displays your employer's business details.

Employer details

Business name
█████████████

Employer address
████████ CITY ACT 2601

Bank details

The Bank details section allows you to select which bank account you would like your payment to be paid into.

Contact your Australian Apprenticeship Support Network (AASN) provider if the bank details on record are incorrect, or if you would like to add a new bank account.

Bank details

Name of account holder
test

BSB
0000

Name of bank, credit union, or building society
test

Account number
—

[Select]

Provider details

The Provider details section displays details about your Australian Apprentice Support Network (AASN) provider.

Provider details

Provider name
████████████████

Provider contact number
███████████

Document Evidence Required

Evidence to confirm your identity and residency status is required to support your loan application. Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

Apprentice declaration

The Apprentice declaration section is where you will need to declare that you checked all information on the application is accurate and that you understand providing false information is a serious offence.

Submitting your Australian Apprenticeship Support Loan application

Once you have completed all sections of the Australian Apprenticeship Support Loan application, you are ready to submit for processing.

Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider. If you aren't sure who your AASN provider is, please call 1800 020 108.