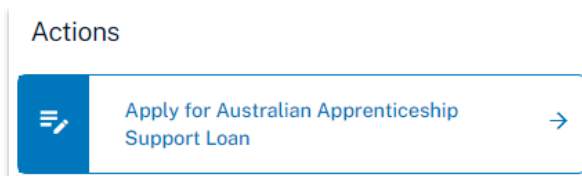# Quick Reference Guide: How to apply for an Australian Apprenticeship Support Loan

Australian Apprentices who are eligible to claim an Australian Apprenticeship Support Loan can use this guide to help complete their application.

1. Navigate to ADMS and log in using the Apprentice login button.

NOTE: If you are logging into ADMS for the first time, you will need to set up your ADMS access. Visit the Claiming Apprentice Incentives page on the Australian Apprenticeships website for further information.

2. Click 'Apply for Australian Apprenticeship Support Loan' from the Actions menu.

Actions

Apply for Australian Apprenticeship Support Loan →

RESULT: The Australian Apprenticeship Support Loan information page is displayed.
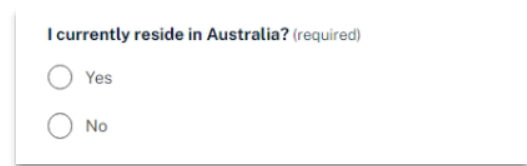
3. Carefully read the information provided.

4. Click 'Next'.

RESULT: The Australian Apprenticeship Support Loan application is displayed.

5. Confirm the information on the application is correct.

NOTE: The information is taken from information recorded in ADMS. Contact your Australian Apprenticeship Support Network provider if you need to update any details.
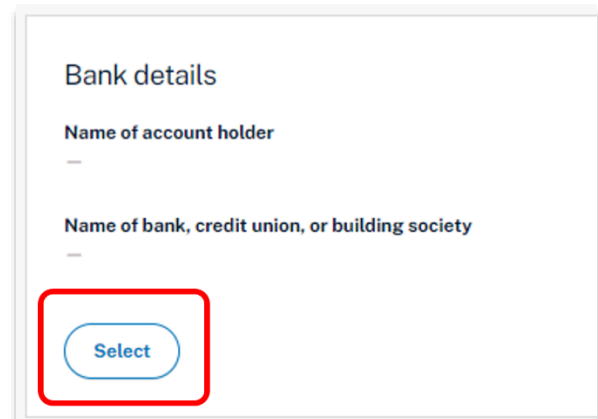
6. Confirm you currently live in Australia.

I currently reside in Australia? (required)

○ Yes

○ No

7. Add your Tax File Number (if it is not already recorded).

NOTE: ADMS will check your Tax File Number (TFN) with the Australian Tax Office (ATO). If it can't be found, check that you entered the correct TFN and that your details are up to date with the ATO. You cannot submit without a TFN but you can submit with a unverified FTN.

8. Click 'Select' in the Bank details section.

Bank details

Name of account holder
—

Name of bank, credit union, or building society
—

Select

NOTE: To add a new or update an existing bank account, contact your Australian Apprenticeship Support Network provider.

9. Choose a bank account from the 'Select a bank account' pop-up.

10. Click 'Select'.

RESULT: The selected bank account will now show on your Australian Apprenticeship Support Loan application.

11. Read through the 'Document evidence required' section.

12. Click 'Choose file(s)'.

13. Locate your documents and click 'Open'.

NOTE: You can also drag and drop files from your computer to upload your documents.

RESULT: Your selected documents will be uploaded.

14. Click 'Next' at the bottom of the screen.

15. Select the check box after you have read and agreed to the information in the Apprentice declaration.

16. Click 'Submit' to finalise your application.

RESULT: Your Australian Apprenticeship Support Loan application will be sent for assessment.

NOTE: You can click the 'Apply for Australian Apprenticeship Support Loan' button from the ADMS home page to open your submitted application.

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.