

Selective high school application user guide

This user guide provides information and instructions on how to complete the selective high school (SHS) application. We recommend you have this user guide open alongside the application to assist you in completing it. The application dashboard is used by applicants to apply for placement in selective high schools (SHS). The application dashboard is also used by applicants to:

- view/update/withdraw applications
- send/receive messages relating to an application and
- respond to any outcomes.

Please note the relevant [key dates](#) for each step of the process.

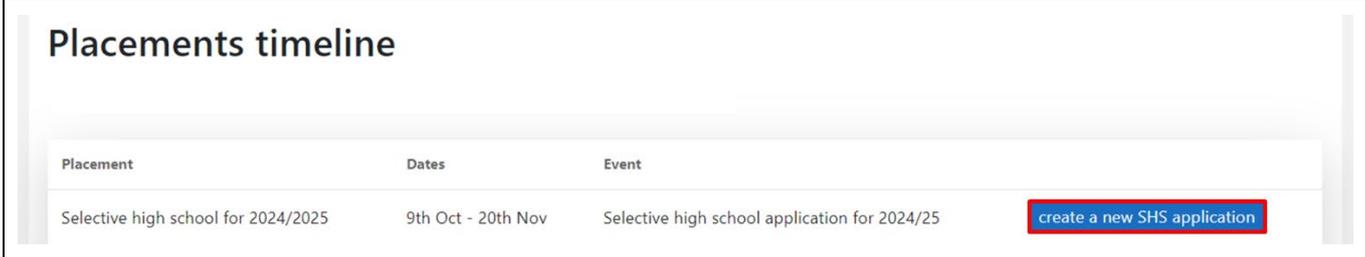
More information on the application process can be found on the department [website](#).

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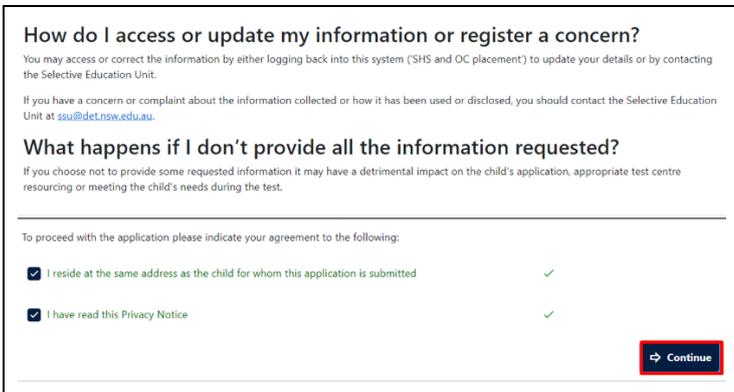
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Creating an SHS application

1. Select **Create new SHS application** in the 'Placements timeline' section of the application dashboard. **Note:** You can only do this if the application period is open. Check [key dates](#) to learn more.

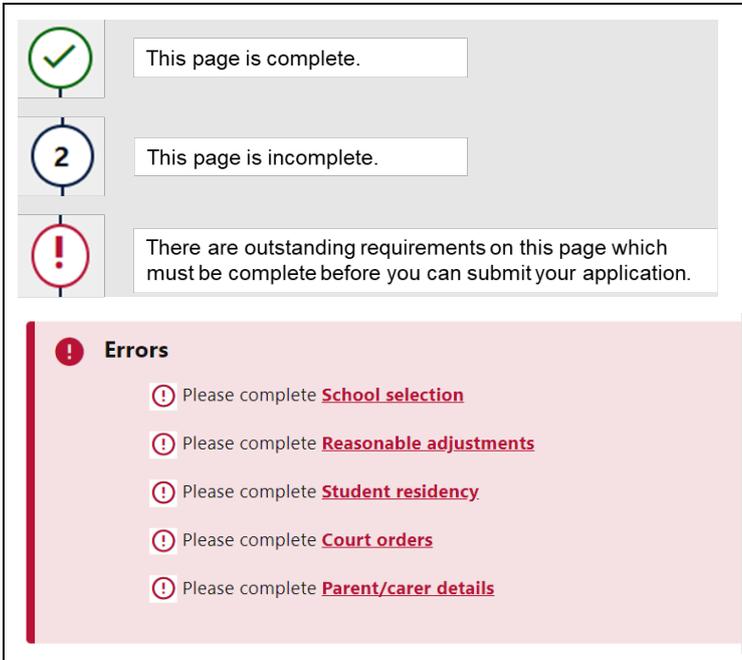


Privacy notice



2. Read the full **Privacy notice**. Each applicant must understand and agree to the Privacy notice before they can proceed with their SHS application.
3. Select both **checkboxes** at the bottom of the page to agree to the statements shown.
4. Select **Continue**.

Completing the SHS application



- Before you begin the application:
- You can save an application at any time and return to continue, but an application must be fully responded to and submitted by the application closing date.
 - You will receive an error message upon attempting to submit an incomplete application. Return to those sections and complete required fields to submit your application.
 - You must select 'Save and continue' at the bottom of each page before you continue or exit, otherwise entries will not be saved. A page must be fully complete before this button can be selected.

Student details

The 'Student details' page collects details such as the child's date of birth and address. Other pages can be completed in any order once this page is complete.

Basic details

1 Student's first name/s *
Bianca ✓
As it is shown on the birth certificate including any middle names.

2 Student's family name *
Lala ✓

Student's preferred name
Bianca Lala ✓
This is the name that is usually used to address the child. It can be different from the birth certificate.

3 Bianca's Gender *
Female ✓ ▾

4 Bianca's date of birth required *

Day	✓	Month	✓	Year	✓
02	▾	March	▾	2014	▾

Date of birth must be between 01-Jan-2010 and 31-Jul-2015. Students being considered for placement are usually born between 01-Jan-2012 and 31-Jul-2013.

Why are you applying for placement when Bianca is out of the usual age range? *
example: please enter reason ⓘ

A reason is required when the date of birth is not between 01-Jan-2012 and 31-Jul-2013

Basic details

1. Enter the child's **first name**.
2. Enter the child's **family name**.
3. Enter the child's **gender**. The options are:
 - a. Female
 - b. Male.
4. Enter the child's **date of birth**.

Note: If you select a date of birth that is outside the usual age range for someone applying for SHS placement, a new section will pop up (boxed in red on the left). You will be required to explain why you are applying for entry.

Student's residential address
Bianca's residential address only. PO boxes not accepted

5 **Bianca's location required ***

Australia ✓

Overseas

Address *

6 Enter street address !

Street address is required

Country *

Country is required !

School details

7 **School Year Bianca is (or was) attending in 2023 ***

Select current year of study... !

Current year of study is required

What type of school does Bianca currently attend? *

Select school type ... !

School type is required

Test location

Will Bianca be in NSW to do the Selective High School Placement test on 09-May-2024? *

Yes !

No

Please choose option

i As Bianca Lala will not be in NSW for the test you must arrange, at your own expense, to complete a Report of academic merit form and a full IQ test. The report will need to be submitted by 04-May-2023.

i View Report of academic merit [ISOS-academic-merit.pdf](#)

What is your preferred test centre location? (suburb or town in NSW) *

Please choose a test centre location !

Student's residential address

5. Indicate the child's **location**. The options are:

- a. Australia
 - If you select 'Australia' and you cannot find the address you are searching for, you will have the option to select 'Address is not found, enter manually'.
- b. Overseas
 - If you select 'Overseas', you must select 'Yes' or 'No' to the test location question (boxed in red on the left).
 - If you select 'No' to the test location question, the messaging on the left (blue box) will appear. Select the **ISOS-academic-merit.pdf** within the application to access the Report of academic merit form.
 - If you select 'Yes' to the test location question, the question on the left (in red text) will be asked. Enter your preferred test centre location by typing in a suburb/town in NSW.

6. Enter the child's **address**.

7. Select the **school year the child was attending in the year indicated**. The options are:

- a. Year 4
- b. Year 5
- c. Year 6.

Note: If the child is not currently in Year 5, a new section will appear. Enter the reason why you are applying for placement in Year 7 when the child is not currently in

	<p>Year 5. You must also attach supporting documents. This will not apply to late applications which are approved in the following year.</p>
<p>What type of school does Bianca Lala currently attend? *</p> <p>8 NSW Government (Public school) </p> <p><small>NSW Government (Public school), NSW Non-Government (Catholic / independent / private), Interstate, Overseas or Private study/home schooled</small></p> <p>School name *</p> <p>Walters Road Public School (Blacktown) </p> <p><small>Required</small></p> <p>Bianca Lala's email address *</p> <p>9 <input type="text"/></p> <p><small>Enter your child's Department of Education email address which ends with @education.nsw.gov.au. If you do not know your child's email address at the Department of Education, please contact your child's school.</small></p> <p><input checked="" type="checkbox"/> I will enter my child's Department of Education email address later.</p> <p>Save & continue </p> <p>10</p>	<p>School details</p> <p>8. Select the school type the child currently attends. Depending on the selection made, additional details will be required (such as the school name and school address). The options are:</p> <ol style="list-style-type: none"> NSW Government (public school) NSW non-government (Catholic/independent/private) Interstate Overseas Private study/home-schooled. <p>Note: If you select Overseas to this question, the test location question will appear. Refer to step 5b above.</p> <p>9. If you select NSW Government (public school), you will need to enter the student's Department of Education email address (ending in @education.nsw.gov.au). Select the checkbox: I will enter my child's Department of Education email address later if you need to confirm this information.</p> <p>10. Select Save and continue to progress.</p> <p>Note: If your child moves school, please update your application immediately so the closest test centre can be allocated, and reports are sent to the correct school.</p>

School selection

The ‘School selection’ page is where you choose the selective high school(s) you would like the child to attend. You can make a maximum of 3 choices, and at least one choice is mandatory.

<p>School selection</p> <p>Select up to three schools in order of preference. For more information about the schools and what they offer go to the list of selective high schools</p> <p>First choice *</p> <p>1 James Ruse Agricultural High School ✓ ▾ Required</p> <p>Second choice (optional)</p> <p>Select second choice ✓ ▾</p> <p>Third choice (optional)</p> <p>Select third choice ✓ ▾</p> <p>2 Save & continue</p>	<ol style="list-style-type: none"> 1. Enter a first school choice (this will be the one you would like the child to attend the most) from the drop-down options. You can also select a second and third choice. 2. Select Save and continue to progress. <p>Note: Students will get an offer only to the highest listed school for which they qualify. Visit the department website to learn more.</p>
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Reasonable adjustments page

The ‘Reasonable adjustments’ page allows the Unit to collect important information to support each child affected by a disability, medical or behavioural condition through the SHS placement process.

<p>Reasonable adjustments</p> <p>1 The Disability Standards for Education 2005 require schools to provide reasonable adjustments to students with disability to enable them to access assessment tasks on the same basis as all other students.</p> <p>Reasonable adjustments are practical arrangements designed to respond to a student's disability and/or medical condition(s) and support them to make a fair attempt to show what they know under placement test conditions.</p> <p>This information will be used to help determine the adjustments required to ensure equitable test conditions, on the same basis as a student without this disability and/or medical condition(s), and to ensure safety for all students participating in the placement test.</p> <p>Information about reasonable adjustments may be used to consider placement via the equity placement model.</p>	<ol style="list-style-type: none"> 1. Read the reasonable adjustment text provided on the page to understand what we will do to support children at the placement test.
<p>Reasonable adjustments *</p> <p>2 Does Bianca Lala have a disability, medical or behavioural condition? This includes asthma, anaphylaxis, mobility issues or vision impairment. This information will be used for ensuring equitable test conditions and student wellbeing during the test.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please select at least one condition.</p> <p>3 Select one or more conditions *</p> <p><input type="checkbox"/> Asthma - Students with asthma should bring and use their asthma inhalers and/or spacers, if needed. Parents need to give a copy of their child's asthma action plan to the invigilator on test day.</p> <p><input type="checkbox"/> Anaphylaxis - Parents of students who have an EpiPen / Anapen need to give the chief test invigilator an 'Anaphylaxis kit' just before the test. We will contact you with details about creating, delivering, and collecting the Anaphylaxis kit.</p> <p><input type="checkbox"/> Type 1 Diabetes</p> <p><input type="checkbox"/> Autism Spectrum Disorder</p> <p><input type="checkbox"/> Behavioural disorder - Examples of behavioural disorders include Attention Deficit Hyperactivity Disorder (ADHD) and Oppositional Defiant Disorder (ODD).</p> <p><input type="checkbox"/> Blind or low vision - If your child's vision is corrected by wearing glasses, there is no need to select this box.</p> <p><input type="checkbox"/> Deaf or hard of hearing</p> <p><input type="checkbox"/> Epilepsy</p> <p><input type="checkbox"/> Learning difficulty - Examples of learning difficulties include Specific Learning Disorders - with impairment in reading (dyslexia), writing (dysgraphia) or numeracy (dyscalculia).</p> <p><input type="checkbox"/> Mental health disorder</p> <p><input type="checkbox"/> Physical disability</p> <p><input type="checkbox"/> Speech, language and communication needs - Examples of Speech, language and communication needs include expressive language disorder and receptive language disorder.</p> <p><input type="checkbox"/> Other</p>	<ol style="list-style-type: none"> 2. Select Yes or No to the reasonable adjustments question. If you select 'No', go to step 8. If you select 'Yes', go to step 3. 3. Select which disability, medical or behavioural condition(s) the child has from the options on the page. Select as many that apply.

<p>Please specify Bianca Lala's disability, medical or behavioural condition/s.</p> <p>4 e.g. Mild hearing loss, Specific Learning Disorder with impairment in reading (dyslexia), Autism Spectrum Disorder - Level 1</p> <p>This information will be used for ensuring equitable test conditions. (Maximum of 1000 characters.)</p> <p>5 Does Bianca Lala require adjustments during the test for these conditions? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>4. In the box provided, specify the disability, medical or behavioural conditions the child has. Examples have been provided below the question.</p> <p>5. Select Yes or No. If you select 'Yes', follow the steps below. If you select 'No', go to step 8.</p>
<p>6 What adjustments are requested for the test? *</p> <p>Adjustments are most likely to be approved if they are provided at school on a regular basis.</p> <p>wheelchair access ✓</p> <ul style="list-style-type: none"> Each student's circumstances will be considered on a case-by-case basis. Reasonable adjustments may not be the same for every student with a certain disability, as they are dependent on the needs of the individual student. The Selective Education Unit may contact your child's school to discuss reasonable adjustments. Maximum of 1000 characters. <p>7 Supporting documentary evidence *</p> <p>Please select at least one of the following:</p> <p><input checked="" type="checkbox"/> These adjustments are currently provided for Bianca Lala at school. ✓</p> <p><input type="checkbox"/> I have documentary evidence to support my request. These documents confirm the disability and may recommend adjustments needed to support Bianca Lala during the test. These could include letters from a paediatrician or a psychologist.</p> <p><input type="checkbox"/> Bianca Lala requires the requested adjustments, but no supporting evidence is available yet.</p> <p><i>You will be advised about any reasonable adjustments arranged for your child approximately two weeks before the test when you receive the test authority letter.</i></p> <p>8 Save & continue</p>	<p>6. Enter what adjustments will be required for the test. You must do this to be able to 'Save and continue'. Note: This question is not displayed when the child is not attending the test in NSW.</p> <p>7. Select the checkbox(es) that apply. If you select the second checkbox, you must attach evidence in the section provided to proceed.</p> <p>8. Select Save and continue to progress.</p>

Student residency

The 'Student residency' page identifies whether any visa class information will be required to assess the eligibility for enrolment in a selective high school.

<p>Student residency</p> <p>What is Bianca Lala's residency status?</p> <p>1 Residency status * Other ✓</p> <p>Required</p> <p>Please provide the visa class and visa sub-class number (for example Visa class BT, Visa sub-class 802)</p> <p>2 Go to visa information to find your visa class and sub-class</p> <p>3 Visa class * Select visa class 0</p> <p>Visa class is required</p> <p>4 Visa sub-class * Select visa sub-class 0</p> <p>Visa sub-class is required</p> <p>Students holding a temporary visa may not be eligible to enrol in a selective high school or opportunity class. Residency information</p> <p>5 Save & continue</p>	<p>1. Select the child's residency status. If you select 'Australian or New Zealand citizen' go to step 5. If you select any other option, go to step 2. Options are:</p> <ol style="list-style-type: none"> Australian or New Zealand citizen Australian permanent resident Other. <p>2. Visit the visa information link on the page to help you select the correct options.</p> <p>3. Select the appropriate Visa class.</p> <p>4. Select the appropriate Visa sub-class.</p> <p>5. Select Save and continue to progress.</p>
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Court orders

The ‘Court orders’ page helps the Unit identify if a court order(s) must be considered before any placement communication is made.

<p>Court orders</p> <p>The Unit will not participate in parental disputes and will accept decisions about school choices and placement made by the parent who applies, unless there are court orders stating otherwise.</p> <p>1 Court orders *</p> <p>Are there any family law orders, apprehended violence orders or other court orders, in place or underway, concerning:</p> <ul style="list-style-type: none"> the education of Bianca Lala restricting access to Bianca Lala's record restricting the provision of information about Bianca Lala restricting the provision of your information? <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>People covered by the court order</p> <p>2 Name of person covered by the court order * <input type="text" value="John Smith"/></p> <p>3 Relationship to Bianca Lala * <input type="text" value="Father"/></p> <p>4 <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p>People covered by the court order</p> <p><input type="button" value="John Smith (Father)"/> <input type="button" value="Remove"/></p> <p>5 Supporting documents</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>New document</p> <p><small>(Allowed file types are: docx, doc, pdf, jpeg, jpg, gif, bmp, png)</small></p> <p>File name * <input type="text" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="Remove"/></p> <p><small>Valid file name is required</small></p> <p>Document name * <input type="text" value=""/> <input type="button" value="Remove"/></p> <p><small>Document name is required</small></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p><input type="button" value="Attach supporting documents"/></p> <p>6 <input checked="" type="checkbox"/> I will provide supporting documents later 7 <input type="button" value="Save & continue"/></p>
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1. Select **Yes** or **No** to the Court orders question. If you select ‘No’, go to step 7. If you select ‘Yes’, go to step 2.
2. Enter the **name of the person covered by the court order** relevant to the application.
3. Enter the **relationship** between the person covered by the court order and the child.
4. Select **Save**. The record will be saved to the application (as seen to the right above).

5. **Attach supporting documents** and select **Save**.
6. If you do not have any supporting documents at this time, select the ‘I will provide supporting documents later’ checkbox. Documents can be attached via a message in the application dashboard after the application is submitted. Refer to the [‘Uploading documents after an application has been submitted’](#) section for more details. Refer to [key dates](#) to learn more.
7. Select **Save and continue** to progress.

Student background

The ‘Student background’ page identifies if the child is an Aboriginal and/or Torres Strait Islander.

<p>Student background</p> <p>1 Is Bianca Lala Aboriginal and/or Torres Strait Islander?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>i Information <input type="button" value="Close"/></p> <p><small>If school records do not confirm this, please contact your child's school to update your child's records or send the Selective Education Unit a message in the application dashboard with documentary evidence attached.</small></p> </div> <p>2 <input type="button" value="Save & continue"/></p>	<ol style="list-style-type: none"> 1. Select Yes or No. If you select ‘Yes’ the information box (highlighted on the left) will appear. 2. Select Save and continue to progress.
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Parent/carer details

The 'Parent/carer details' page collects primary parent/carer contact details in case urgent communication is required. The primary parent/carer should be the applicant. However, a second parent/carer can be added. As an example, we may contact a parent/carer to inform them of a test centre incident.

<p>Parent/carer 1: Ashika Lala</p> <p>1 Title * <input type="text" value="Mrs"/> ✓</p> <p>Required</p> <p>2 Given name * <input type="text" value="Ashika"/></p> <p>Required</p> <p>3 Family name * <input type="text" value="Lala"/></p> <p>Required</p> <p>4 Relationship to Bianca Lala * <input type="text" value="Mother"/> ✓</p> <p>e.g. mother, father, stepmother, stepfather, carer, other</p>	<p>Parent/carer 1 details</p> <ol style="list-style-type: none"> 1. Select your Title from the drop-down options available. 2. Enter your Given name. 3. Enter your Family name. 4. Select your relationship to the child this application is for.
<p>Alisha's contact details</p> <p>Alisha's primary contact number : Mobile</p> <p>Add at least one contact number for Alisha. We will use this to contact you for any urgent communications such as a test centre incident.</p> <p>5 Phone number type * <input type="text" value="Mobile"/></p> <p>Required</p> <p>6 Enter number * <input type="text" value="04 0000 0000"/> ✓</p> <p>Required</p> <p>7 Comments <input type="text" value="e.g. comment"/></p> <p>e.g. comment</p> <p>Please leave a comment</p> <p>+ Add another contact number</p> <p>We will use this number if we cannot reach you on your primary contact number</p> <p>Email address * <input type="text" value="Alisha.Lala@test.com"/></p> <p>Required</p> <p>+ Add secondary email</p> <p><input type="text"/></p> <p>+ Add another parent/carer</p> <p>If you add another parent/carer we will be able to discuss the application with them if you are unavailable</p> <p>8 Save & continue</p>	<p>Parent/Carer 1 contact details</p> <ol style="list-style-type: none"> 5. Select a Phone number type. The options are: <ol style="list-style-type: none"> a. Home landline b. Mobile c. I have no phone (only available for overseas applicants) d. Work landline e. Work mobile. 6. Enter the contact number. 7. Optional: Enter Comments. This might include your preferred time of contact. <p>Note: It is optional to Add another contact number. You can also Add secondary email or Add another parent/carer. Only listed parent/carers can access the dashboard or make phone and email communications.</p> <ol style="list-style-type: none"> 8. The email provided at registration will be copied to the email address field for parent/carer 1 email address field (as seen on the left). Select Save and continue to progress.

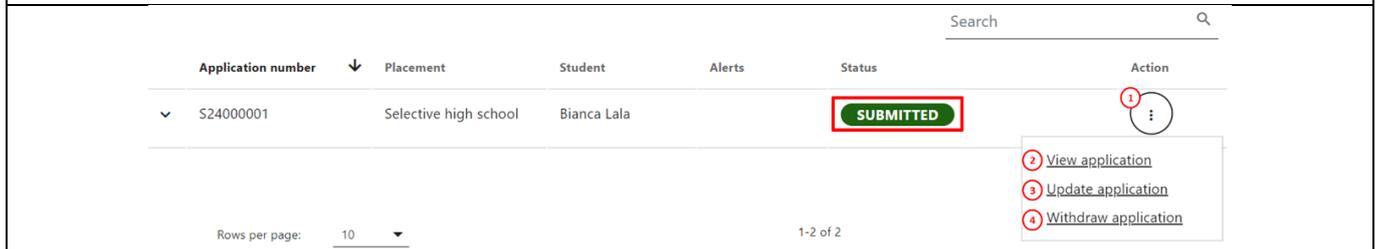
Review and submit

Take time to review each page of the SHS application before you submit. You can make changes to the details in your applications after submitting. Some changes will be restricted to certain dates so you will need to send a message about the change. Refer to [key dates](#) to learn more.

<p>Review & submit</p> <p>Please check through the details of this application carefully. If you need to change anything, please do so before you submit.</p> <div style="text-align: right; margin-bottom: 10px;"> Expand all ▾ </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Student details 1</p> <p style="background-color: #2c3e50; color: white; padding: 5px; text-align: center;"> 2 Go to section to update </p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">First name Bianca</td> <td style="width: 50%;">Family name Lala</td> </tr> <tr> <td>Preferred name Bianca Lala</td> <td>Gender Female</td> </tr> <tr> <td>Date of birth 04-Jul-2012</td> <td>In Australia Yes</td> </tr> <tr> <td colspan="2">Residential address 105 PHILLIP ST, PARRAMATTA NSW 2150</td> </tr> <tr> <td>School name Walters Road Public School (Blacktown)</td> <td>Current year of study Year 5</td> </tr> <tr> <td colspan="2">Email bianca.lala2@education.nsw.gov.au</td> </tr> <tr> <td colspan="2">School category NSW Government school</td> </tr> </table> <p>School selection ▾</p> </div>	First name Bianca	Family name Lala	Preferred name Bianca Lala	Gender Female	Date of birth 04-Jul-2012	In Australia Yes	Residential address 105 PHILLIP ST, PARRAMATTA NSW 2150		School name Walters Road Public School (Blacktown)	Current year of study Year 5	Email bianca.lala2@education.nsw.gov.au		School category NSW Government school		<ol style="list-style-type: none"> 1. Select the drop-down arrow to expand the page you would like to review. You can also select Expand all (highlighted above) to review all pages at the same time. 2. Select Go to section to update to edit details if needed.
First name Bianca	Family name Lala														
Preferred name Bianca Lala	Gender Female														
Date of birth 04-Jul-2012	In Australia Yes														
Residential address 105 PHILLIP ST, PARRAMATTA NSW 2150															
School name Walters Road Public School (Blacktown)	Current year of study Year 5														
Email bianca.lala2@education.nsw.gov.au															
School category NSW Government school															
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Permissions and Consents</p> <p>The following permission is sought for this application. Please note that this is <i>optional</i> and not required for your application to be processed.</p> <p>In exceptional circumstances we may need to use NAPLAN data as part of the selective high school placement process. Your permission is sought in advance in case this is necessary for the child.</p> <p>3 <input type="checkbox"/> I give my permission for release of NAPLAN data for use in the selective high school placement process if needed.</p> <p>Declaration</p> <p>By pressing the submit button below, you indicate agreement with the following statements:</p> <ul style="list-style-type: none"> I have read and understood the information in this application form about the collection, use, and disclosure of personal and health information by the Department, and by Cambridge University Press and Assessment. I have read and understood the information about applying for selective high school placement at the web page called 'Application process'. Where I have given personal information about people other than myself or the child I have done so with their authorisation. I declare that I reside at the same address as the child for whom this application relates. I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed, including the cancellation of any placement offers. I am aware that data collected as part of this application may be used by authorised department staff in the Department of Education for evaluation and improvement of the selective high school placement program. I am aware that de-identified data provided and collected as part of this application may be used for research and policy formation for the improvement of education in NSW. I declare that the information provided in this application is accurate and complete, to the best of my knowledge and belief. I understand that the child's primary school will be contacted about information provided in the application including health condition(s) and/or reasonable adjustment(s) and/or history relevant to a risk assessment, related to the child. <div style="text-align: right; margin-top: 10px;"> 4 Submit application </div> </div>	<ol style="list-style-type: none"> 3. Optional: Select the checkbox to give permission to release NAPLAN data for use in the SHS placement process. This data may be used to determine SHS placement under exceptional circumstances. 4. Select Submit application. <p>Note: The submit button is located at the bottom of the 'Review and submit' page. You may need to scroll down to see it.</p>														

Once an application has been submitted:

The status in the application dashboard will be Submitted. A confirmation will be sent via the application dashboard 'Messages' section, and to the email address provided in the application.



Viewing an application:

Referring to the screenshot at the top of this table:

1. Select the **3 dots** in the 'Action' column.
2. Select **View application**.

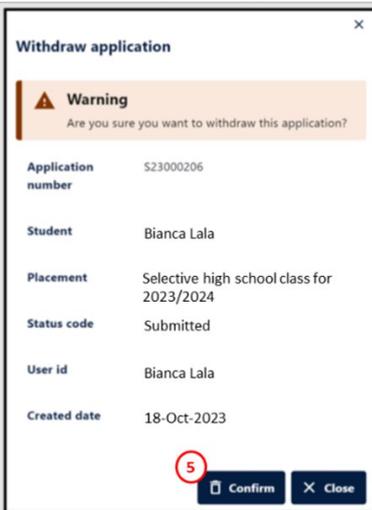
Updating application details:

Note: Changes can be made to details within an application after submitting. Some changes will be restricted to certain dates so you will need to send a message about the change. Refer to the '[Uploading documents after an application has been submitted](#)' section for further instructions. Check [key dates](#) to learn more.

Referring to the screenshot at the top of this table:

1. Select the **3 dots** in the 'Action' column.
3. Select **Update application**. Confirmation will be sent via the application dashboard and email once the application has been resubmitted.

Withdrawing an application:



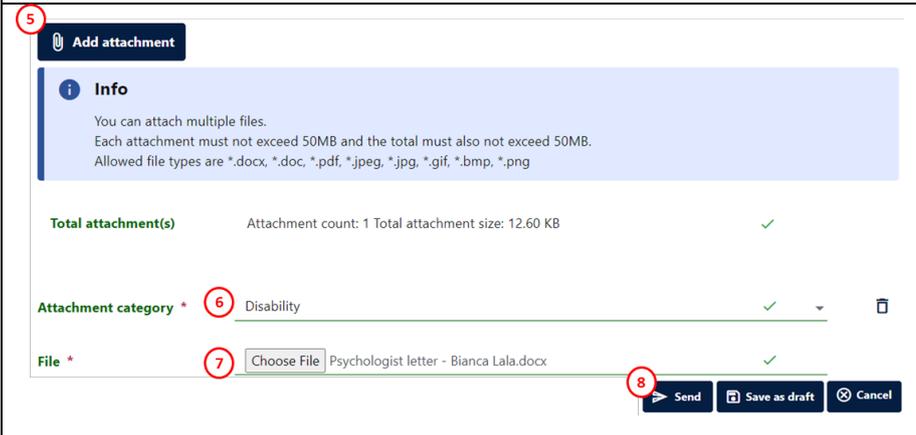
Referring to the screenshot at the top of this table:

1. Select the **3 dots** in the 'Action' column.
4. Select **Withdraw application**.
5. Select **Confirm** on the pop-up warning message to withdraw the application. Be aware this action cannot be reversed.

To decline an offer or remove the child from the reserve list after first round offers are published, you will need to go to the 'View outcomes' screen and select either 'Decline' or 'Withdraw'.

If you require assistance which is not covered in this user guide, email the Unit at ssu@det.nsw.edu.au

Uploading documents after an application has been submitted

<p>After the application has been submitted, documents should be attached to the application via message in the application dashboard.</p>	
	<ol style="list-style-type: none"> 1. Select New message from the Messages section of the dashboard.
	<ol style="list-style-type: none"> 2. Select the most appropriate Student option from the drop-down options available. This section may be pre-populated for you. 3. Enter a relevant subject. 4. Enter message details relevant to your attachment.
	<ol style="list-style-type: none"> 5. Select Add attachment. A new section will appear. 6. Select the most appropriate Attachment category. 7. Select Choose File to insert a file. Multiple files may be added to a total size of 50MB. 8. Select Send. If 'Send' is not selected, the Unit will not receive your message.
<p>Note: Steps 5-7 are only necessary when you would like to provide supporting documents for your application. You are also able to send general messages via this function, without attaching a document.</p>	