Student - Tax Clinic Expression of Interest

- Once you have logged into InPlace using your zID at: https://placements.unsw.edu.au
- Go into your 'My Details' section under your username to update the 'Tax Clinic - Expression of Interest for Enrolment' section (please note, complete each section and hit 'Submit')
- You can also access this section via the 'To Do' section of your Home page
- Once all sections are completed and submitted, this will be passed on to UNSW Staff for review.
- You will be advised of the outcome but can also check InPlace for progress on the EOI and any future Placements.
- You will be able to view any 'Confirmed' Placements in InPlace and complete further information as needed.
- Any questions or assistance with InPlace please email; inplace@unsw.edu.au

Student Home Page

1. Access the Tax Clinic EOI as well as your student details by clicking on My Details under your username in the top right hand corner of the Home Page.

![Image of My Details]

2. Any action or 'To Do' items will also appear on your Home Page. This is where you may also see the Tax Clinic EOI Form advertised. Click on any To-Do item to go straight to the form.

![Image of To Do items]

Any questions or assistance with InPlace please email; inplace@unsw.edu.au
Complete Tax Clinic EOI Form

3. Click on the + in each section to complete the section. You will need to Submit each time for each section.

EOI Form Status

4. At the conclusion of the Tax Clinic EOI Form, you will see its Status. In this example it has been Submitted to a UNSW Staff member to verify.

Confirmed Placements

5. On your Home Page, you can also go to the Confirmed tab to view any of your Confirmed Placements. Click on the Placement for more detail.
Placement Details

6. Once confirmed, you can click into the Placement to view more information.

Additional Placement details

7. You may need to add further information to your Placement detail. In this case, the Tax Clinic requires some Declarations to be completed.

**Tax Clinic - Declarations**

*Student Submissions*

- Confidentiality Declaration *
  - No
- Working from Home Declaration *
  - No
- Appearance Release Declaration *
  - No