

APPLICANT QUICK REFERENCE GUIDE

Graduate Research Program

International Admission & Scholarship Application System

This document provides an overview of how to lodge an online application for a Graduate Research Program at Adelaide University.

Before you Begin

There are several documents you will be required to upload or reference to complete and submit your application, such as your passport, academic transcripts, curriculum vitae etc. It is advisable to have these documents on hand before you begin your application. A full list of the required documents can be found on the login page: [Apply for a research degree](#)

- Select Register as a New Applicant.
- Enter a username, your first name, last name, mobile phone number and the email address you wish to register, select the checkbox to agree to the terms and conditions specified and then click Register.
- You will receive an email entitled 'Welcome to Adelaide University!' Click on the Activate Account link, within this email to create a password for your account (the link will expire in 1 hour).

Creating your Applicant Profile

- The first time you login to the system you will be required to supply personal contact details to complete your Applicant Profile.
- Enter all required details (mandatory fields are marked with a red asterisk*), then click Save.
- The Applicant Declaration displays. Review all statements, check the 'I Agree' box and click Save.
- You are now able to create and lodge an application click the Continue My Application.

Creating an Application

- From the Application Centre homepage, click the Begin My Application button.
- You will be directed to the first question page of the Agent Application Assistance. The system will guide you through the various application sections automatically. You must click the Next button at the base of each section to ensure your response is saved (mandatory questions requiring a response are marked with a red asterisk*).
- The Application Progress monitor on the left-hand side of the screen indicates the completed sections of the application via a green tick.
- You do not have to complete your application in one session. You may log out and return to the system to complete the application later.
- On successful login to the system, click the Continue My Application button to re-access your application.

Completing and Submitting an Application with the Assistance of an Agent?

- Complete as much of the application as you can by yourself. As a minimum, you must at least complete your Applicant Profile and the Agent Application Assistance section.
- In the Document Upload section attach all PDF documents listed in the mandatory documents list, and any documents in the optional documents list that you wish to supply.

- Transfer the incomplete application to your nominated Agent to complete by either;
 - o Clicking the Grant Agent Permission button on the Application Centre home page; or
 - o In the Application Review section, tick the 'I have reviewed my application and consider it ready for my Agent to complete on my behalf' box and click Next, then
 - o On the Grant Agent Permission page tick the 'I agree to grant the Agent detailed above permission to complete and submit my application on my behalf' box and click the Grant Agent Permission button.
- Your Agent/Counsellor will complete and submit the application on your behalf.
- You will receive a confirmation email once your Agent/Counsellor has submitted your application to Adelaide University.
- You can monitor your application's progress through the review and approval process, at any time, from the Application Centre home page.

Completing and Submitting an Application Yourself?

- All sections of the application must be completed to before you submit the application.
- In the Document Upload section attach all PDF documents listed in the mandatory documents list, and any documents in the optional documents list that you wish to supply.
- Submit your application by checking the 'I have reviewed my application and consider it complete and ready to submit' box in the Application Review section and click the Submit button.
- You will receive a confirmation email that your application has been submitted.
- You can monitor your application's progress through the review and approval process, at any time from the Application Centre home page.

Need More Help?

- Refer to the detailed help within the system by clicking on the More Information button visible in each section of the application.
- Contact the Adelaide University Graduate Research School:
 - o Email: research.scholarships@adelaideuni.edu.au