

Applicant Quick Reference Guide

Higher Degree by Research International Admission & Scholarship Application System

This document provides an overview of how to lodge an online application for entry into a *Higher Degree by Research* course at the University of Adelaide.

Before You Begin

There are a number of documents that you will be required to upload or reference in order to complete and submit your application, such as your passport, visa, academic transcripts for previous qualifications 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 <http://www.adelaide.edu.au/graduatecentre/orbit-help-pages/international-hdr-student-login.html>

Register to Use the Online Application System


- Go to the system home page <http://www.adelaide.edu.au/graduatecentre/orbit-help-pages/international-hdr-home.html>
- Select *I am an International Applicant*
- Select *Register as a New Applicant*
- Enter the email address you wish to use to register and specify a password.
- Click *Sign Up*
- Access your registered email account and look for a *Registration Confirmation* email.
- Click on the link within this email to complete the registration process.

Create 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*).
- 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.

Creating an Application

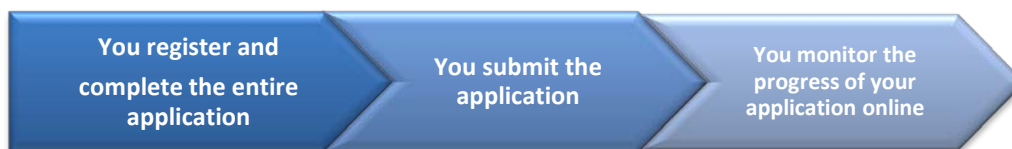
- From the *Application Centre* homepage, click the *Begin My Application* button.
- You will be directed to the first question page of the application *Agent Application Assistance*. The system will guide you through the various application sections automatically.
- You must click the *Next* button 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 at a later time. 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 PDFs of all of the documents listed in the *Mandatory Documents* list that you can, and any documents in the *Optional Documents* list that you wish to supply.
- Transfer the incomplete application across to your nominated Agent to complete by either:
 - Clicking the *Grant Agent Permission* button on the *Application Centre* home page; or
 - 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*.
 - 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 the 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 by Yourself?



- Complete all sections of the application.
- All sections of the application must be completed in order to be able to submit the application.
- In the *Document Upload* section attach PDFs of all of the 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 clicking 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 Graduate Centre:

Email: agc.international@adelaide.edu.au

Telephone: +61 8 8313 5882