

# Application Guide

## 2018 Short Term Program – Session A



THE UNIVERSITY OF  
SYDNEY



This document has information to guide you through the process of completing the online application form for the Study Abroad program at the University of Sydney. These include:

- Documents to have ready before starting your application
- How to access the online application form
- Step-by-step instructions to complete the application form

If you have any questions about how to complete certain sections of the application form please contact Emily the Study Abroad Adviser: [emily.may@sydney.edu.au](mailto:emily.may@sydney.edu.au)

### Documents to have ready before starting your application

It is helpful to have as many of the below documents ready before you start your application. If you don't, the application system allows you to save and return to your application as many times as you like before you submit it.

#### Your preferred units of study

The units of study are entered directly into fields on the online application form.

- [View 2018 Short Term Session A units](#)

#### Passport (optional)

Please include a copy of your passport with your application.

#### Academic transcript

You need to provide your **current** and **official** academic transcript. Ensure you include the page showing the grading scale system. If the original transcript is issued in a language other than English, ensure you also upload an English translation.

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W [sydney.edu.au/study-abroad](http://sydney.edu.au/study-abroad)

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**Evidence of English language proficiency** (only required if students have not completed 1 year of study at University level which has been taught and assessed in English)

Students who have **not** studied 1 year full time University in English can meet our English language requirement in various ways including:

- IELTS test: 6.5 overall + minimum 6.0 in each section
- TOEFL-IBT test: 85 overall + minimum 19 in writing + minimum 17 in reading, speaking, and listening
- International Baccalaureate (IB) diploma: 4 in English A (Higher Level) or 5 in English A (Standard Level)
- Norway Vitnemal: 4 in English
- Sweden Avgangsbetyg/Slutbetyg: VG or B in English
- Germany Abitur: 3 in Advanced Level English (LF)

Visit our [website](#) click the tab “Coming to Sydney” to check additional ways in which students can meet the English requirement.

### Access the online application form

The link you will use to access the online application form will be Undergraduate and your Short Term duration of study is less than 1 semester, so you need to select: 1 semester.

#### Study Abroad Undergraduate 1 semester (or less)

<http://sydney.edu.au/courses/undergraduate-study-abroad-program-one-semester>

1. Click “Apply”

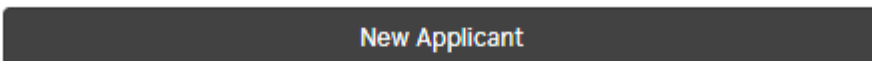


2. Under the **International Applications**, choose your **Entry year** (semester 1)

3. Click “International Apply Now”



4. Click “New Applicant”



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### Step-by-step instructions to complete the application

#### Personal information

- **Given Name:** your given name(s) entered exactly as in your passport
- **Family Name:** all of your family name(s) entered exactly as in your passport
- **Date of Birth:** enter your date of birth in the **DD/MM/YYYY** format
- **Email address:** enter your personal email address. This must be an email address that you will check regularly as there are many important communications sent.
- **User name and password:** choose a username and password that each have 8 digits, including a mix of letters and numbers
- **Tick the 2 boxes** and click “Proceed”
- Note your 12 digit “Application ID” that starts with **IPU**. You will need this application ID to access your application if you save it and come back to it later.
- Click “Proceed”

#### Starting your application

- Read the instructions and click “Continue”

#### Your course options – First preference

- Select your **home institution:** type the full name of your current institution
- **Course** you are currently studying at your home institution: the **name of the Bachelor degree** you are studying (e.g. Bachelor of Business Administration)
- Select your **Study abroad program partner:**  
If you are applying through an existing partnership, type the full name of the partner  
If you are applying for Study Abroad directly, type **Other – Direct**

#### Upload your documents

- Passport (optional)
- Academic transcript
- Evidence of English language proficiency

It is **not** necessary to upload a nomination or approval letter from your home University. You may notice a section of the application form that mentions a nomination letter, however the field is **not** compulsory. The system should let you proceed with the rest of the application without a nomination letter.

#### Unit of study selection

- Type **SHORT TERM A** in the first unit of study field

The remaining fields need you to list the 8-digit unit code + unit of study name for each of the units of study you are requesting. Students are recommended to list **2-3 units of study** in this section.

#### Unit of study approval

Tick the appropriate box

#### Internship

Study Abroad students can apply for an internship in the main application or after you submit your main application. If you'd like to apply now, indicate “Yes”

- Click “Save and Continue”

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### Your personal information

#### Your details

- Enter your title, name details, gender, and date of birth entered exactly as in your passport

#### Your mailing address and your home address

- Enter your personal mailing address and home address details

#### Your contact details

- It is compulsory to enter at least 1 phone number. You can put both (telephone and mobile phone) if they are different.

#### Your residency details

- Complete your country of birth, citizenship/nationality, and language details as matching your passport and personal circumstances
- In the Citizenship/Residency status, select **Other (non resident)**
- Select “Neither Aboriginal nor Torres Strait Islander”

#### Upload your documents

If you already have a passport, please include a copy of the photo page of your passport with your application. If you don't have a passport yet, you can leave this field as it is optional.

#### Agent details

Select the “No” box

#### Your course applications and your enrolment status

Select “No” for both

- Click “Save and Continue”

#### Scholarships

All fields in this screen are optional. You do **not** need to complete anything in this section.

- Click “Save and Continue”

### Your qualifications

#### English Language Proficiency

For the question “Is English your first language?” tick the appropriate box “Yes” or “No”

- If you chose “No” complete the remaining questions according to how you are proving your English language proficiency
- **Upload your documents** by submitting a scanned copy of your English test results

#### Record of Exclusion

Select the boxes as according to your personal situation

#### Upload your documents (optional)

If you chose “No” for any of the three questions, you do **not** need to upload any documents here

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### Highest Qualification details

- What is the highest level of education... : “An incomplete higher education course”
- Last year of participation: 2017

### Secondary School studies

- Name of final secondary qualification: High School
- ATAR rank, UAI score, or equivalent: type “Satisfactory”  
It is **not** necessary to type a specific number/GPA score in this section
- Leave the other fields in this section blank

### Academic Qualifications

- Qualification: choose “**Bachelor degree**” from the drop-down list
- Full course title: the **name** of your Bachelor degree (e.g. Bachelor of Business Administration)
- Education institution: type the full **name of the institution** at which you are studying
- Country: type the country that the institution is located
- Leave these fields **blank**: start date, completion date, and standard length of degree
- Class or grade: type your **GPA** or **average grade**

### Upload your documents

In this section, upload a copy of your current official academic transcript. The preferred file type is PDF

- Click “Save and Continue”

### Declaration page

- Read through the declaration
- Acknowledge and select the box for “I understand and agree to the above”
- Click “Submit”

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**Thank you for your application to study at the University of Sydney**

For any questions, please contact [emily.may@sydney.edu.au](mailto:emily.may@sydney.edu.au)