Application guide
Gap Year Study Abroad - Semester

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. You will find these sections in this document:

- 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 one of our wonderful advisers:

Students from the USA
Kristin Johnson, Senior Study Abroad Adviser, at kristin.johnson@sydney.edu.au.

Students from Canada, Latin America, Europe, Asia, and Africa
Priya Sivaraj, Study Abroad Adviser, at priya.sivaraj@sydney.edu.au

1.) Documents to have ready before starting your application
It is helpful to have as many of the below documents ready as you can before you start your application. But not to worry if you don't, as the application system lets to save and return to your application as many times as you like before you submit it.

List of your preferred units of study – The units of study are typed directly into fields on the online application form. The units of study offered to Gap Year students in our Semester or Year Study Abroad program are listed here: https://goo.gl/otOlm5

Evidence of identity – Please include a copy of the photo page from your passport if you currently have a passport. If you do not currently have a passport, you may instead provide a copy of your drivers license or birth certificate.

Evidence of completion of a recognised secondary qualification – Check our University website for information about recognised secondary (ie, high school level) qualifications:
http://sydney.edu.au/study/admissions/apply/entry-requirements/recognised-secondary-qualifications.html

Application guide
Gap Year Study Abroad - Semester

THE UNIVERSITY OF
SYDNEY

Evidence of English language proficiency – Students whose first language is not English should refer to the University of Sydney English Language Requirements webpage for information on recognised ways students can demonstrate the required minimum level of English proficiency:
https://sydney.edu.au/study/how-to-apply/english-language-requirements.html

NOTE: It is not necessary to upload a nomination/approval letter. 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 even if the nomination letter field is left blank.

2.) How to access the online application form
The link you will use to access the online application form will depend on your level of study (Undergraduate or Postgraduate) and duration of study (1 or 2 semesters):

Study Abroad Undergraduate 1 semester:
https://sydney.edu.au/courses/courses/uc/undergraduate-study-abroad-program-one-semester.html

Study Abroad Undergraduate 2 semesters:
https://sydney.edu.au/courses/courses/uc/undergraduate-study-abroad-program-two-semesters.html

Click the "Apply Now" button
Choose the Entry Year/Semester in the "International Applications" side of the screen
   Semester 1 = mid February-late June
   Semester 2 = late July-early December
Click "International Apply Now" then click "New Applicant"

Application guide
Gap Year Study Abroad - Semester

3.) Step-by-step instructions to complete the application form
Application page: "Personal Information"
- Given Name = your given name(s) exactly as showing in your passport/identity document
- Family Name = all of your family name(s) exactly as showing in your passport/identity document
- Date of Birth = be sure to enter your date of birth in DD/MM/YYYY format
- Email address = enter your personal email address. This must be an email address that you will check regularly as many important communications are sent to you at this email address.
- 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"
- Make a note of the 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 to complete it.
- Click "Proceed"

Application page: "Starting your Application"
- Read the instructions and click "Continue"

Application page: "Your Course Options"
Section "1st preference"
- Select your home institution = type the full name of the institution at which your are currently studying
- Course you are currently studying at your home institution = type "High School" then press the "tab: key on your keyboard to continue to the next field
- Select your exchange or Study Abroad program partner = if applying through an existing partnership, type the full name of the partner. If you are applying for Study Abroad directly (not through an existing partnership) type "Other – Direct"

Section "Upload your documents"
- It is not necessary to upload a nomination/approval letter. 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 even if the nomination letter field is left blank.

Section "Unit of Study Selection"
- This is where you should put the 8-digit unit code + unit of study name for each of the units of study you are requesting. Students are recommended to list 8-10 units of study in this section.

Section "Unit of Study Approval"
- Tick the appropriate box

Section "Internship"
- Choose "No"

Click "Save and Continue"

Application guide
Gap Year Study Abroad - Semester

THE UNIVERSITY OF
SYDNEY

Application page: Your Personal Information

Section "Your Details"
- Enter your title, name details, gender, and date of birth as showing in your passport

Section "Your Mailing Address" and "Your Home Address"
- Enter your personal mailing address and home address details

Section "Your Contact Details"
- The system will require you to put at least 1 phone number. You can put both (telephone and mobile phone) if they are different.

Section "Your Residency Details"
- Complete your country of birth, citizenship/nationality, and language details as matching your passport and personal circumstances
- Choose "Other (non resident) for the Citizenship/Residency status box
- Choose "Neither Aboriginal nor Torres Strait Islander"

Section "Upload your documents"
- If you have a passport, please upload a scan of your passport photo page in this section. Don't worry if you don't have a passport yet, as this field is optional in the application form.

Section "Agent Details"
- Tick the "No" box

Section "Your Course Applications" and "Your Enrolment Status"
- Choose "No" for both of these options
- Click "Save and Continue"

Application page: "Scholarships"
- All fields in this screen are optional. You don't need to complete anything in this section.
- Click "Save and Continue"

Application page: "Your Qualifications"

Section "English Language Proficiency"
- Tick the appropriate box "Yes" or "No" for the question "Is English your first language?". If you chose "No" complete the remaining questions according to how you are proving your English language proficiency

Section "Upload your Documents"
- Upload a scanned copy of your English test results if you ticked "No" in the above question

Section "Record of Exclusion"
- Tick the boxes as according to your personal situation

Section "Upload your Documents"
- This is an optional section – you do not need to upload any document here if you chose "No" for the 3 questions in the "Record of Exclusion" section

Application guide
Gap Year Study Abroad - Semester

THE UNIVERSITY OF
SYDNEY

Section "Highest Qualification Details"
- What is the highest level of education... = Choose the option that mentions completion of secondary studies
- Last year of participation = enter the year you completed your secondary (high school level) studies

Section "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

Section "Upload your Documents"
- Upload documents to show completion of a recognised secondary level qualification. The preferred file type is .PDF.
- Click "Save and Continue"

Application page: "Declaration"
- Read through the declaration
- Tick the box for "I understand and agree to the above"
- Click the "Submit" button