How to apply for internal transfer

- Log into the Student Information System using your Student ID number and FAN password.
- Select ‘My Applications’ on the tabs bar.

Applicants are advised they must nominate the preference for each application as only the first two will be considered. Instructions on how to do this are detailed later in this document.

To begin the Online Application process click on ‘Add New’
The search will return courses available for online applications to commence in the next semester. Note that the system will display all available options (Part Time, Full Time, Internal and External).

Search for the course you wish to apply for by entering the course title (or part of the name) in either of the two fields indicated. You can search by keywords or a single word (e.g. arts) or the whole degree name.

Click on ‘Search’.
If the search does not return the expected course, the search can be refined by amending the search criteria and clicking on the ‘Search’ button again.

To select the course, click on ‘Apply’.
You can either:
- Click on ‘Back to Select a course’ to select a different degree
- Click on ‘Cancel’ to return to the Application Summary page
- Click on ‘Proceed with the Application’ to go to the following page

If you select ‘Proceed with the Application’, and then click on ‘Cancel & Exit’ at a later stage, without completing the application, an incomplete application will be created and will appear in the Application Summary page.
Some courses have subject prerequisites as part of the entry requirements. Acknowledgement on whether you meet the prerequisites for the course is mandatory.

Students must select Yes or No from the dropdown list

Courses available as a combined degree option will list these in the drop down list. Selection on whether or not you wish to combine the course is mandatory. Click Save & Continue to proceed with the application
Students applying for Bachelor of Nutrition and Dietetics (Year 3 Entry) must acknowledge whether they meet the prerequisites for the course AND must upload a statement in support of their application.

Once those steps have been completed, click on ‘Save & Continue’
Students will be sent an email to their Flinders email account confirming an application has been submitted. If you do not receive an email confirming this you can check the status of your applications in the ‘Application Summary’ page. If the status of an application states ‘Yes’ under the heading of ‘Incomplete Student Application’ you must complete the application so the status changes to ‘No’ under the same heading. Incomplete applications will not be considered for admission.

To complete your application in the ‘Application Summary’ page select ‘View/Change’ which will take you back to the last step in the application process which was not completed. You can proceed with the application steps from there and finalise for consideration.
Nominating/Changing preferences

To nominate your preferences and finalise your application, click on ‘Return to Application Summary’.

Confirmation your application has been submitted.
In the ‘Application Summary’ page click on ‘ChangePreferences’ to activate the Preference column. Students must nominate preferences against their online applications. Only the first two preferences will be considered. Preferences can be changed at any time.

Once you have entered your preference number for each course, click on ‘Save Application Preferences’. Your application has now been finalised.
**Withdrawing an application**

**Application Summary**

Applications via the Student Information System are available for:
- Domestic students applying for internal transfers (only your first two preferences will be considered);
- Domestic and international students applying for research higher degrees.

If you are applying for a research higher degree, please refer to the research higher degree application information and scholarship application information.

If your application has a status of Not Qualified/Other Offer please check under the 'My Enrolment' tab at the top of the page to see if you have been made an offer into another course.

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Year</th>
<th>Location</th>
<th>Liability Category</th>
<th>Study Period</th>
<th>Load</th>
<th>Attendance</th>
<th>Application Status</th>
<th>Incomplete Student Application</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/06/2014</td>
<td>BGNOVH</td>
<td>Bachelor of Engineering (Civil) (Honours)</td>
<td>2015</td>
<td>Toowong</td>
<td>Commonwealth Supported</td>
<td>Course First Half Year</td>
<td>Full Time</td>
<td>Internal</td>
<td>Unassessed</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2/09/2014</td>
<td>BA</td>
<td>Bachelor of Arts</td>
<td>2015</td>
<td>Bedford Park</td>
<td>Commonwealth Supported</td>
<td>Course First Half Year</td>
<td>Full Time</td>
<td>Internal</td>
<td>Unassessed</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2/09/2014</td>
<td>BA</td>
<td>Bachelor of Arts</td>
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<td>Commonwealth Supported</td>
<td>Course First Half Year</td>
<td>Full Time</td>
<td>Internal</td>
<td>Unassessed</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

From the ‘Application Summary’ page, select the course application to be withdrawn by clicking ‘View/Change’.

Only completed applications can be withdrawn. Applications with a status of ‘Yes’ under the heading of ‘Incomplete Student Application’ cannot be withdrawn. Withdrown applications will not be considered for internal transfer.

Applicants with incomplete applications will be contacted by the Admissions/Prospective Students Office.
Check the details displayed to ensure that the right course has been selected.

Click on ‘Withdraw my application’.
A message will be displayed confirming the application has been withdrawn.

The ‘Application Summary’ page will display the ‘Application Status’ as ‘Withdrawn’.