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# Important Information

- **Diploma in Sport Business** - Use the code DIPSBFP to find the course you are applying for.
- Applicants may be asked for further information to assess their application via their ‘Preferred’ email.
**Accessing the Application System**

Applications are submitted through the Online Application System portal.

**Your Flinders Account**
You will be required to create a Flinders account (FAN) and password to be able to submit your application and/or return to your application.

The first step is to check if you already have a Flinders account. If you do not have one, you will be asked to register.

![Register as a New Student](image)

If you have your FAN details you may need to reactivate your FAN first before being able to access the online application system.

**Existing Student**
If you are an existing Flinders student, log into the Student System through your student dashboard using your FAN and password.

After logging into the Student Information System, click on the Apply for a Course/View Application link on the Applications tab.

![Flinders University Student Information System](image)

**Technical Support**
For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.
Submit Your Application

1. Click on the **Add a new application** button.

![Add a new application button](image1)

2. Use the search box to find courses. Check the Load Category and Attendance Mode. Click on **Add to application** on selected course.

![Select a course](image2)

3. Further options available:
   - Add additional course(s) by clicking on the **Select another course** button and repeating the step above
   - By default, courses are preference according to the order they have been added to the application. The preference can be changed and/or the course removed by clicking on the **More Actions** button.

**Warning:** Some courses have specific application submission deadlines. Please check these carefully as some courses may close without notice.
4. Click **Next** (in the top right-hand corner) to continue.

5. New applicants will need to enter personal, contact, address and citizenship details.  
   **Note:** Existing students will only be able to change selected details on this window.

6. Click **Next** to continue.

7. Courses may require specific information to be submitted as part of the admission requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.
   - Requirements for the selected courses show tags [ ] to indicate which course the requirement relates to.
- Requirements may be mandatory or optional. Responses must be provided to mandatory requirements before the application can be submitted.
- Once a response has been saved, ‘Response Received’ displays.

8. Click on Next to continue.

9. Review the application. If changes are required, select the relevant group tile on the left or use the Previous button at the top right.

10. When the application is ready, click Submit.

   ! **Once the application is submitted, changes cannot be made. Please review carefully.**

11. Once the application is submitted, an acknowledgement email is sent.
Note: If ‘Application Incomplete’ displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and ‘Application Submitted’ should display.

Withdrawing an Application

A student can withdraw an application up until a successful/unsuccesful outcome is recorded.

1. After logging onto the Student Information System, click on the Apply for a Course link on the Applications tab.

2. Click on the View link for the application that is to be withdrawn.

3. Click on the Withdraw button

Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place.
Request for Further Information

Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set preferred email.

This will also show on the application.

1. After logging onto the Student Information System, click on the Apply for a Course/View Application link on the Applications tab.

2. Applications that require further information display a ‘Further Information Request’ tag.

3. Click on the Respond button.

4. Access the Further Information Requests section and click on Respond to provide required information.

5. Repeat this process until all requirements have ‘Response Received’ recorded for the application to be processed.
Application Outcome

Responding to an Offer

1. After logging onto the Student System, click on the View/Respond to my Offer link on the My Offers tab in the Student Information System.

2. The My Applications dashboard window displays offers you have been made requiring a response.
3. The My Applications Window will also display offers awaiting a response.

4. Click on Respond for the application that is awaiting a response.

5. An offer may be unconditional or conditional. Conditional offers will be tagged and details of conditions to be met will be listed on the application and detailed in the offer letter.

6. Accept the offer by clicking on the Accept button at the top left. Defer option may be available via the More button as per the information available at www.flinders.edu.au/defer.

7. Once the offer has been accepted and any outstanding requirements verified, the course status is changed to ‘Admitted’ and the study plan is expanded. Topic enrolment and class registration processes can occur via the Student Information System as per normal.
Unsuccessful application

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact us on 1300 354 633 (option 1).

Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the ‘Preferred Email’. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.
Contact us
Our friendly staff are available to answer your questions:
1300 354 633 (local call cost) | askflinders@flinders.edu.au | flinders.edu.au/ask
International students should contact:
+61 8 8201 2727 | flinders.edu.au/international | INTLAdmissions@flinders.edu.au

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