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Important Information

- Up to 3 courses can be applied for in order of preference per application.
- A maximum of 1 application will be considered a time. The first application submitted will be considered and any subsequent applications will not.
- Applicants may be asked for further information to assess their application via their ‘Preferred’ email.
- Offers are made once all semester grades are available for Flinders students wishing to transfer to another course.
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.

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.

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.

![](image3)

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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/unsuccessful 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.

![Application Summary](image)

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

3. Click on the Respond button.

![Application ID 5221](image)

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

![Application Response](image)

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](http://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.