Flinders University

Direct Application Guide

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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 per intake.
- 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 Authentication Fame (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 have your account details, you may need to reactivate your FAN first before being able to access the online application system.

Technical Support
For technical support with your FAN, including resetting of your password or issues with the reactivation process, please contact our IDS Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

New Flinders Account
If you do not have a Flinders account, you will be required to register as a new student.


You will be sent an email to confirm your Flinders FAN shortly after registering, this will enable you to return to your application in case further information is required or to view the status of your application.

Flinders Student
If you have your Flinders account details, log into the Student System through your okta 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 **My Applications** tab.
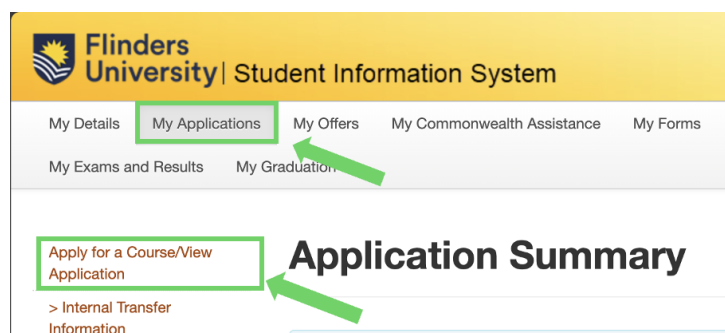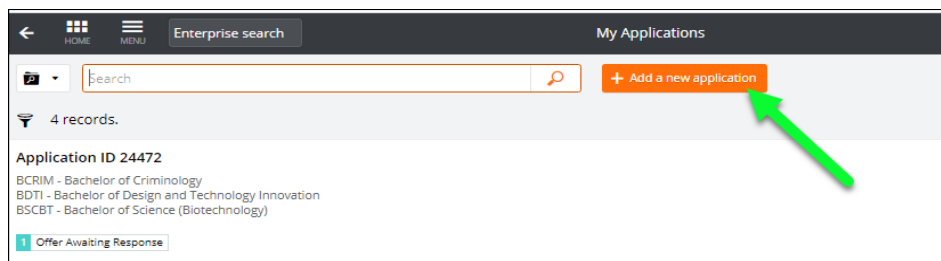
Submit Your Application

> **!** **Some courses have specific application submission deadlines. Please check these carefully as some courses may close without notice.**

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

2. Use the **Search** box use course title or key words to find the course you wish to apply for.

    To get more course specific information about the course you intend to apply for (including program of study) or to confirm the course code to use in your search, visit the Flinders University Handbook at https://handbook.flinders.edu.au.

    Check the Load Category and Attendance Mode you prefer and click on **Add to application.**
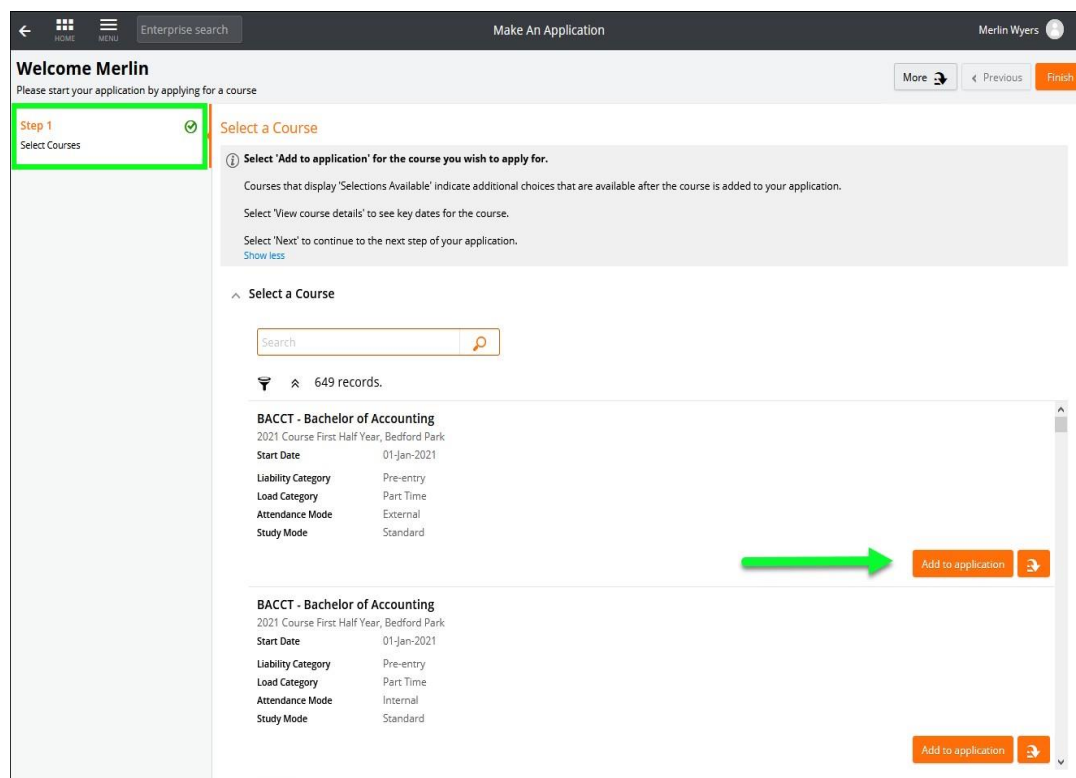
    Up to 3 courses can be applied for in order of preference in your application.

3. If you wish to apply for 3 courses in your application:
   - Add an additional course by clicking on the **Select another course** button and repeating the above step.

The course listed as your first preference will be assessed first. If you meet the requirements, you will not be considered for your second or third preference.

By default, courses are preferenced 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.
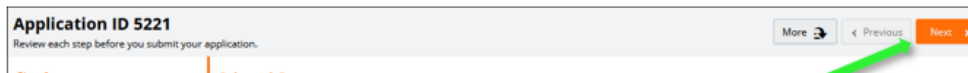
4. Click **Next** to continue.

5. Fill in your personal details and complete fields as required.

Existing students will only be able to change selected details on this window.
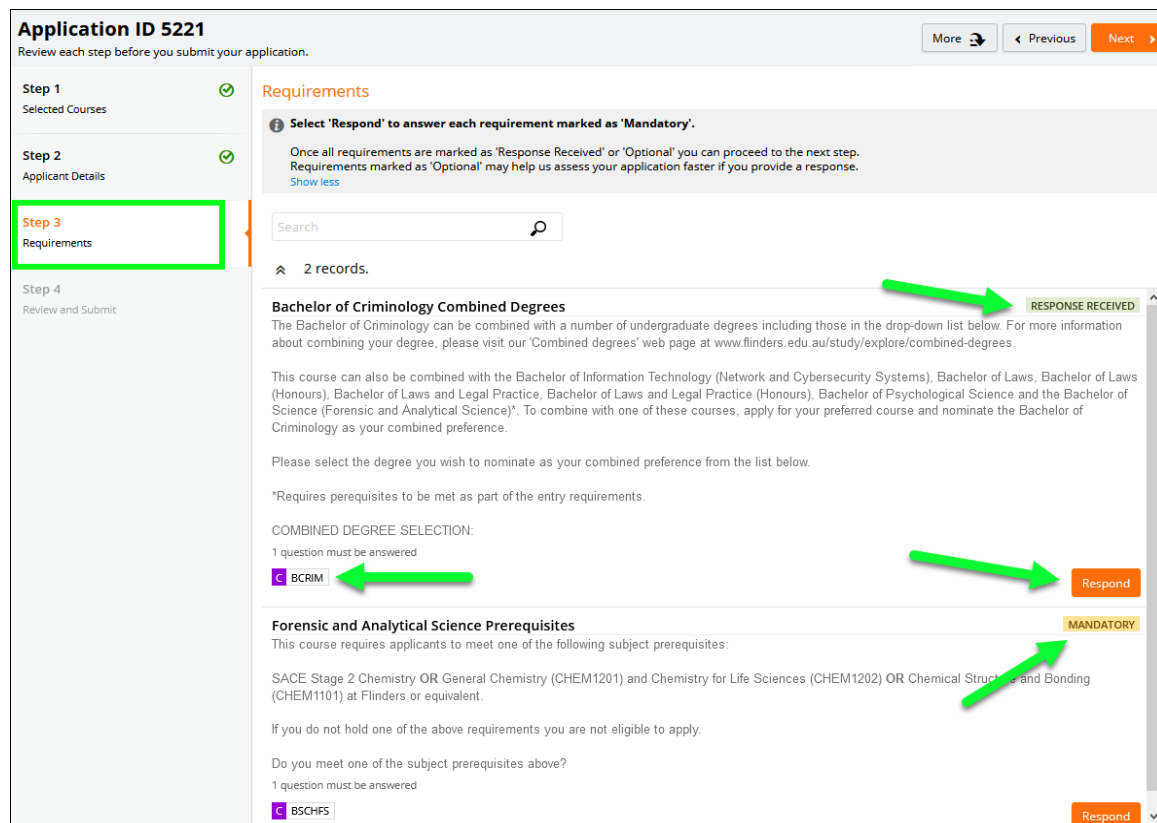
6. Click **Next** to continue.

7. Courses may require specific information/documentation to be submitted as part of the entry requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.
   - Requirements for the selected courses show tags C BCRIM 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 your application is ready, click **Submit**.

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

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.
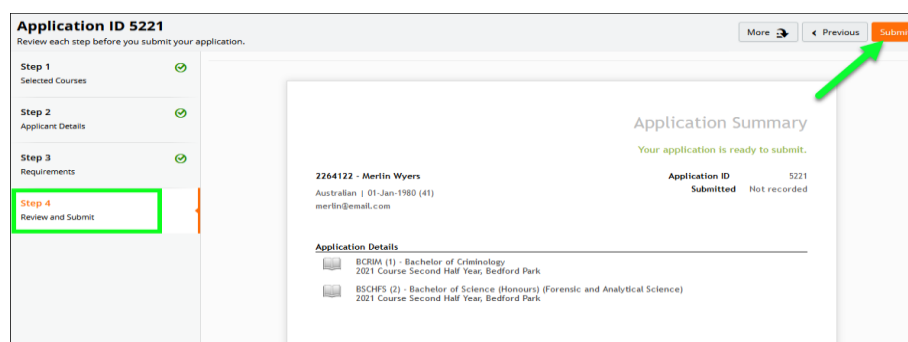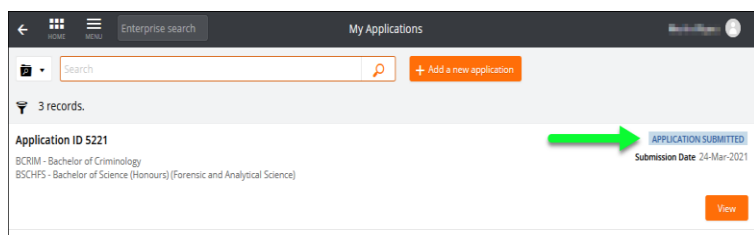

Applying for a combined Bachelor degree option

Check whether the combined Bachelor degree you wish to apply for is an approved option here.

To apply for a combined degree option, apply for the **Primary Combined Degree Course** listed following the above instructions.

Select your preferred combined option from the drop-down list when responding to the question in your application.
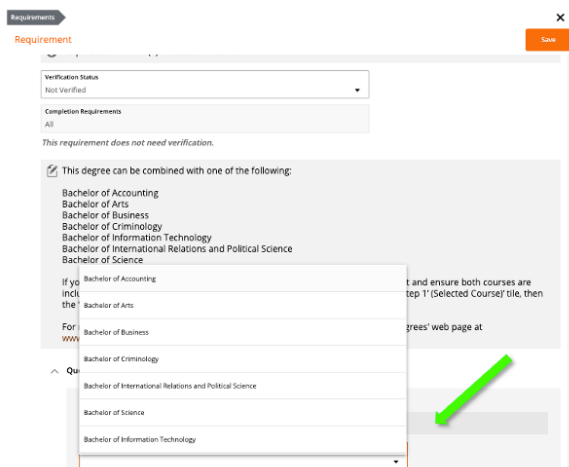
Applying for a postgraduate course

Applications for a postgraduate course should be submitted for either a Commonwealth Supported Place (CSP) (if available as an option when searching for your preferred course) or a Full-Fee paying place.
If your preferred course is available on a CSP basis, selection is based on academic merit (Grade Point Average).

Some courses may have an Employer Reserved basis and applications for this cost basis should only be submitted if instructed to do so.

Applications for the Doctor of Medicine in the Northern Territory are only available on an Employer Reserved basis.

Returning to your application

You can return to the application system once you have your Flinders account and by logging into the Student System through your okta 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.
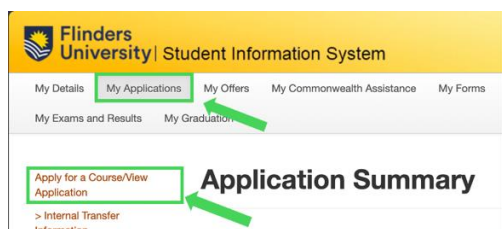
Request for Further Information/Documentation

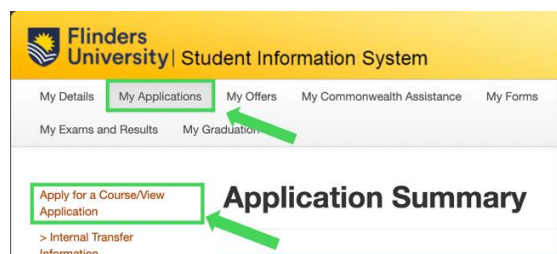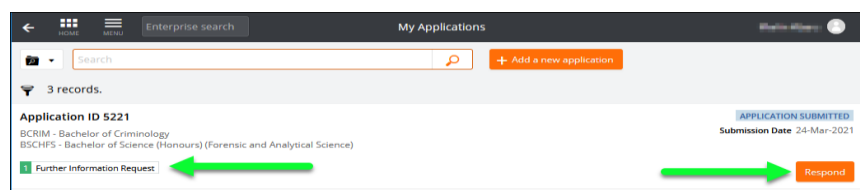Further information/documentation may be sought from you to complete the assessment of your application. Flinders will email you with details of what is required and will be sent to the preferred email in the system.

The request for further information will also show on your application status.

Provide further information/documentation

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

2. A **Further Information Request** tag will be displayed
3. Click on the **Respond** button.

4. Access the **Further Information Requests** section and click on **Respond** to provide required information/documentation.
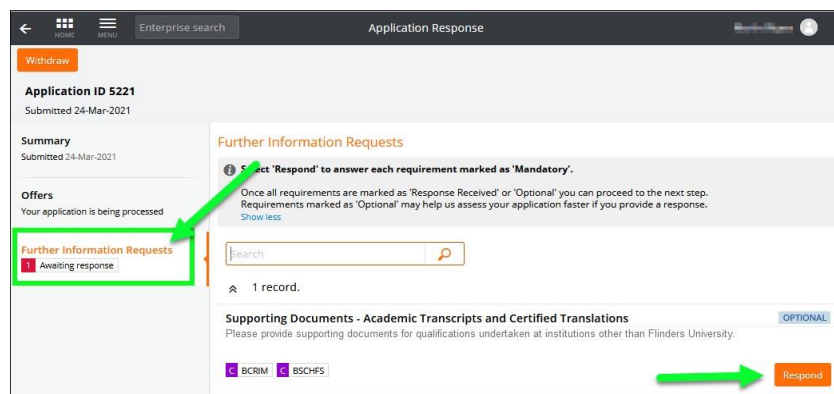
5. Repeat this process until all requirements have '**Response Received**' recorded for your application to be processed.
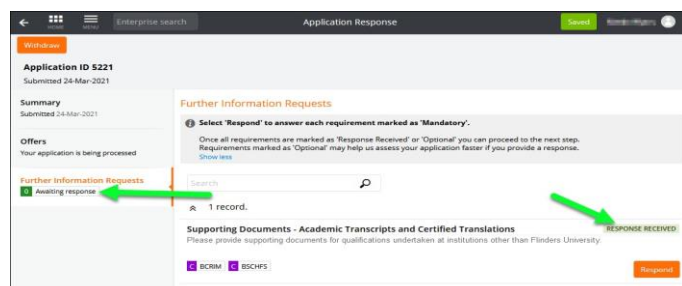
Application Outcome

Offer letters are emailed to the preferred email account in the system.
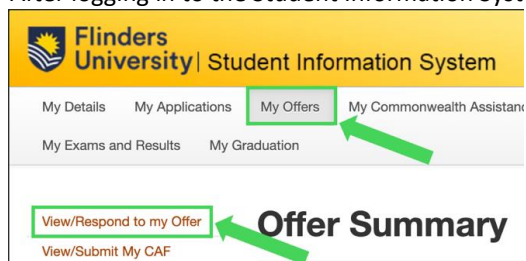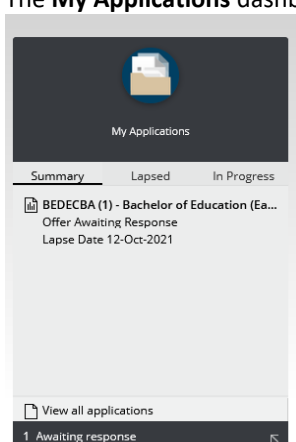
Responding to an Offer

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


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. Click on **Respond** for the application that is awaiting a response.
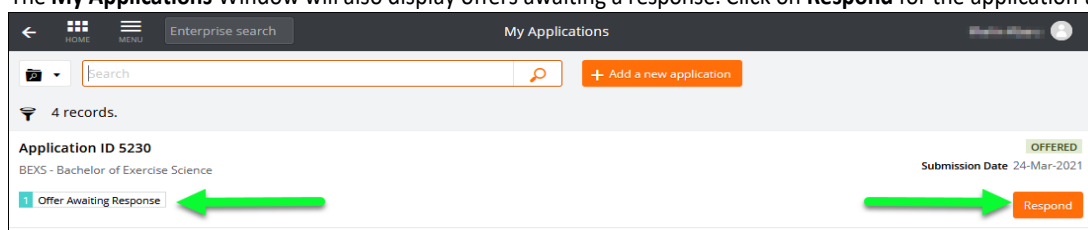
4. Accept the offer by clicking on the **Accept** button at the top left to proceed to enrolling in topics and class registration to start setting your class timetable.

   A **Defer** option may be available via the **More** button if deferment must be indicated by a deadline per your offer letter. For information on the offer deferment process visit www.flinders.edu.au/defer.
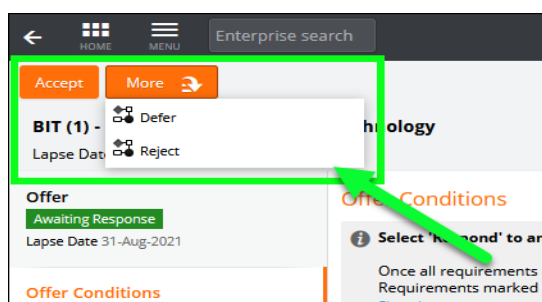
5. Once you have accepted your offer, the course status in the student management system changes to **Admitted**. Topic enrolment and class registration dates are available at https://students.flinders.edu.au/my-course/enrolment/enrolment-class-registration.

Conditional offers

A conditional offer may be made based on the information provided in your application which requires verification.

Conditions to be met are detailed in the offer letter and are listed on the application. Topic enrolment and class registration will not be possible until the conditions of the offer are met by the deadline specified in the offer letter.

Some courses require applicants to Accept their conditional offer by a deadline to secure their place in the course. Please read your offer letter carefully.

Unsuccessful application

Should your application be unsuccessful, you will be notified via email per the preferred email address in the system.

Alternate course offer

If you are unsuccessful in your application to your preferred course, an offer may be made to you for a pathway course for which you meet the requirements. For example, you applied for the Bachelor of Engineering (Civil) (Honours) but the subject pre-requisites required for entry were not met, but you meet the requirements for the Bachelor of Engineering Science. This course enables you to complete the required subject pre-requisites to be able to apply for the Bachelor of Engineering (Civil) (Honours) in the future. You may also be issued an offer to an alternate course if you applied for a Masters degree but the minimum entry requirements were not met, but you meet the requirements for the Graduate Certificate or a Graduate Diploma in the same study area.

In case you were unsuccessful in your application for your preferred course and an offer could not be made for an alternate pathway course, please contact us to discuss other options, on 1300 354 633 (option 1).
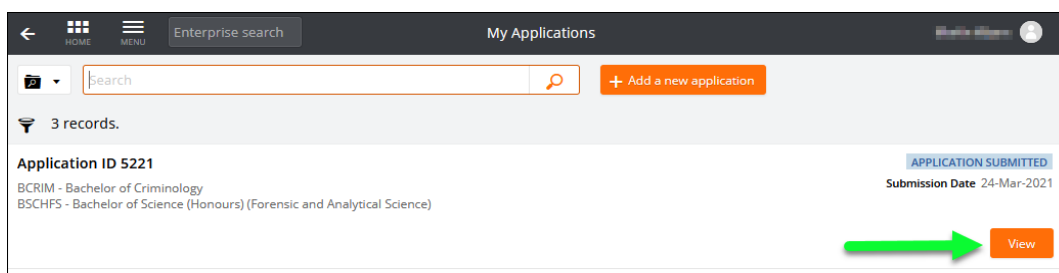
Withdrawing an Application

> ⚠️ **Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place provided applications are still open. Should you withdraw your application in error and applications have closed please email askflinders@flinders.edu.au.**

If you no longer wish to be considered for entry into your selected course(s), an application may be withdrawn up until a successful/unsuccessful outcome is recorded.
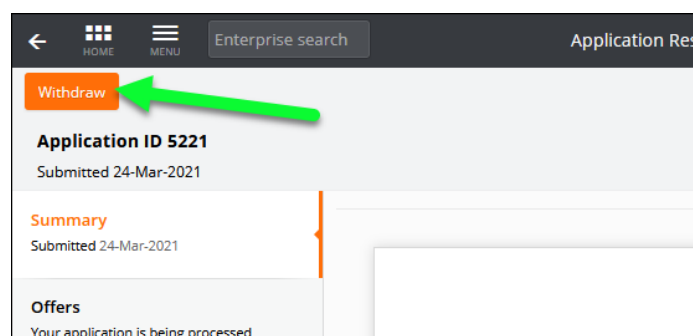
1. After logging in to the Student System, click on the **Apply for a Course** link on the **Applications** tab.
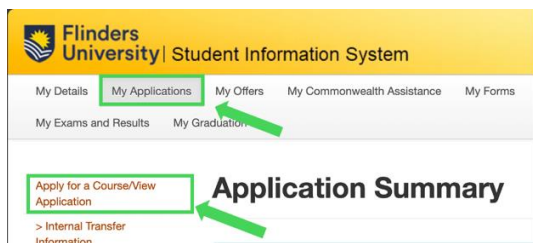
2. Click on the **View** link for the application that is to be withdrawn.

3. Click on the **Withdraw** button.

Checking your Preferred Email

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. If it not the correct email, please change it so our communication regarding the outcome of your application will reach you.
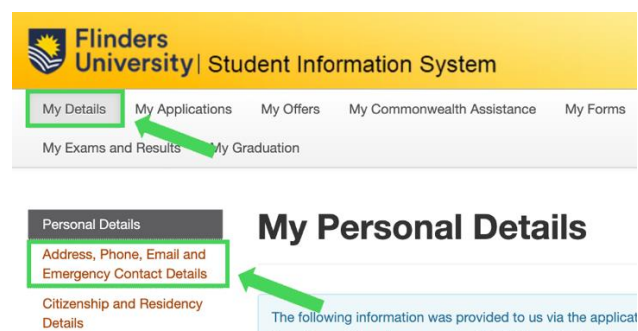
Contact us
1300 354 633 (Option 1)
askflinders@flinders.edu.au   CRICOS No. 00114A