

FLINDERS ONLINE APPLICATION GUIDE FOR EXCHANGE & STUDY ABROAD

In this document you will learn how to use the Flinders University online Application portal to register and apply to become an *Exchange Student or a Study Abroad Student (fee paying).

**Your institution and Flinders University have a current Exchange Agreement.*

Things to Prepare in Advance

1. Current Passport (photo details page).
2. English language test results or qualifications (if applicable).
If English is not your first language, you must meet Flinders' Level 1 English proficiency requirements. Please refer to the [Inbound Exchange and Study Abroad English Language Requirements](#) for details.
3. Official, verified copy of home institution academic transcript.
Certified or official copy of academic transcript (showing completion of at least a full academic year/2 semesters). Student documents can be verified by the international office or delegate at home institution. Verifier should provide their full name, signature and date of signing.
4. A personal statement outlining why you wish to study at Flinders University (**exchange students only**).

Important Information

- If your home institution has an Exchange Agreement with Flinders you should apply to our exchange program, unless advised otherwise by your home university. If there is no Exchange Agreement in place, you will need to apply to our Study Abroad (fee paying) program, for either one semester or a full academic year.
- Please enter your personal details as shown on your passport. We will send communication to the email address provided in your application and will use the home address details you provide to issue a Confirmation of Enrolment. Therefore, it is **vital** that you enter current and correct home address and email address.
- Where mandatory supporting documentation is required, you must upload to proceed with application.

If you're ready to proceed with your application you can apply [online here](#).

STEP 1. Register an account

The registration process differs whether you are applying for the first time, or if you have studied or registered an account with Flinders before. If you have registered an account or studied at Flinders previously you will be directed to a different screen.

1.1. Select Commence the application process:

Commence the application process

APPLYING FOR ENTRY TO A COURSE AT FLINDERS UNIVERSITY?

Before commencing the application process, you need to:

- Know the course you are applying for;
- Know what the entry requirements are and ensure you meet them to be eligible to apply;
- Have information about your higher education qualifications (Copies of Transcripts, Certificates etc.) available to upload (if required).

[Commence the application process](#)

Completing or Continuing an Existing Application?

If you have already started an application and you wish to complete and submit the application; and/or upload documents and other supporting documentation for consideration then

[Login and Continue](#)

What happens after you have submitted your application?

- You will receive a confirmation email;
- We will begin by checking that your application contains everything we need to assess your application. If anything is missing, we will email you;
- You can monitor the progress of your application;
- You can continue to upload supporting documentation to your application (deadlines apply);
- We will assess the application and notify you of the outcome.

[Help](#)

CRICOS Provider Number: 00114A

1.2. Flinders Account Check - Enter:

- First Name
- Last Name
- Date of Birth



[Home](#) > eApplicant

Flinders Account Check

Welcome to Flinders University. To begin the application process, please enter your details to check if you already have an account at Flinders.

Enter Your Details

*

*

*

[Check for Account](#)



Follow Flinders



1.3. If you have never studied at Flinders University before, please **Register** to submit your application:



[Home](#) > eApplicant

Flinders Account Check

Welcome to Flinders University. To begin the application process, please enter your details to check if you already have an account at Flinders.

We could not find your Flinders Account.

If you are new to Flinders University please proceed to [Register](#) to submit your application.

If you believe you should have a Flinders account please try the following:

- Check that you have entered your details correctly and try again
- If you changed your name since you were last here, try again with your previous details
- If you encounter any issues, please contact IDS Support on +61 8 8201 2345 (9:00am through 5:00pm ACST)

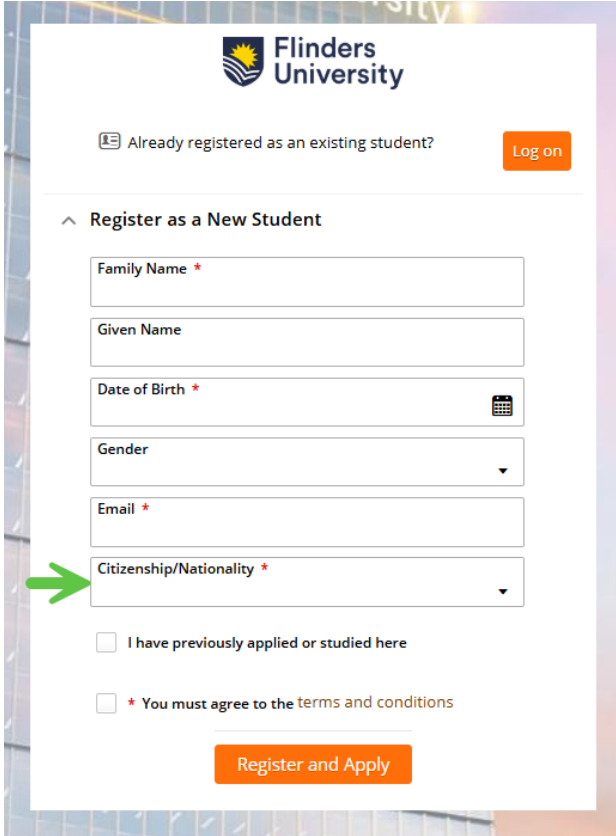
Enter Your Details

*


*

*

[Check for Account](#)




Flinders University

 Already registered as an existing student? [Log on](#)

^ Register as a New Student


Family Name *

Given Name

Date of Birth * 

Gender

Email *

Citizenship/Nationality * 

☐ I have previously applied or studied here

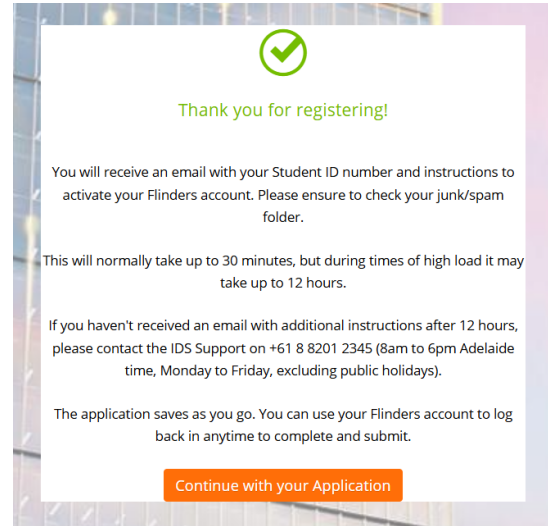
☐ * You must agree to the [terms and conditions](#)

[Register and Apply](#)

- **Citizenship/Nationality:** Please select “Non-citizen/resident intending to study in Australia”.

Click “**Register and Apply**”.

- Check Email account including your junk folder for your username and password.

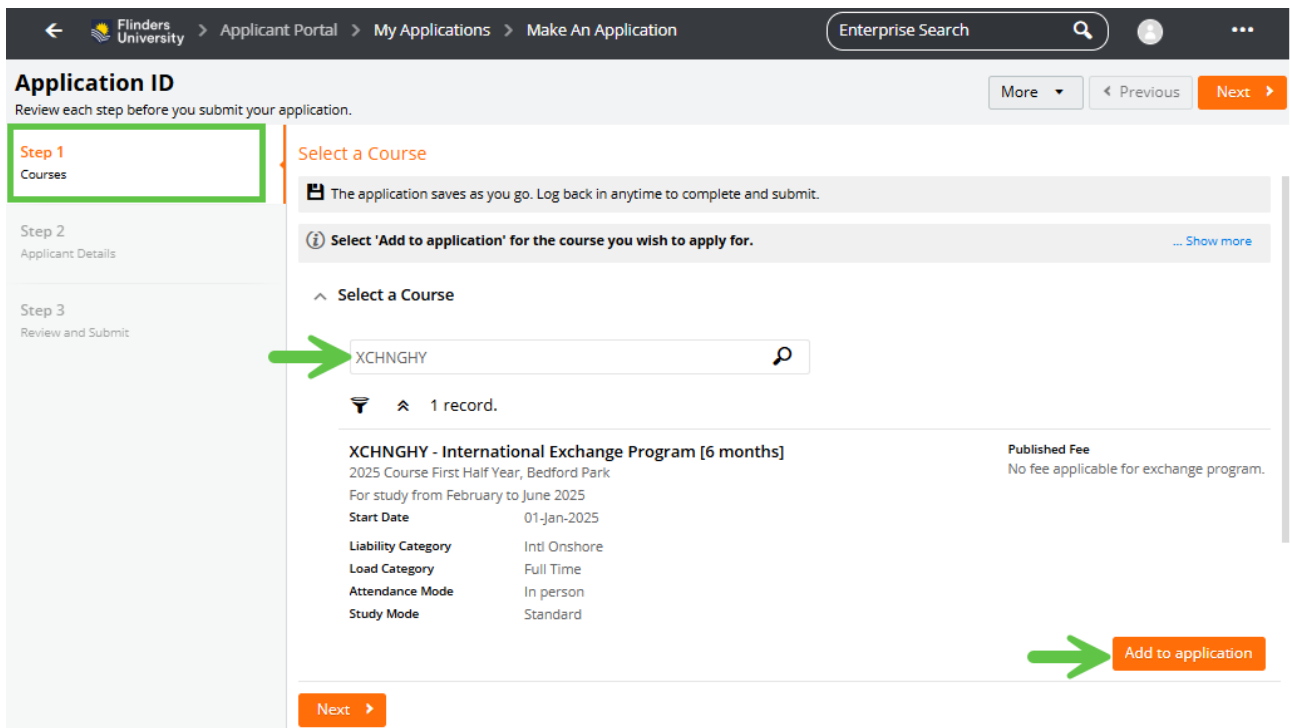


Click “**Continue with your Application**”.




STEP 2. Select your course

Use the search to find the course and click “**Add to application.**” Apply only for the programs listed below:

- **XCHNGHY** for Semester Exchange (6 months)
- **XCHNG** for Semester Exchange (12 months)
- **XSAPHY** for Study Abroad (6 months) fee paying program
- **XSAP** for Study Abroad (12 months) fee paying program



Flinders University > Applicant Portal > My Applications > Make An Application

Enterprise Search   

Application ID [More](#) [Previous](#) [Next](#)


Review each step before you submit your application.


Step 1
Courses

Step 2
Applicant Details


Step 3
Review and Submit

Select a Course

 The application saves as you go. Log back in anytime to complete and submit.

 Select 'Add to application' for the course you wish to apply for. [... Show more](#)

^ Select a Course

XCHNGHY 

1 record.

XCHNGHY - International Exchange Program [6 months]

2025 Course First Half Year, Bedford Park
For study from February to June 2025

Start Date 01-Jan-2025

Liability Category Intl Onshore

Load Category Full Time

Attendance Mode In person

Study Mode Standard

Published Fee
No fee applicable for exchange program.

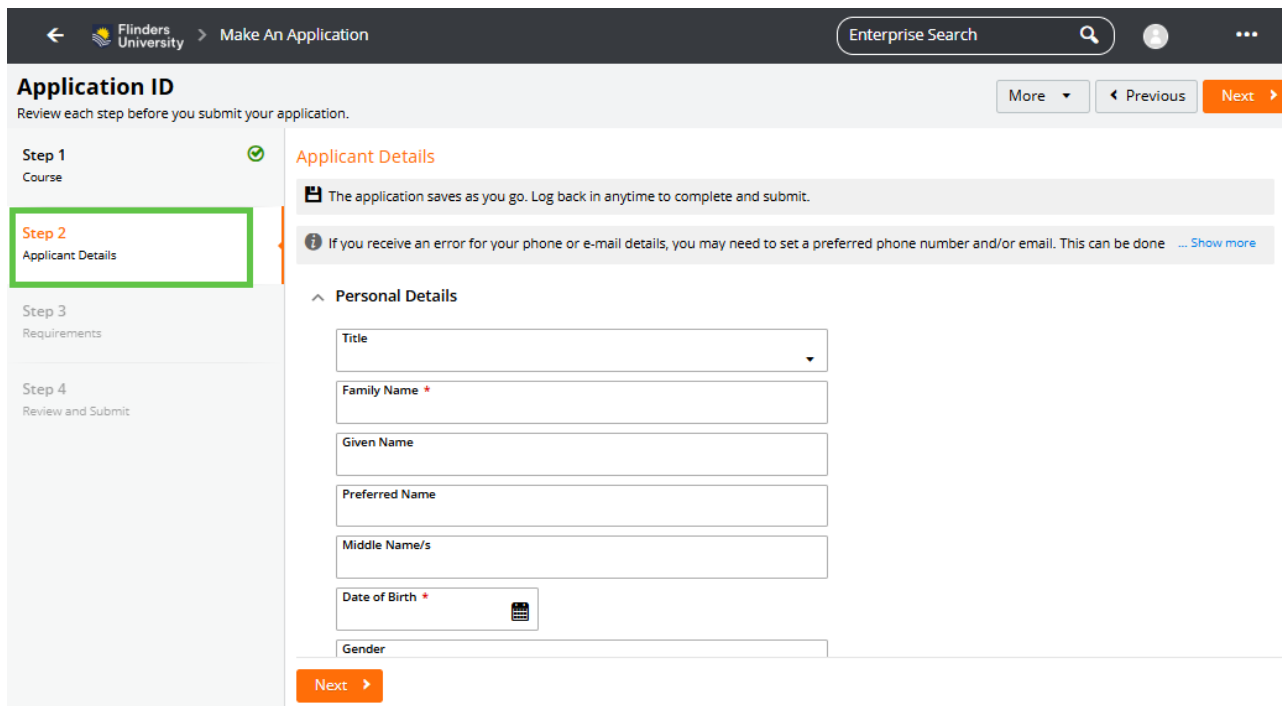
[Add to application](#)

[Next](#)

Once the course has been added to application, click “**Next**” (in the top right-hand corner) to continue.

STEP 3. Applicant Details

New students will need to enter personal, contact, address and citizenship details as shown in the personal details page of your passport, including Title (Mr. Miss etc.)



← Flinders University > Make An Application Enterprise Search

Application ID Review each step before you submit your application. More < Previous Next >

Step 1 Course

Step 2 Applicant Details

Step 3 Requirements

Step 4 Review and Submit

Applicant Details

The application saves as you go. Log back in anytime to complete and submit.

If you receive an error for your phone or e-mail details, you may need to set a preferred phone number and/or email. This can be done ... [Show more](#)

Personal Details


Title

Family Name *

Given Name

Preferred Name

Middle Name/s

Date of Birth * 

Gender

Next >

Tips:

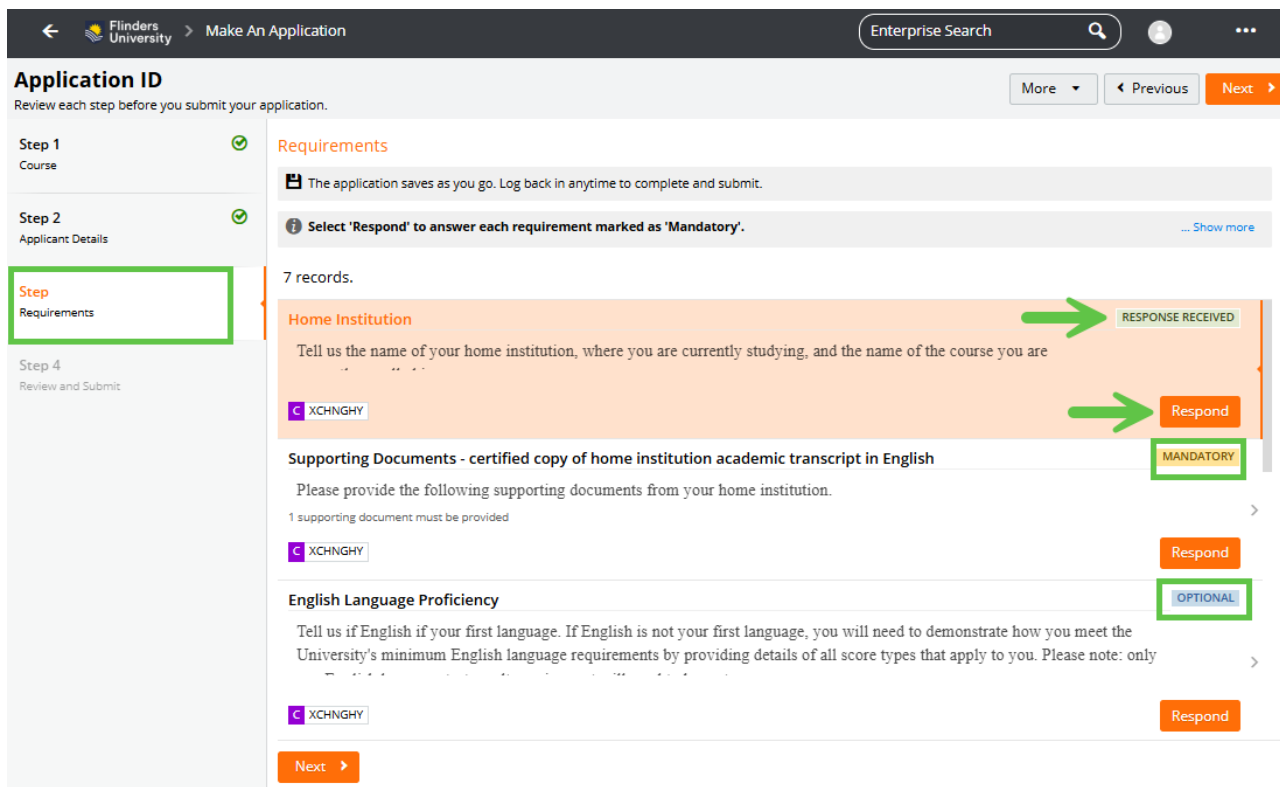
- Under Applicant Details: when answering the “**Citizenship/Nationality Details**” section, please select “**Non-citizen/resident intending to study in Australia**”.
- Existing students will only be able to change selected details on this window.
- Please complete all * mandatory sections.

Click “**Next**” to continue.

STEP 3. Requirements

Document requirements:

- Official certified copy of home institution academic transcript in English demonstrating completion of at least one academic year or two semesters. (Please ask your home institution's international office to certify this document).
- Evidence of English language proficiency (if English is not your first language).
- Passport photo and personal details page – colour copy.
- Personal statement (Exchange students only).



Application ID
Review each step before you submit your application.

Step 1 Course
Step 2 Applicant Details
Step Requirements
Step 4 Review and Submit

Requirements

The application saves as you go. Log back in anytime to complete and submit.

Select 'Respond' to answer each requirement marked as 'Mandatory'. [... Show more](#)

7 records.

Home Institution

Tell us the name of your home institution, where you are currently studying, and the name of the course you are

XCHNGHY **Respond** **RESPONSE RECEIVED**

Supporting Documents - certified copy of home institution academic transcript in English

Please provide the following supporting documents from your home institution.

1 supporting document must be provided

XCHNGHY **Respond** **MANDATORY**

English Language Proficiency

Tell us if English is your first language. If English is not your first language, you will need to demonstrate how you meet the University's minimum English language requirements by providing details of all score types that apply to you. Please note: only

XCHNGHY **Respond** **OPTIONAL**

Next

- 3.1. Click the **"Respond"** button to provide the required information for each requirement.
- 3.2. Click **"Save"** in the top-right corner. Once saved, the status should change to **"Response Received"**.
- 3.3. Repeat this process for all requirements, ensuring you complete all **Mandatory** and **Optional** fields.

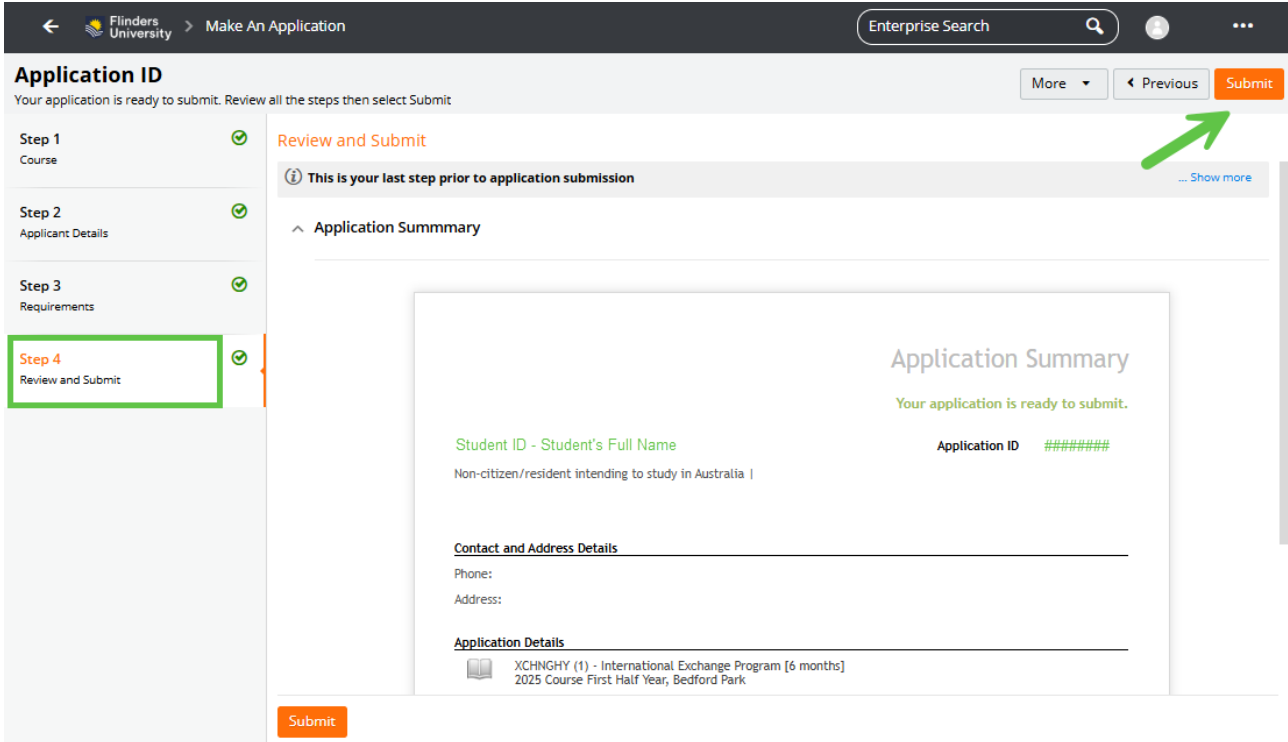
Tips:

- If you are from a non-English-speaking country but are currently studying your degree in an English-speaking country, you can meet the English language proficiency requirement:
In the **"English Language Proficiency"** field, go to the **"Previous tertiary studies undertaken in English"** section and enter the number of years you've completed in English. This applies if you've studied at least one year of tertiary education in an English-speaking country where English is the main language spoken.
- Additionally, you do not need to submit your high school academic documentation unless it is required to meet **English language proficiency assessment guidelines for European countries**.

STEP 4. Review and Submit

4.1 Review the application. If changes are required, select the relevant group tile on the left or use the “**Previous**” button at the top-right corner.

4.2 Click “**Submit**” in the top-right corner. Once your application is successfully submitted you will receive an email from us confirming successful submission summary details of your application and the next steps.



Flinders University > Make An Application

Enterprise Search

Application ID
Your application is ready to submit. Review all the steps then select Submit

More ▾ ◀ Previous **Submit**

Step 1 Course ✓
Step 2 Applicant Details ✓
Step 3 Requirements ✓
Step 4 Review and Submit ✓

Review and Submit

This is your last step prior to application submission [... Show more](#)

Application Summary

Application Summary
Your application is ready to submit.

Student ID - Student's Full Name Application ID #####
Non-citizen/resident intending to study in Australia |

Contact and Address Details
Phone:
Address:

Application Details
XCHNGHY (1) - International Exchange Program [6 months]
2025 Course First Half Year, Bedford Park

Submit

Tips:

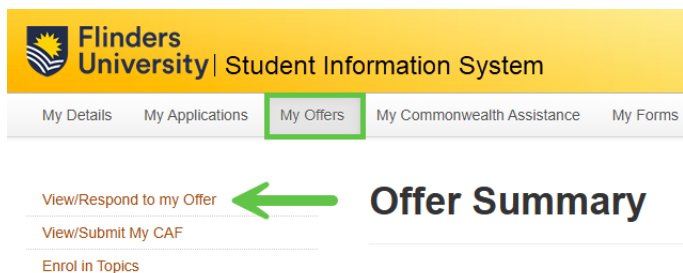
- Most communication regarding your application will be via email.
- System-generated emails can sometimes be directed to your spam folder.
- If you do not see emails about your application, please check your spam folder.

Note: If “**Application Incomplete**” displays after submission, the system is still processing the application. Wait for a few moments, refresh the window and it should display as ‘**Submitted**’.

STEP 5. Accept My Offer

Follow these steps to formally accept your offer:

- Login to the [Student Information System](#)
- Select the “**My Offers**” tab.
- Click on the “**View/Respond to my Offer**” link on the left-hand menu.



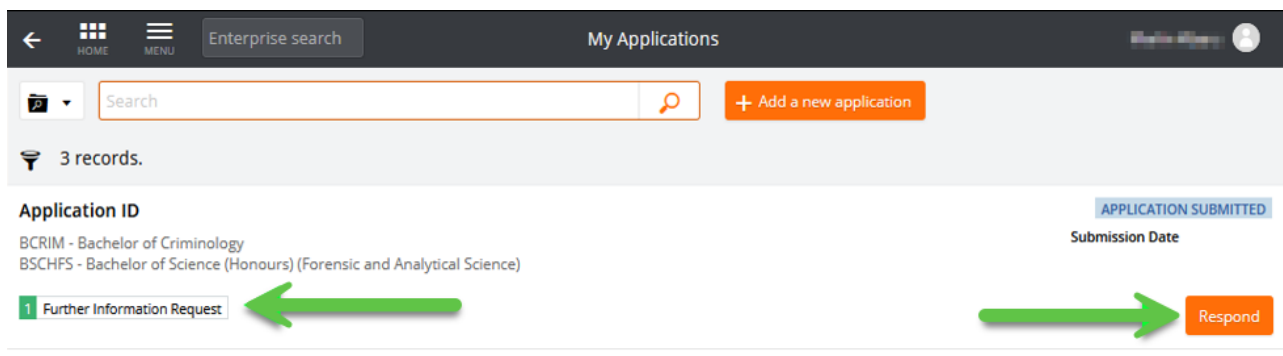
Flinders University | Student Information System

My Details My Applications **My Offers** My Commonwealth Assistance My Forms

View/Respond to my Offer View/Submit My CAF Enrol in Topics

Offer Summary

- The “**My Applications**” window will display all offers awaiting a response.
- Click on “**Respond**” for the offer you wish to accept.



- An application offer may be unconditional or conditional, this will depend on whether further information is required.
- If a requirement needs to be verified, a response to the requirement must be received before you can be admitted to the course. (The offer can still be “**Accepted**”, but the course status will not change to “**Admitted**” until the requirement has been verified by a staff member.)
- Once an offer has been accepted and outstanding requirements verified, the course status is changed to “**Admitted**”.

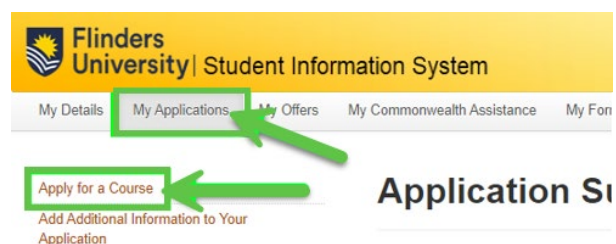
Tips:

- Keep an eye on your email inbox for further instructions that will be provided to guide you through the topic selection, topic approval and topic enrolment process.

Request for Further Information

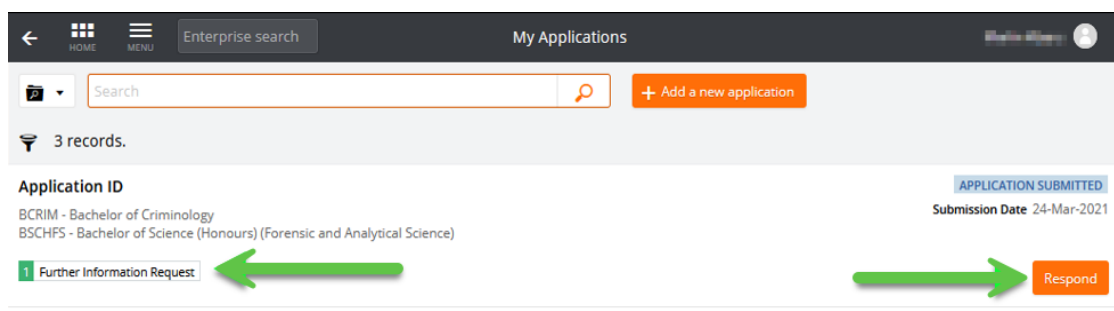
Further information may be requested to support the application. This will show as outstanding requirements on the application.

- After logging onto the [Student Information System](#).
- Select the “**My Applications**” tab.
- Click on the “**Apply for a Course**”.

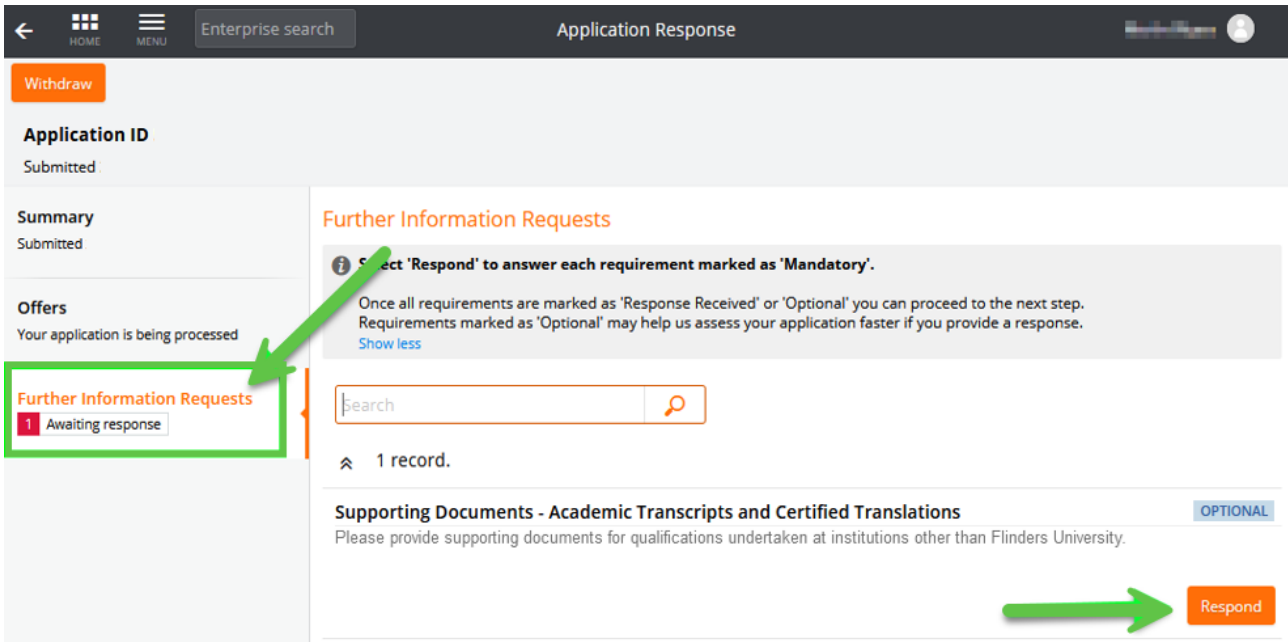


Applications that require further information display a ‘**Further Information Request**’ tag;

- Click on the “**Respond**” button.



- Access the **Further Information Requests** section and click on “**Respond**” to provide required information.



Enterprise search Application Response

Withdraw

Application ID
Submitted

Summary
Submitted

Offers
Your application is being processed

Further Information Requests
1 Awaiting response

Further Information Requests

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

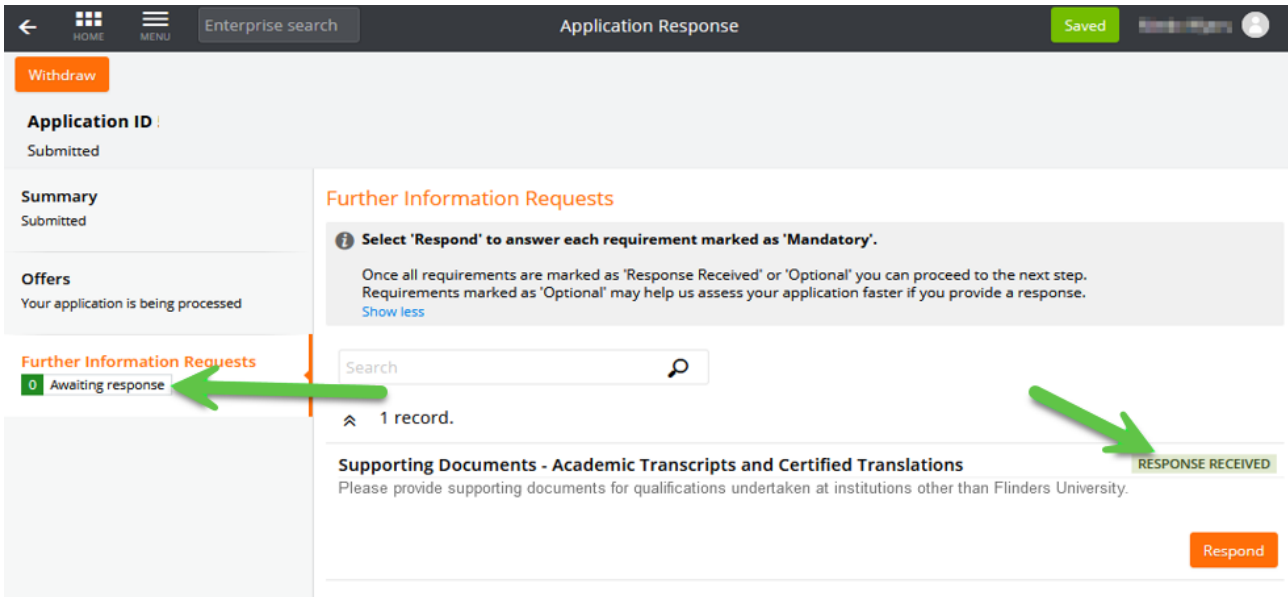
1 record.

Supporting Documents - Academic Transcripts and Certified Translations OPTIONAL

Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

Respond

- Repeat this process until all requirements have “**Response Received**” recorded.



Enterprise search Application Response Saved

Withdraw

Application ID
Submitted

Summary
Submitted

Offers
Your application is being processed

Further Information Requests
0 Awaiting response

Further Information Requests

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

1 record.

Supporting Documents - Academic Transcripts and Certified Translations

Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

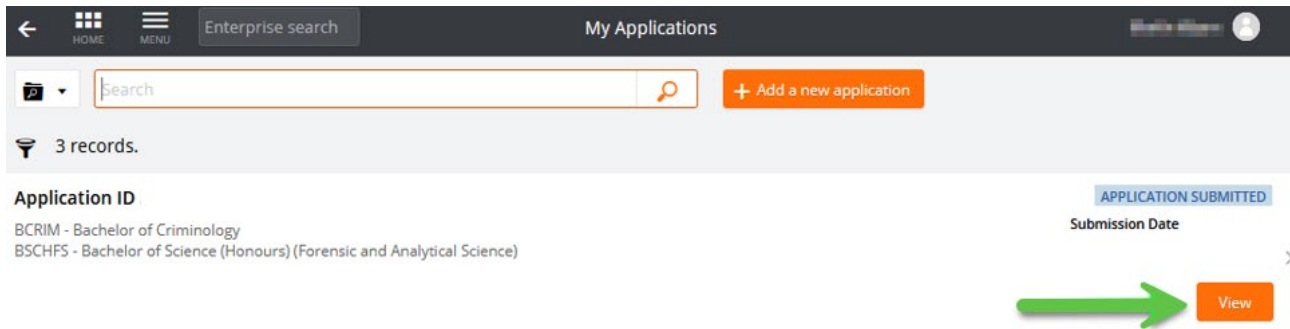
RESPONSE RECEIVED

Respond

Request for Withdraw an Application

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

- After logging onto the [Student Information System](#).
- Select the “**My Applications**” tab.
- Click on the “**Apply for a Course**”.
- Click on the “**View**” link for the application that is to be withdrawn.



- Click on the “**Withdraw**” button.

