

Online Application Student User Guide

Thank you for applying to study at Flinders University.

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 your first language is not English you will need to satisfy our English Level 1 [English language proficiency requirements](#) for admission.

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.

Select Commence the application process

Commence the application process

The screenshot shows the 'Student Information System' interface. At the top left is the Flinders University logo and the text 'Student Information System'. At the top right, it says 'Welcome to the Online'. The main content area is titled 'APPLYING FOR ENTRY TO A COURSE AT FLINDERS UNIVERSITY?'. Below this title, there is a sub-heading 'Before commencing the application process, you need to:' followed by a bulleted list of requirements: 'Know the course you are applying for;', 'Know what the entry requirements are and ensure you meet them to be eligible to apply;', and 'Have information about your higher education qualifications (Copies of Transcripts, Certificates etc.) available to upload (if required)'. Below the list is a blue button labeled 'Commence the application process'. The next section is 'Completing or Continuing an Existing Application?' with a sub-heading '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'. Below this is a blue button labeled 'Login and Continue'. The final section is 'What happens after you have submitted your application?' followed by a bulleted list: '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);', and 'We will assess the application and notify you of the outcome.'. At the bottom left of the content area is a 'Help' link, and at the bottom right is the 'CRICOS Provider Number: 00114A'.

Flinders Account Check

- Enter First Name
- Last Name
- Date of Birth

The screenshot shows a web browser window with the address bar displaying 'eapplicant.flinders.edu.au/eApplicant'. The browser's tab bar shows several tabs: 'Flinders University -...', 'Log in to your acco...', 'Flinders University -...', 'PRISMS Logon', 'Study abroad and s...', 'Flinders Learn With...', and 'Flinders LWB Close...'. The page content is titled 'Flinders Account Check'.

Flinders Account Check

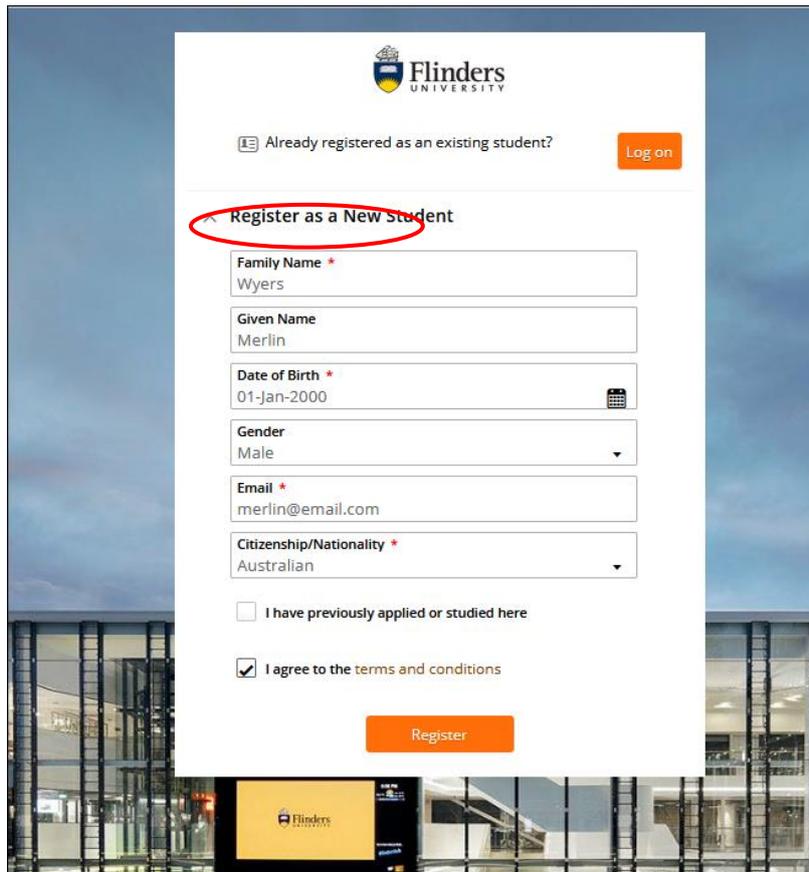
Welcome to Flinders University. To begin the application process, please enter your details to check if you already have an account at Flinders.

Enter Your Details

<input type="text" value="Nancy"/>	*
<input type="text" value="Test"/>	*
<input type="text" value="19/11/1999"/>	*
<input type="text" value="Student ID (optional)"/>	
<input type="text" value="Personal Email (optional)"/>	
<input type="button" value="Check for Account"/>	

The footer features the Flinders University logo on the left and social media icons for Facebook, Twitter, YouTube, and Instagram on the right, with the text 'Follow Flinders' above the icons.

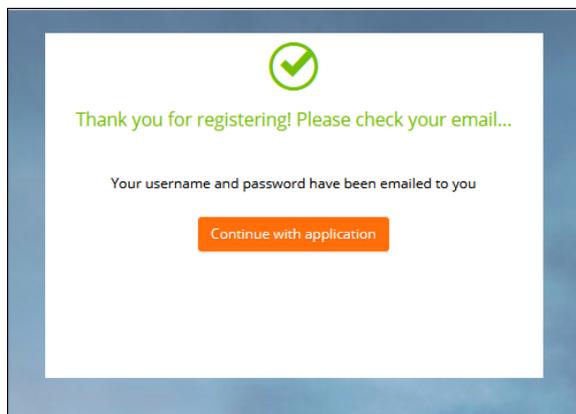
If you have never studied or attended Flinders University before, this is the screen you will see.



The screenshot shows the Flinders University student registration page. At the top, there is the Flinders University logo and a link for existing students: "Already registered as an existing student? Log on". Below this, the "Register as a New Student" section is highlighted with a red circle. The form contains the following fields and options:

- Family Name *: Wyers
- Given Name: Merlin
- Date of Birth *: 01-Jan-2000
- Gender: Male
- Email *: merlin@email.com
- Citizenship/Nationality *: Australian
- I have previously applied or studied here
- I agree to the terms and conditions

A "Register" button is located at the bottom of the form.



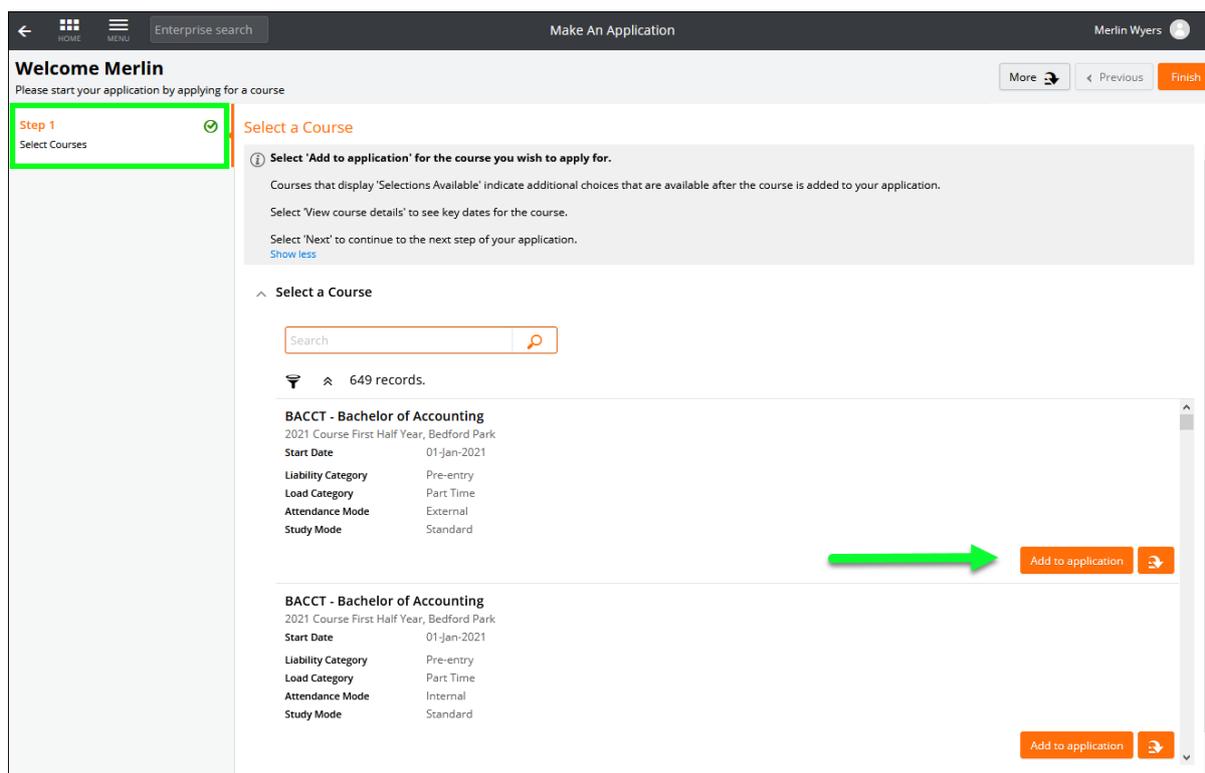
- Check Email account including your junk folder for your username and password
- Click **Continue with application**.

STEP 2. Select your course

Use the search to locate course and click Add to application.

- **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

Tip: Do not apply for any other program other than those listed above



The screenshot shows the 'Make An Application' interface. At the top, there is a navigation bar with 'Enterprise search', 'Make An Application', and 'Merlin Wyers'. Below this, a 'Welcome Merlin' message is displayed. The main content area is titled 'Select a Course' and includes instructions: 'Select 'Add to application' for the course you wish to apply for.' and 'Courses that display 'Selections Available' indicate additional choices that are available after the course is added to your application.' There is a search bar and a list of courses. The first course is 'BACCT - Bachelor of Accounting' with details: '2021 Course First Half Year, Bedford Park', 'Start Date: 01-Jan-2021', 'Liability Category: Pre-entry', 'Load Category: Part Time', 'Attendance Mode: External', and 'Study Mode: Standard'. A green arrow points to the 'Add to application' button for this course. The second course listing is identical but with 'Attendance Mode: Internal'.

Once the course has been added to application, select Finish (**in the top right-hand corner**)

- Click Next (**in the top right-hand corner**) to continue.

STEP 3. Applicant Details

Application ID 5221
Review each step before you submit your application.

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

Step 1 
Selected Courses

Step 2
Applicant Details

Step 3
Requirements

Step 4
Review and Submit

Applicant Details

Your personal details are displayed below.
Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select 'Next' to continue to the next step.
[Show less](#)

Personal Details

Title

Family Name
Wyers

Given Name
Merlin

Preferred Name

Middle Name/s

Date of Birth
01-Jan-1980

Gender
Male

Contact and Address Details

Contact Details

Phone *

New students will need to enter personal, contact, address and citizenship details as shown in the personal details page of your passport.

Tip: Existing students will only be able to change selected details on this window.

Click **Next** to continue

Document requirements:

- English language test results (if applicable)
- Passport photo and personal details page
- Official, verified copy of home institution academic transcript
- Personal statement (Exchange students only)

STEP 4. Requirements

Application ID 5221
Review each step before you submit your application.

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

Requirements

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

2 records.

Bachelor of Criminology Combined Degrees RESPONSE RECEIVED
The Bachelor of Criminology can be combined with a number of undergraduate degrees including those in the drop-down list below. For more information about combining your degree, please visit our 'Combined degrees' web page at www.flinders.edu.au/study/explore/combined-degrees.
This course can also be combined with the Bachelor of Information Technology (Network and Cybersecurity Systems), Bachelor of Laws (Honours), Bachelor of Laws and Legal Practice (Honours), Bachelor of Psychological Science and the Bachelor of Science (Forensic and Analytical Science)*. To combine with one of these courses, apply for your preferred course and nominate the Bachelor of Criminology as your combined preference.
Please select the degree you wish to nominate as your combined preference from the list below.
*Requires prerequisites to be met as part of the entry requirements.
COMBINED DEGREE SELECTION:
1 question must be answered
BCRIM Respond

Forensic and Analytical Science Prerequisites MANDATORY
This course requires applicants to meet one of the following subject prerequisites:
SACE Stage 2 Chemistry OR General Chemistry (CHEM1201) and Chemistry for Life Sciences (CHEM1202) OR Chemical Structure and Bonding (CHEM1101) at Flinders or equivalent.
If you do not hold one of the above requirements you are not eligible to apply.
Do you meet one of the subject prerequisites above?
1 question must be answered
BSCHFS Respond

- Respond to requirements by clicking on the **Respond** button and provide the appropriate information. Repeat for each requirement.
- Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.

My Applications

Enterprise search

Search + Add a new application

3 records.

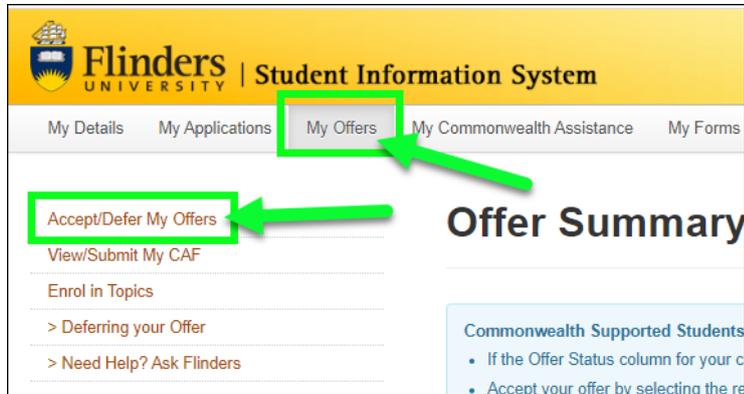
Application ID 5221 APPLICATION SUBMITTED
BCRIM - Bachelor of Criminology
BSCHFS - Bachelor of Science (Honours) (Forensic and Analytical Science)
Submission Date 24-Mar-2021
View

- Once the application is submitted, an acknowledgement email is sent to the student's email address.

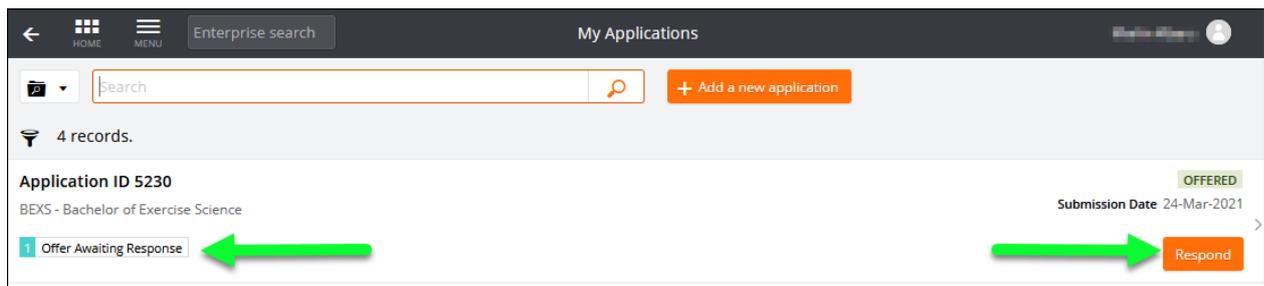
Note: If 'Application Incomplete' displays after submission, the system is still processing the application. Wait for a few moments, refresh the window and 'Application Submitted' should display.

STEP 5. Accept My Offer

1. Login to the Student Information System, click on the **Accept/Defer My Offers** link on the **My Offers** tab in the Student Information System.



2. The **My Applications** window displays submitted applications.
3. Click on **Respond** for the application that is awaiting a response.



- 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'.

The screenshot displays the 'Offer Response' page for the BIT (1) - Bachelor of Information Technology course. The page is titled 'Offer Response' and shows the user's name as Marilyn Monroe. The course details include 'BIT (1) - Bachelor of Information Technology' and a 'Lapse Date: 31-Aug-2021'. The 'Offer' section indicates 'Awaiting Response' and 'Lapse Date: 31-Aug-2021'. The 'Offer Conditions' section is highlighted with a green box and contains a search bar and a list of 3 records. The 'Offer Information' section is also highlighted with a green box. The 'Offer Conditions' list includes:

- Police Checks** (OPTIONAL): All students must obtain a Child-Related Employment Screening before undertaking their professional experience. This condition is linked to BIT and BCRIM. A 'Respond' button is visible.
- Secondary Education** (OPTIONAL): Provide the details of secondary education and/or university entrance examinations (e.g. high school diploma, GCE A levels, Abitur) that you have completed. This condition is linked to BIT. A 'Respond' button is visible.
- Transcript Note:** This section includes 'Final Academic Transcripts' and 'Overseas Qualification Assessment'. A 'Respond' button is visible.

Congratulations, you have successfully submitted your semester exchange/study abroad application to Flinders University.

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.

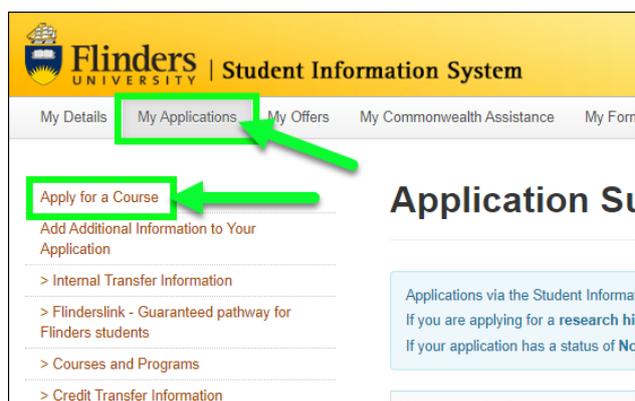
Blank Page

Further instructions are provided below if you need to:

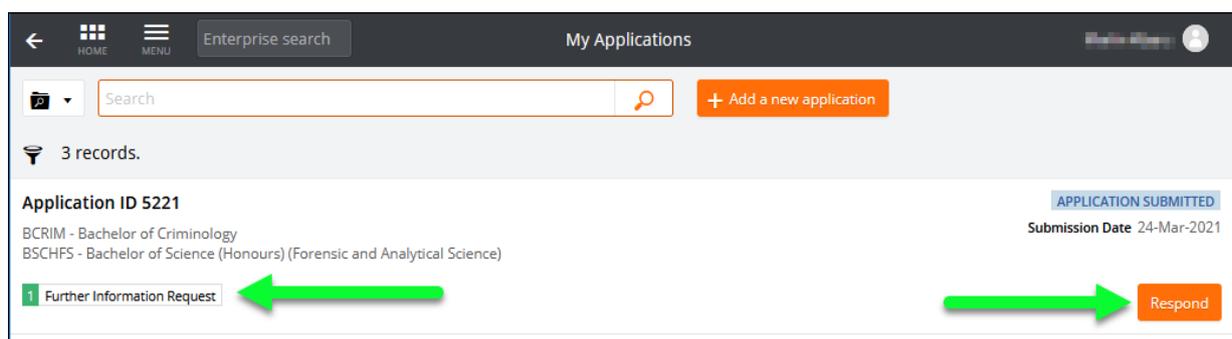
- Provide further information
- Withdraw an application

Request for Further Information

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

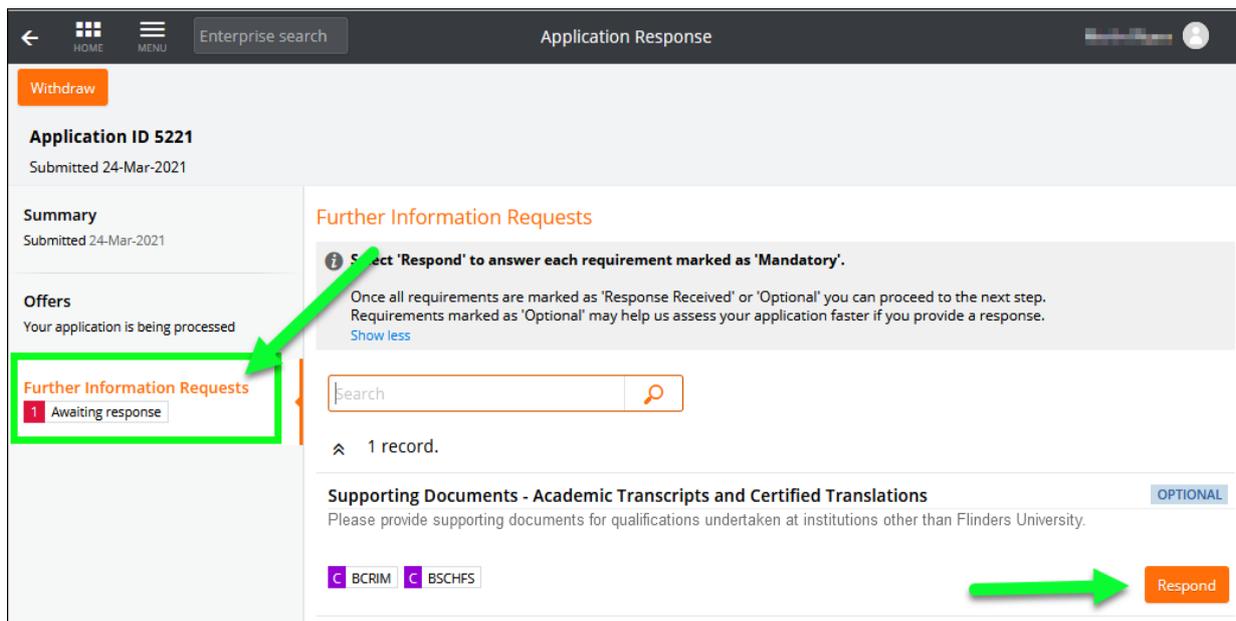


After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.

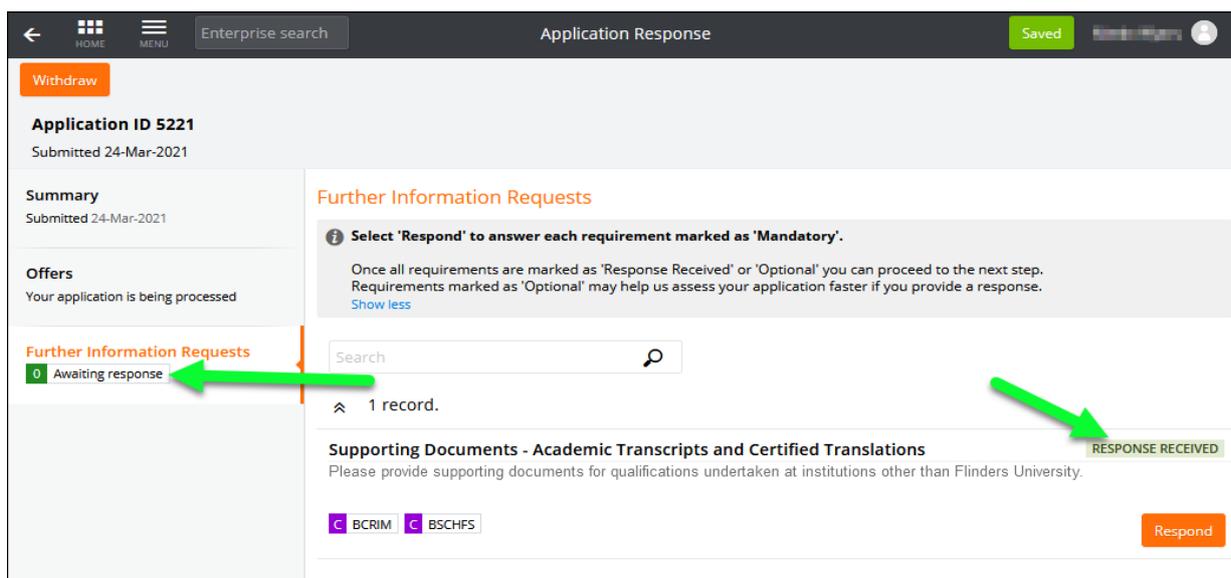


Applications that require further information display a '**Further Information Request**' tag.

Click on the **Respond** button.



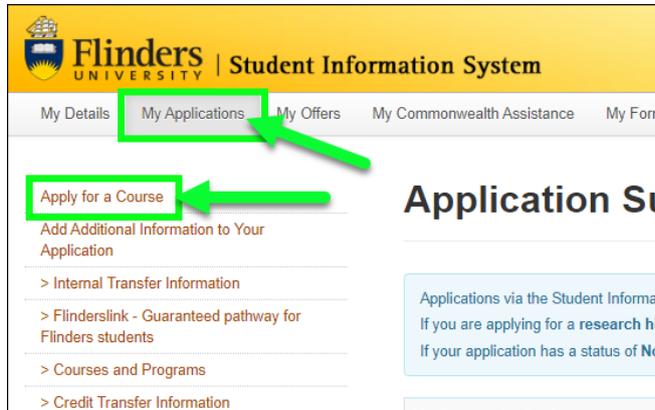
Access the **Further Information Requests** section and click on **Respond** to provide required information.



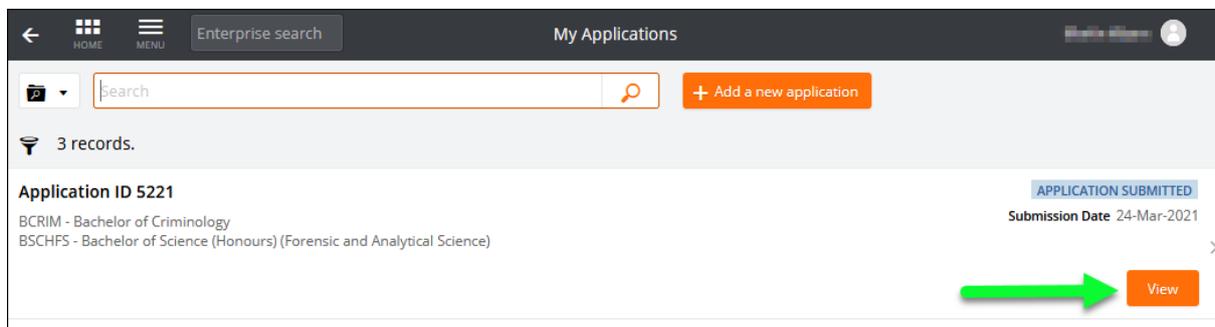
Repeat this process until all requirements have '**Response Received**' recorded.

Withdraw an application

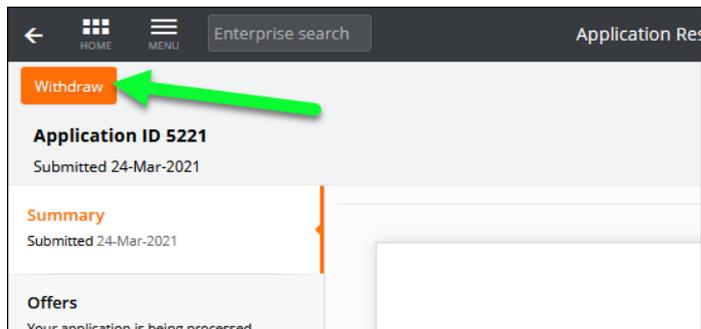
A student can withdraw an application up until a successful/unsuccessful outcome is recorded.



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.