Application Guide

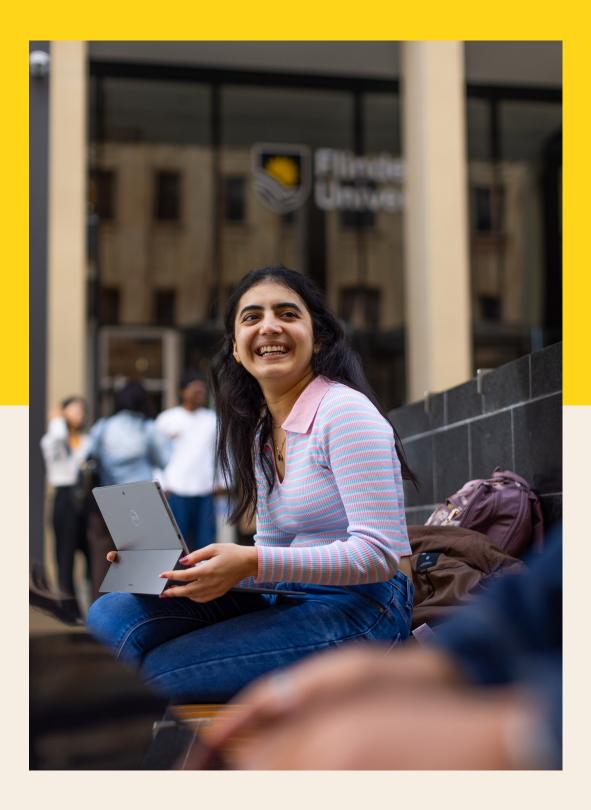




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Important Information

- 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 <u>reactivate your FAN</u> 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.

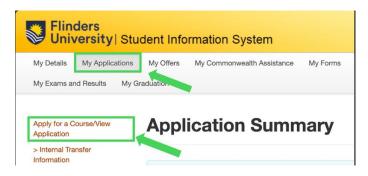
	Flinders University		
	E Already registered as an existing student?		Log on
^	Register as a New Student		
	Family Name *	80	
	Given Name		
	Date of Birth *		
	Gender	•	
	Email *		
	Citizenship/Nationality *	-	
	I have previously applied or studied here		
	* You must agree to the terms and conditions		
	Register and Apply		

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.

Up to 3 courses can be applied for in order of preference in your application. 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.

1. To add your preferred course to your application, click on **Add to application**.

← 🗰 🗮 Enterprise sea		Make An Application		Merlin Wyers 🕘
Welcome Merlin Please start your application by applying fo	a course		More 3	Previous Finish
Step 1 🔗	Select a Course			
	•	or the course you wish to apply for. ns Available' indicate additional choices that are available after the course is added to your application.		Î
		see key uakes for the Luturse. e next step of your application.		
	A Select a Course			
	Search	م ه		
	BACCT - Bachelor of A 2021 Course First Half Yea Start Date			Â
	Liability Category Load Category Attendance Mode	Pre-entry Part Time External		
	Study Mode	Standard	Add to a	application
	BACCT - Bachelor of A 2021 Course First Half Yea Start Date			
	Liability Category Load Category Attendance Mode	Pre-entry Part Time Internal		
	Study Mode	macroa Standard	Add to	application

If you wish to apply for more than one course in your application:

• Add an additional course by clicking on the **Select another course** button, conducting a search and adding the course to your application per above.

Application ID 5221 Review each step before you submit yo	our application.		More 争	∢ Previous	Next 🔸
Step 1	Selected Courses				
Selected Courses	(i) Your selected courses an	e displayed below.			^
Step 2		e' to apply for another course.			
Applicant Details		e additional choices that are available, such as nominating a major or picking an elective.			
Step 3		o see key dates for the course.			
Requirements	Use 'Remove' to remove a	course from your application.			
	Use 'Next' to continue to t	he next step of your application.			
Step 4 Review and Submit	Show less				
	Selected Courses			+ Select anoth	er course
	Search	Q			
	BCRIM (1) - Bachel				
	2021 Course Second H				
	Liability Category Load Category	Commonwealth Supported Full Time			
	Attendance Mode	Internal			
	Study Mode	Standard			
_	1 Preference		Vie	w course details	3
	BSCHFS (2) - Bache	lor of Science (Honours) (Forensic and Analytical Science)	Remo		
	2021 Course Second H	alf Year, Bedford Park	Decre	ase preference	
	Liability Category	Commonwealth Supported			_
	Load Category Attendance Mode	Full Time Internal			
	Attendance Mode Study Mode	Standard			
-	2 Preference		Vie	w course details	3

2. Click **Next** to continue.

Application ID 5221 Review each step before you submit your a	pplication.	More 🐊 < Previous	Next 🔸
Step 1 Selected Courses	Selected Courses		^
Step 2 Applicant Details	Use Select another course' to apply for another course. Use View selections' to see additional choices that are available, such as nominating a major or picking an elective.		
Step 3	One were servicions to recongram concess one are available, soon as non-making a major on piccing an encore. Use 'New course details' to see key dates for the course.		

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

Application ID 5 Review each step before you		pplication.	More 🎝	< Previous	Next	>
Step 1 Selected Courses	0	Applicant Details				
Step 2 Applicant Details		Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and Show less	d then select 'Next' to conti	nue to the next	step.	
Step 3 Requirements	_	 Personal Details Title 				
Step 4 Review and Submit		Family Name Wyers				
		Given Name Merlin Preferred Name				
		Middle Nøme/s				
		Date of Birth 01-jan-1980 Gener				
		Genor Male Contact and Address Details				
		Contact Details Phone •				

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

4. Click **Next** to continue.

Application ID 5221	More 3	∢ Previous	Next >
Review each step before you submit your application.	_		_
and at the			

- 5. 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 (such as **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.

Application ID 52	21				_
Review each step before you su		pplication.	More 争	< Previous	Next >
Step 1 Selected Courses	0	Requirements			
Selected Courses		Select 'Respond' to answer each requirement marked as 'Mandatory'.			
Step 2 Applicant Details	0	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. Stoor less			
Step 3 Requirements		Search 👂			
Step 4 Review and Submit		Bachelor of Criminology Combined Degrees The Bachelor of Cinimology can be combined with a number of undergraduate degrees including those in the drop- about combining your degree, please visit our 'Combined degrees' whey page at www.indires.edu.au/study/explore/c This course can also be combined with the Bachelor of Information Technology (Network and Cybersecurity System (Honours), Bachelor of Laws and Legal Practice, Bachelor of Laws and Legal Practice (Honours), Bachelor of Psycl Science (Fronsici and Analycia Science) ¹ . To combine with one of these courses, apply for your preferred course Criminology as your combined preference. Please select the degree you wish to nominate as your combined preference from the list below. *Requires perequisites to be met as part of the entry requirements. COMBINED DEGREE SELECTON: 1 question must be enviewed	Response Received or Optional you can proceed to the next step. ay help us assess your application faster if you provide a response.	as. 'Laws, Bachelor ce and the Bach he Bachelor of	nation • of Laws
		Forensic and Analytical Science Prerequisites 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 C (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 C BSCHFS C BSCHFS	hemical Struct	e and Bonding	espond v

6. Click on Next to continue.

Application ID 5221 Review each step before you submit yo	r application.	More 争	< Previous	Next 🕨
	La com	-		

- 7. Review the application. If changes are required, select the relevant group tile on the left or use the Previous button at the top right.
- 8. When your application is ready, click **Submit**.

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

Application ID Review each step before ye			More 🏊 < Previous Subm
Step 1 Selected Courses	0		
Step 2 Applicant Details	0		Application Summary
Step 3 Requirements	0	2264122 - Merlin Wyers	Your application is ready to submit. Application ID 5221
Step 4 Review and Submit		Australian 01-Jan-1980 (41) mertin@email.com	Submitted Not recorded
		Application Details ECRA (1) - Bachelor of Criminology 2021 Course Second Hall Yeas, Bedford Park 55/CHS (2) - Bachelor of Science (Honsura) (2) 2021 Course Second Hall Yeas, Bedford Park	Forensic and Analytical Science)

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.

← IIII Enterprise search	My Applications	Barballana 🕘
🛛 🔹 Search	Add a new application	
♀ 3 records.		
Application ID 5221 BCRIM - Bacheler of Criminology BSCHFS - Bachelor of Science (Honours) (Forensic and Analysical Science)		APPLICATION SUBMITTED Submission Date 24-Mar-2021

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 selecting 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.

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 <u>okta dashboard</u> 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.

Flin Univ	ders versity Stu	ident Info	ormation System	
My Details	My Applications	My Offers	My Commonwealth Assistance	My Form
My Exams a	nd Results My G	iraduation		
Apply for a C Application	Course/View	Appl	ication Summ	nary
> Internal Tra	ansfer			

Request for Further Information/Documentation

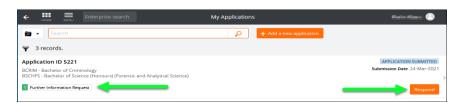
Further information/documentation may be sought from you to complete the assessment of your application. Flinders will email you with details of what is required and will be sent to the <u>preferred email</u> in the system.

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

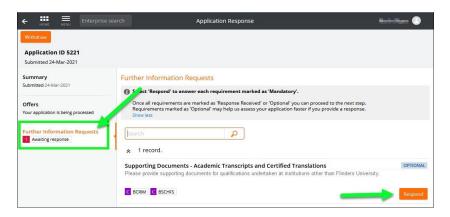
Provide further information/documentation

Fline Univ	ders ∕ersity∣Stu	ident Info	ormation System	
My Details	My Applications	My Offers	My Commonwealth Assistance	My Forms
My Exams ar	nd Results My G	iraduation		
Apply for a C Application	ourse/View	Appl	ication Summ	nary
> Internal Tra Information	insfer			

- 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.

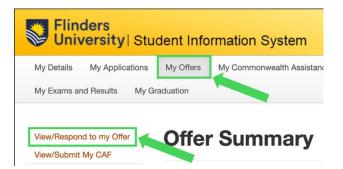
Withdrawi				
Application ID 5221				
Submitted 24-Mar-2021				
Summary Submitted 24-Mar-2021	Further Information	Requests		
Submitted 24-Mar-2021	Select 'Respond' to answer each requirement marked as 'Mandatory'.			
Offers Your application is being processed	Once all requirements are marked as Response 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. Shon virus			
Further Information Requests	Search	P	12	
	♠ 1 record.			
		s - Academic Transcripts and Certified Trai documents for qualifications undertaken at institution		
			Bengtor	

Application Outcome

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

Viewing your Offer

1. After logging into 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.

	My Applications	5		
Summary	Lapsed	In Progress		
BEDECBA (1) - Bachelor of Education (Ea Offer Awaiting Response Lapse Date 12-Oct-2021				
🕒 View all ap	plications			
1 Awaiting res	ponse	Γ		

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.

← 🔐 ☴ Enterprise se	orch Offer Response	Marilyn Monroe 🌕
Accept More 3		
BIT (1) - Bachelor of Information Lapse Date: 31-Aug-2021	n Technology	
Offer Awaiting Response	Offer Conditions	
Lapse Date 31-Aug-2021	Select 'Respond' to answer each requirement marked as 'Mandatory'.	
Offer Conditions O Awaiting response	Once all requirements are marked as Response Received for Optional' you can proceed to the next step. Requirements marked as Optional' may help us assess your application faster if you provide a response. Straw tess	
Offer Information	Search	
	Police Checks All students must obtain a Child-Related Employment Screening before undertaking their professional experience.	OPTIONAL
	C Offer Condition S BT S BCRM	Respond
	Secondary Education	OPTIONAL
	Provide the details of secondary education and/or university entrance examinations (e.g. high school diploma, GCE A levels, Arbitur) that you have completed.	
	CC Offer Condition	Respond
	Transcript Note: Final Academic Transcripts	
	main Answarein. However, and the acument enrolment relevant to this application, you are still required to provide your Academic Transcripts. A final Academic Transcript showing final grades your application as soon as possible and no later than Wednesday (2 December, Please include a grading key (usually found on the back of the dificial transcript). Applications without final transcript processed.	
	Overneas Qualification Assessment Applicants who are graduates with psychology degrees from non-Australian universities must have their qualifications assessed by the Australian Psychological Society (APS) for equivalence to an	Australian programme of
	C Offer Information C BT	Respond

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.

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 <u>askflinders@flinders.edu.au</u>.

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.

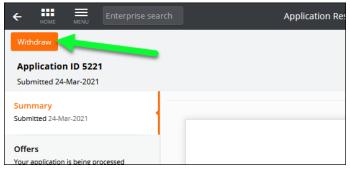
1. After logging onto the Student System, click on the Apply for a Course link on the Applications tab.



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

← ₩ Enterprise search	My Applications	Barta digen 📀
j⊇ ▼ [βearch	Add a new application	
♀ 3 records.		
Application ID 5221		APPLICATION SUBMITTED
BCRIM - Bachelor of Criminology		Submission Date 24-Mar-2021
BSCHFS - Bachelor of Science (Honours) (Forensic and Analytical Science)		>
		View

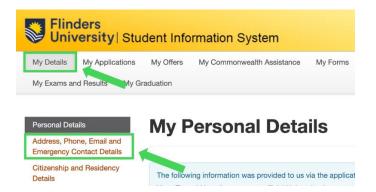
3. Click on the Withdraw button.



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