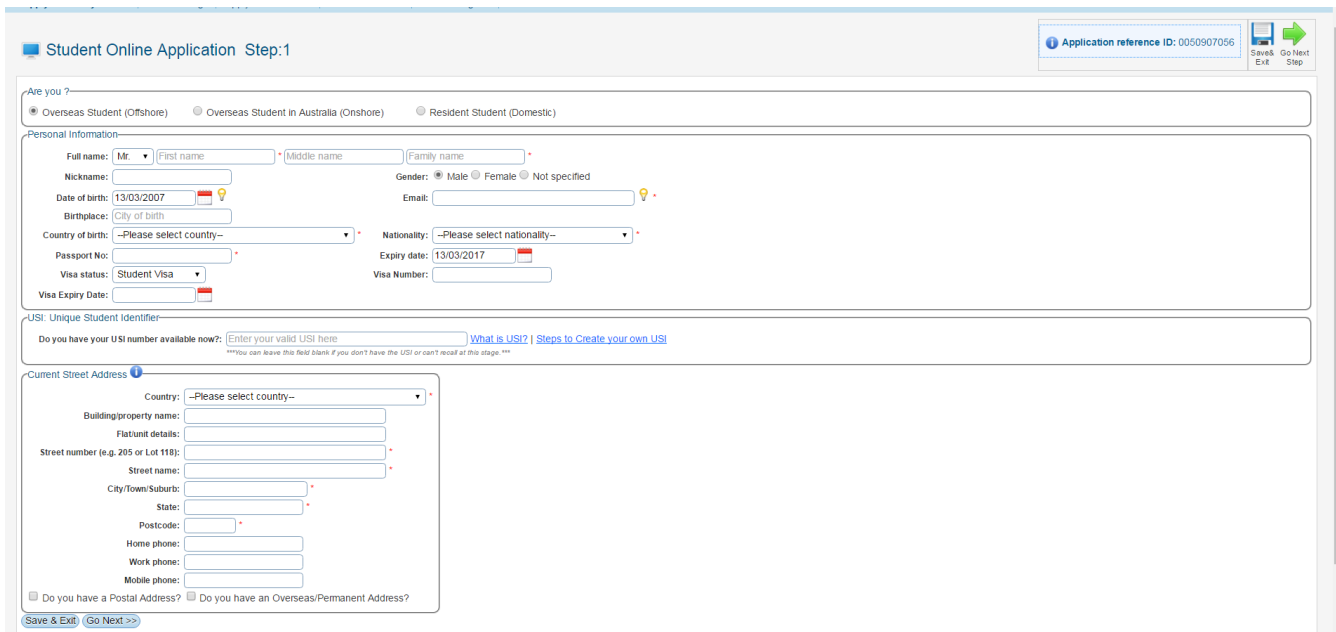


Student Application Five Step Process

Step 1

1. Select your **student type** e.g. Overseas student (offshore), overseas student (In Australia) or Domestic student.
2. Enter **Personal information**. Make sure you fill in the mandatory fields (*with asterisks*).



The screenshot shows the 'Student Online Application Step:1' form. At the top right, there is an 'Application reference ID: 0050907056' and 'Save & Exit' and 'Go Next Step' buttons. The form is divided into sections: 'Are you?' with radio buttons for 'Overseas Student (Offshore)', 'Overseas Student In Australia (Onshore)', and 'Resident Student (Domestic)'. The 'Personal Information' section includes fields for 'Full name' (with dropdowns for Mr, First name, Middle name, Family name), 'Nickname', 'Date of birth' (13/03/2007), 'Gender' (Male, Female, Not specified), 'Birthplace' (City of birth), 'Country of birth' (dropdown), 'Nationality' (dropdown), 'Passport No.', 'Expiry date' (13/03/2017), 'Visa status' (Student Visa), and 'Visa Expiry Date'. Below this is the 'USI: Unique Student Identifier' section with a text input field and links for 'What is USI?' and 'Steps to Create your own USI'. The 'Current Street Address' section includes fields for 'Country', 'Building/property name', 'Flat/unit details', 'Street number (e.g. 205 or Lot 118)', 'Street name', 'City/Town/Suburb', 'State', 'Postcode', 'Home phone', 'Work phone', and 'Mobile phone'. At the bottom of the form are checkboxes for 'Do you have a Postal Address?' and 'Do you have an Overseas/Permanent Address?' and 'Save & Exit' and 'Go Next >>' buttons.

3. Take note of your **Application reference ID** located on the top right hand side of the page. If you are not able to complete your application, the system will automatically save your details and you may log back in using the reference ID.

Note: You will also receive an auto generated email from the system advising you of your online application reference ID. This will be sent once your email address is captured on the system.

4. Click **Go Next** to proceed.

Step 2

5. Enter **Language and cultural diversity** and other relevant information and click **Go Next**.

Student Online Application Step:2

App Ref. ID: 0050907056 (manna.maniago@meshedgroup.com.au)

Save & Exit Go Back Step Go Next Step

Language and cultural diversity

Are you of Australian Aboriginal or Torres Strait Islander origin? (For persons of both Australian Aboriginal and Torres Strait Islander origin, select the last item.)

Is English your main language? Yes No

If No, what is your main language?

How well do you speak English?

Was English the language of instruction in your previous secondary or tertiary studies? Yes No

Have you completed a test of English Language Proficiency? Yes No

Schooling

What is your highest COMPLETED school level?

In which YEAR did you complete that school level?

Are you still attending secondary school? Yes No

Yes I would like to add Previous Qualifications Achieved

Employment

Which BEST describes your current employment status?

Industry of Employment

Occupation Identifier

Yes I would like to add my Employment History

Other Details

ARN:

Concession:

consultant name:

Driving License#:

Security License:

Save & Exit << Go Back Go Next >>

Step 3

6. Fill in **Enrolment details** information and on the dropdown menu, **select course** you want to enrol.

Student Online Application Step:3

App Ref. ID: 0050907056 (manna.maniago@meshedgroup.com.au)

Add Selected Course Save & Exit Go Back Step

Enrolled course list for this application

Applied Course(s) List

There is no course applied yet

Search and apply course

Enrolment Details

Apply under agent?

Which Campus?

Intake year:

Select course:

Preferred start date:

No. of weeks: weeks

Enrolment Fee:

Study Reason:

Status: New Application Request

Course normal fee: \$300.00/week

Course actual fee:

Upfront fee:

Material fee:

Application Request

Are you applying for advanced standing/credit? No Yes

Special conditions:

Other Details

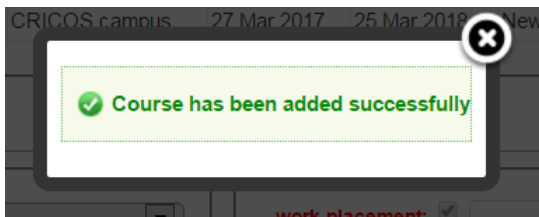
Additional Fee:

mode of delivery:

Save & Exit << Go Back Add New Course

Go To Top

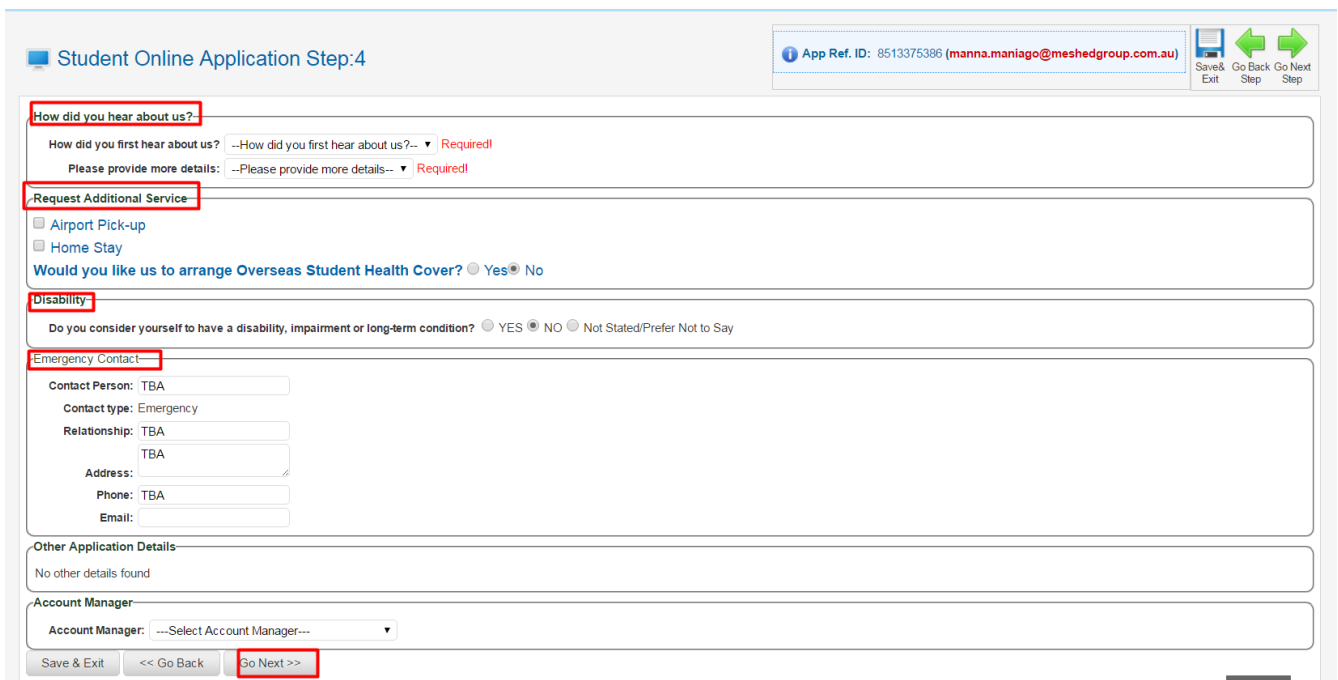
7. Select **preferred start date** from the dropdown menu.
8. Select **Study reason** from the dropdown menu.
9. Type in **Application request** (if any)
10. Tick the relevant box e.g. Yes/ No to indicate you are applying for Advanced Standing Credit. ⁱ
11. Enter in **Special conditions** (if any).
12. Click **Add New Course**. A pop up message will appear saying Course has been added successfully.



13. Click **Go Next**.

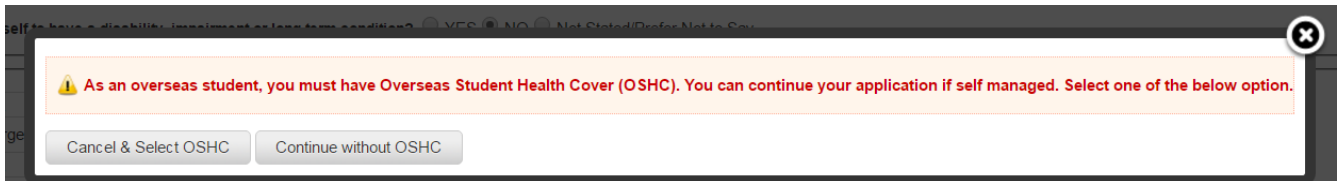
Step 4

14. Enter information
15. Tick the applicable box if students requests for additional service e.g. Airport pick up, homestay, OSHC cover.



16. Fill in **Emergency Contact** details.
17. Click on the drop down menu to Select Account Manager (if applicable)
18. Click **Go Next**.

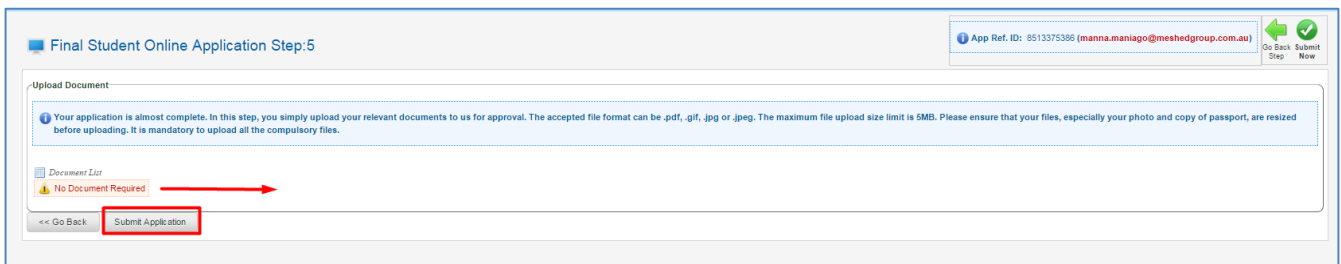
19. A pop up message verifying if student would like to add OSHC (Overseas Health Cover), select the suitable action to continue.



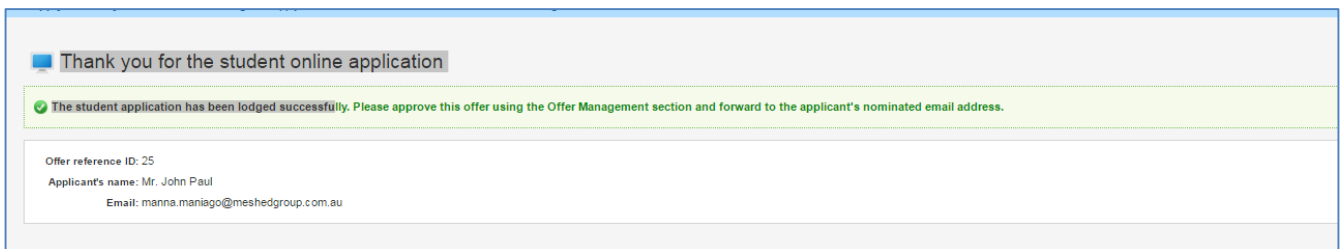
20. Review Application and Click **Confirm**

Step 5

21. The system will validate if documents has been submitted. Once confirmed, click **Submit Application**.



The system will confirm application has been submitted. An automated email will be sent to the student's email address to confirm submission.







¹ Term used by college/ universities for the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

