

Application Guide

Virtual Internships Program 2021



THE UNIVERSITY OF
SYDNEY



This document has information to guide you through the process of completing the online application form for the Virtual Internships Program 2021 at the University of Sydney. You will find these sections in this document:

- Documents to have ready before starting your application
- How to access the online application form
- Step-by-step instructions to complete the application form

If you have any questions about how to complete certain sections of the application form please contact our Internships Coordinator, Dana, by email at study.abroadinternships@sydney.edu.au. Make sure to include your full name and home institution in your email.

1.) Documents to have ready before starting your application

It is helpful to have as many of the below documents ready as you can before you start your application. But not to worry if you don't, as the application system lets to save and return to your application as many times as you like before you submit it.

Resume (Curriculum Vitae) – This is essential for your placement in the program. Please include a copy of your most up-to-date CV, and let us know if you have any questions around this.

Evidence of identity – Please include a copy of the photo page from your passport if you currently have a passport. If you do not currently have a passport, you may instead provide a copy of your drivers license or birth certificate.

Current official academic transcript – A PDF copy of your transcript submitted via email is ok (we don't require the original hard copies). If your home University issues transcripts in electronic format, you may ask the registrar to send a secure download link directly to Dana, by email at study.abroadinternships@sydney.edu.au

Alternatively, if your home University only issues transcripts in hard copy format please order a hard copy of your official transcript to be sent to you, and upon receiving the hard copy please scan the hard copy and upload the scanned PDF. Be sure to include the back of the page with the grading scale if you choose this way to submit your transcript.

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Evidence of English language proficiency – Students whose first language is not English should refer to the Study Abroad and Exchange tab of the University of Sydney English Language Requirements webpage for information on recognised ways students can demonstrate the required minimum level of English proficiency: <https://sydney.edu.au/study/how-to-apply/english-language-requirements.html>

****NOTE**:** It is not necessary to upload a nomination/approval letter from your home University. You may notice a section of the application form that mentions a nomination letter, however the field is not compulsory. The system should let you proceed with the rest of the application even if the nomination letter field is left blank.

2.) How to access the online application form

For our Virtual Internships program, we will be using the following application form:

Study Abroad Undergraduate 1 semester:

<http://sydney.edu.au/courses/undergraduate-study-abroad-program-one-semester>

Click the blue “Apply Now” button

Choose “**2021 Semester 2**” for Entry Year/Semester in the “International Applications” side of the screen

Click “International Apply Now” then click “New Applicant”

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3.) Step-by-step instructions to complete the application form

Application page: "Personal Information"

- Given Name = your given name(s) exactly as showing in your passport/identity document
- Family Name = all of your family name(s) exactly as showing in your passport/identity document
- Date of Birth = be sure to enter your date of birth in DD/MM/YYYY format
- Email address = enter your personal email address. This must be an email address that you will check regularly as many important communications are sent to you at this email address.
- User name and password = choose a username and password that each have 8 digits, including a mix of letters and numbers
- Tick the 2 boxes and click "Proceed"
- Make a note of the 12-digit "Application ID" that starts with IPU. You will need this application ID to access your application if you save it and come back to it later to complete it.
- Click "Proceed"

Application page: "Starting your Application"

- Read the instructions and click "Continue"

Application page: "Your Course Options"

Section "1st preference"

- Select your home institution = type the full name of the institution at which you are currently studying
- Course you are currently studying at your home institution = the name of the Bachelor degree you are studying (example: Bachelor of Business Administration)
- Select your exchange or Study Abroad program partner = if applying through an existing partnership, type the full name of the partner. If you are applying for Study Abroad directly (not through an existing partnership) type "Other – Direct"

Section "Upload your documents"

- It is not necessary to upload a nomination/approval letter from your home University. You may notice a section of the application form that mentions a nomination letter, however the field is not compulsory. The system should let you proceed with the rest of the application even if the nomination letter field is left blank.

Section "Unit of Study Selection"

- Write "VIRTUAL INTERNSHIPS" in the first unit of study space in the application

Section "Unit of Study Approval"

- Tick the appropriate box

Click "Save and Continue"

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Application page: Your Personal Information

Section “Your Details”

- Enter your title, name details, gender, and date of birth as showing in your passport

Section “Your Mailing Address” and “Your Home Address”

- Enter your personal mailing address and home address details

Section “Your Contact Details”

- The system will require you to put at least 1 phone number. You can put both (telephone and mobile phone) if they are different.

Section “Your Residency Details”

- Complete your country of birth, citizenship/nationality, and language details as matching your passport and personal circumstances
- Choose “Other (non resident) for the Citizenship/Residency status box
- Choose “Neither Aboriginal nor Torres Strait Islander”

Section “Upload your documents”

- If you have a passport, please upload a scan of your passport photo page in this section. Don’t worry if you don’t have a passport yet, as this field is optional in the application form.

Section “Agent Details”

- Tick the “No” box

Section “Your Course Applications” and “Your Enrolment Status”

- Choose “No” for both of these options
- Click “Save and Continue”

Application page: “Scholarships”

- All fields in this screen are optional. You don’t need to complete anything in this section.
- Click “Save and Continue”

Application page: “Your Qualifications”

Section “English Language Proficiency”

- Tick the appropriate box “Yes” or “No” for the question “Is English your first language?”. If you chose “No” complete the remaining questions according to how you are proving your English language proficiency

Section “Upload your Documents”

- Upload a scanned copy of your English test results if you ticked “No” in the above question

Section “Record of Exclusion”

- Tick the boxes as according to your personal situation

Section “Upload your Documents”

- This is an optional section – you do not need to upload any document here if you chose “No” for the 3 questions in the “Record of Exclusion” section

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Section “Highest Qualification Details”

- What is the highest level of education... = “An incomplete higher education course”
- Last year of participation = the current year

Section “Secondary School Studies”

- Name of final secondary qualification = High School
- ATAR rank, UAI score, or equivalent = type “Satisfactory”. It is not necessary to type a specific number/GPA score in this section
- Leave the other fields in this section blank

Section “Academic Qualifications”

- Qualification = choose “Bachelor degree” from the drop-down list
- Full course title = the name of your Bachelor degree (example = Bachelor of Business Administration)
- Education institution = type the full name of the institution at which you are studying
- Country = type the name of the country where the institution is located
- Leave these fields blank: start date, completion date, and standard length of degree
- Class or grade = type your GPA

Section “Upload your Documents”

- Upload a copy of your current official academic transcript & resume (CV) in this section. The preferred file type is .PDF.
- Click “Save and Continue”

Application page: “Declaration”

- Read through the declaration
- Tick the box for “I understand and agree to the above”
- Click the “Submit” button