

Steps for a PhD Candidate to commence at Monash Suzhou

This document is intended to be used as a general guide only. For more up-to-date and comprehensive information, please refer to our website (<https://www.monash.edu/graduate-research/future-students/apply>) or contact the Monash Graduate Research Office (MGRO) (mgro-apply@monash.edu) with any questions.

Step 1: Check your eligibility

- Check whether you meet Monash University's English language proficiency requirements for admission (<https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-two/2-2>); AND
- Check whether you meet the minimum academic requirements for a scholarship. Students will need to be assessed as holding qualifications deemed equivalent to an Australian bachelors degree with first class honours to be eligible for consideration.

Step 2: Submit an expression of interest (EOI) form

All applications for Monash University graduate research courses must be accompanied by a valid invitation to apply.

To receive an invitation to apply, you will need to complete an EOI form and/or find a supervisor who agrees to supervise your research. The specific steps depend on the faculty:

- Engineering - <https://www.monash.edu/engineering/future-students/graduate-research/how-to-apply>
- Science - <https://www.monash.edu/science/research/graduate-research/how-to-apply>

It may take up to four weeks to receive an invitation, so make sure you start this as soon as you can.

Step 3: Receive an invitation to apply

Once the academic unit completes its preliminary assessment of your EOI form, an invitation to apply will be issued to you if your application is supported.

Step 4: Prepare your documentation

Please have the following documents prepared as e-copies:

- Academic curriculum vitae
- Official academic transcripts, degree certificate or testamur from awarding institution (including an explanation of the grading schema)
- Proof of citizenship
- Proof of meeting Monash University's English language proficiency requirements
- Invitation to apply (received under step 3)
- Research proposal (up to 200 words)

Step 5: Submit your application for Admission

You should submit your admission application via the online application portal (<https://www.monash.edu/graduate-research/future-students/apply>).

At the start of your application you should select the following. Screen shot example below:

Application Details

Where do you wish to enrol and base your studies ? *

- Monash Australia - Accepts on-campus and off-campus enrolments
- Monash Malaysia - Accepts on-campus enrolments only
- Monash Suzhou Research Institute - Accepts on-campus enrolments only**

What do you wish to apply for ? *

- Research Degree and Scholarship
- Research Degree Only**
- Scholarship Only

Please ensure you select **Monash Suzhou Research Institute**.

If you have any questions during the online application process, please contact MGRO Admissions Team at mgro-apply@monash.edu.

Step 6: Offer Acceptance and Enrolment

If your application is successful, an offer letter will be issued to you.

Following the offer of admission into the PhD Program, you will be advised as to whether you have been awarded a living stipend by Monash Suzhou and a tuition-scholarship by the relevant faculty.

Please follow the instructions to accept your offer and finalise your enrolment.

If you have any questions regarding offer acceptance, please contact MGRO Admissions Team at mgro-apply@monash.edu.

If you have any questions regarding enrolment process, please contact MGRO Candidature Team at mgro-candidature@monash.edu.