To apply to commence a research internship, Graduate Research students need to fill in an online application form. For further information about how to apply, please refer to Research Internship: Information for Students web page. The below outlines how to complete the online form.

**Step 1: Prepare ALL required documentation/information prior to submitting an application**
- Monash Student ID number
- Signed contract agreement
- Ethics approval (where relevant)
- Letter of Intent (required where you are undertaking the internship and obtain the signed contract agreement post 18 months of candidature).

**Step 2: Complete the Checklist**

**Step 2a (International students travelling overseas):** Complete this section

- Confirm you have consulted Monash Connect if travelling overseas with a student visa.

**Reminder:**
International students on a student visa should contact Monash Connect when applying for a research internship that is overseas.

Under Australian government regulations, there are visa implications for international students and their dependents should they leave Australia for an extended period of study away.
Step 3: Provide Student Details

Step 3a (Scholarship holders only): Confirm details and scholarship suspension (where relevant)

Indicate whether you would like to suspend your existing scholarship while undertaking the internship.

Note:
Students on an RTP (or equivalent) scholarship will have the choice to suspend their scholarship and resume upon completion of their internship. This period of suspension will not impact the duration of their RTP entitlement.
**Step 4: Provide Internship Details**

Indicate whether the internship is paid or unpaid.

Indicate whether the internship is full-time or part-time (refer to Step 4a).

Choose the location (refer to Step 4b for interstate and overseas travel).

**Step 4a: Provide Tax File Number (TFN) declaration for part-time internships**

Indicate whether the chosen mode of internship will impact your research.

**Step 4b (Interstate/Overseas travel only)**

Provide Travel Plan for interstate/overseas travel.

Provide DFAT warning for overseas travel.
Step 5: Confirm Ethics and IP (where relevant)

Note:

Where the Research and Development (R&D) tasks of the internship will impact the PhD project, the student will be required to submit an updated IP declaration via the online form.

If the Internship involves ethics approval, the student will need to apply for Ethics via the relevant form.