



The following information is for partners who support applicants to apply for exchange or study abroad at Monash University.

Rather than submitting nominations, partners are required to create applications in the online Partner Portal. Once you enter the basic information about a student the application is created. After this point you can release it to the student to complete, or you can continue to complete the application yourself. On release, the Partner Portal sends the application to Monash's my.application portal for the student's review and submission; only the student can submit their application.

Read the Inbound Student Applicant Guide to understand more about the student's experience in my.application.

It is important to note that there are three types of users who can access your institution's Partner Portal account: those with *general* access, those with *administrator* access and the *Primary User*. All types can see the same student information, but only those with administrator rights and the Primary User can manage the user list; adding or subtracting users as needed. It is also the Primary User who gives or withdraws administrator access and is responsible for the security and proper use of your account.

Guide Quick Links

[Activating your account and login](#)

[Resetting your password](#)

[Initiating an application](#)

[1. Enter basic details to begin the application](#)

[2. Filling in as much additional information prior to releasing](#)

[Finding saved applications](#)

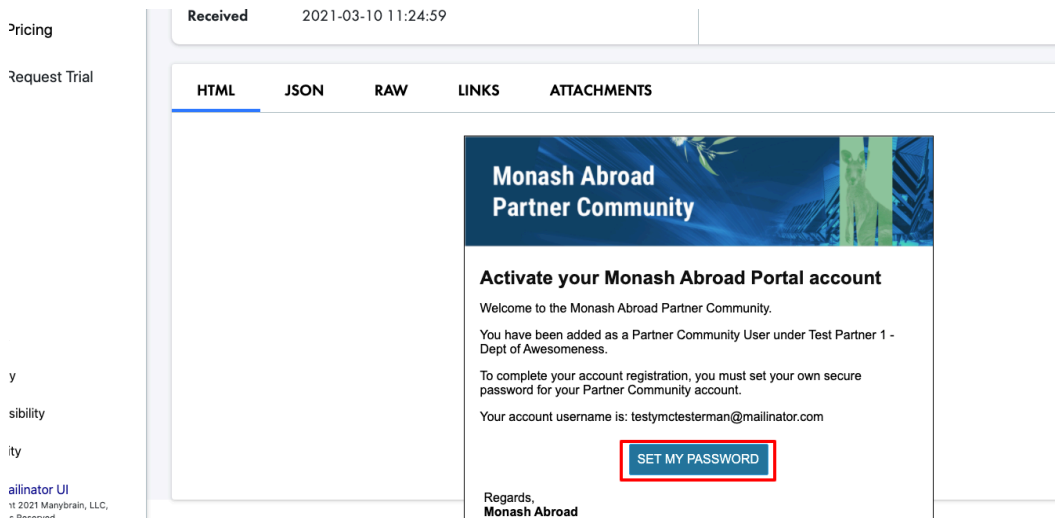
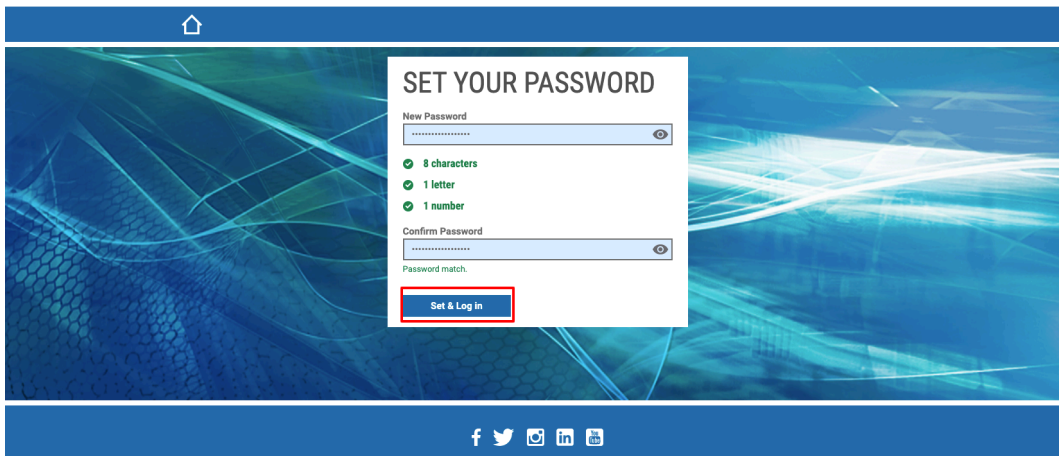
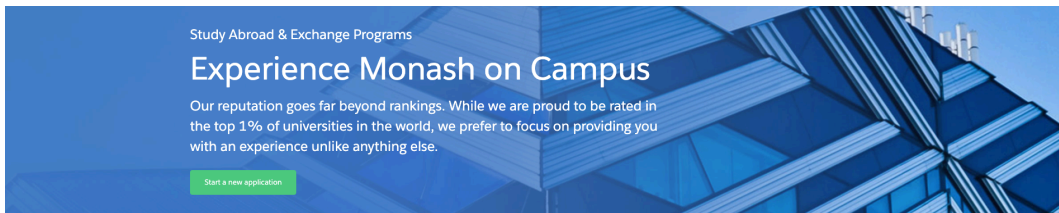
[Tracking the application status](#)

[Changing/cancelling applications](#)

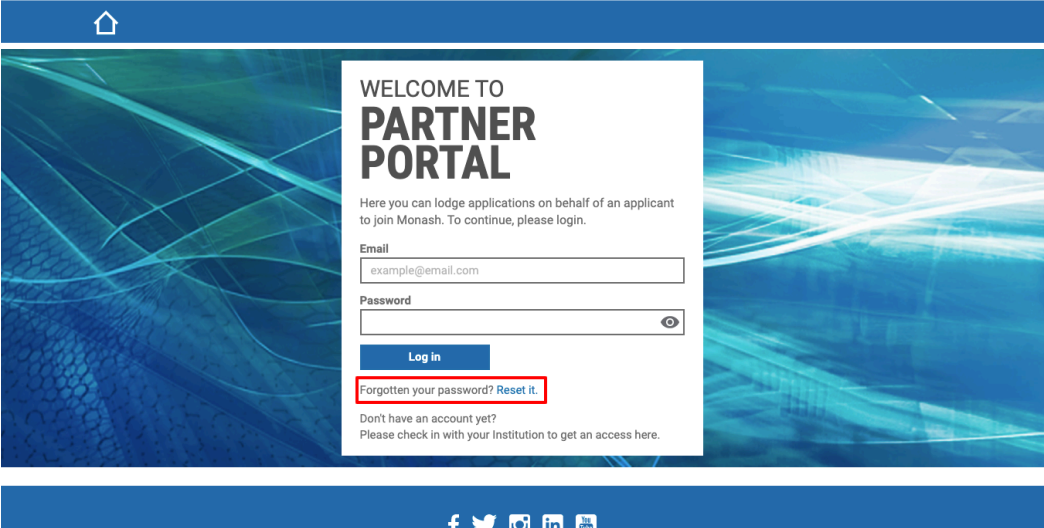
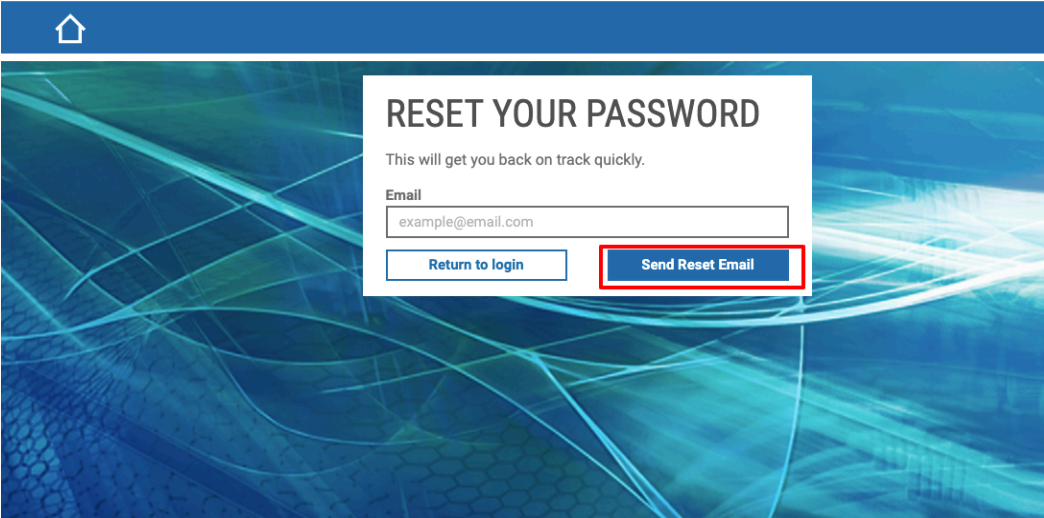
[Create new partner user](#)

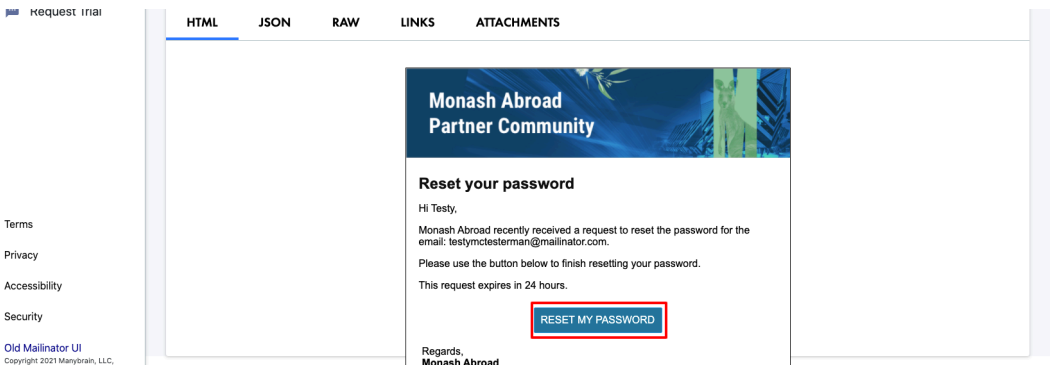
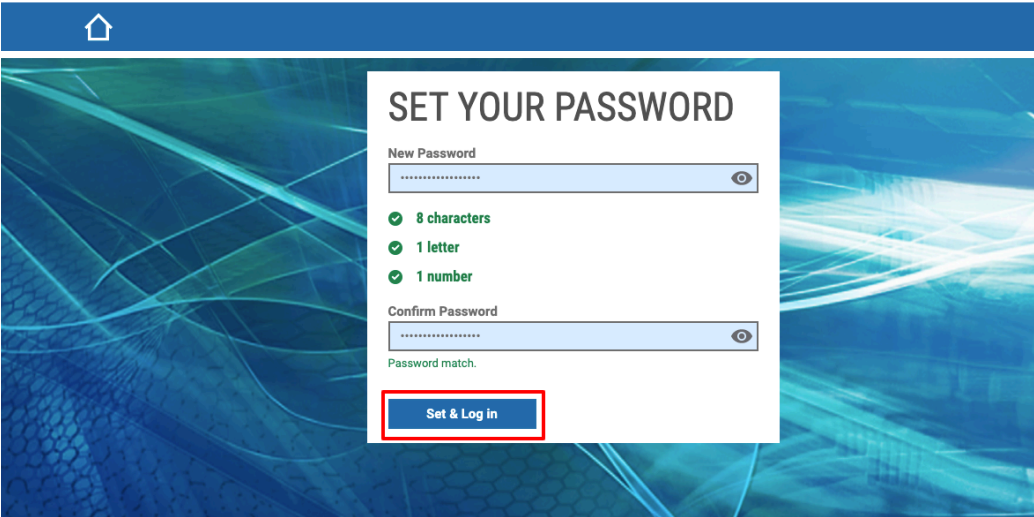
[Managing your users in the portal](#)

Activating your account and login (new users only)

Step	Instruction
1	You will receive an Activate Monash Partner Portal Account email.
2	In the email, click SET MY PASSWORD.  The screenshot shows an email interface with a sidebar on the left containing links like 'Pricing', 'Request Trial', 'y', 'sibility', 'ity', and 'ailinator UI'. The main content area shows an email header with 'Received' and a timestamp '2021-03-10 11:24:59'. Below the header are tabs for 'HTML', 'JSON', 'RAW', 'LINKS', and 'ATTACHMENTS'. The email body has a blue header with 'Monash Abroad Partner Community' and a white box containing the activation instructions. A red box highlights the 'SET MY PASSWORD' button at the bottom right of the email content.
3	Enter and confirm your password then click <i>Set & Log in</i>.  The screenshot shows the Monash University website's password setup page. The header is blue with the Monash University logo and a home icon. The main content area has a blue background with a white box for password entry. The box contains fields for 'New Password' and 'Confirm Password', both with eye icons. Below the fields are three green checkmarks indicating password requirements: '8 characters', '1 letter', and '1 number'. A 'Password match.' message is shown below the confirm field. A red box highlights the 'Set & Log in' button at the bottom of the white box.
4	This will activate the Partner Portal account and log you in.  The screenshot shows the Monash University website's 'Experience Monash on Campus' page. The header is blue with the text 'Study Abroad & Exchange Programs'. The main content area has a blue background with a white box containing the text 'Experience Monash on Campus' and a green button labeled 'Start a new application'.
5	Save the Partner Portal login link in your preferred bookmark location: https://unicrm.my.site.com/partner/s/login/

Resetting your password

Step	Instruction
1	From the Partner Portal homepage, click <i>Forgotten Your Password? Reset it.</i> 
2	Enter in your email address, and click <i>Send Reset Email.</i> 

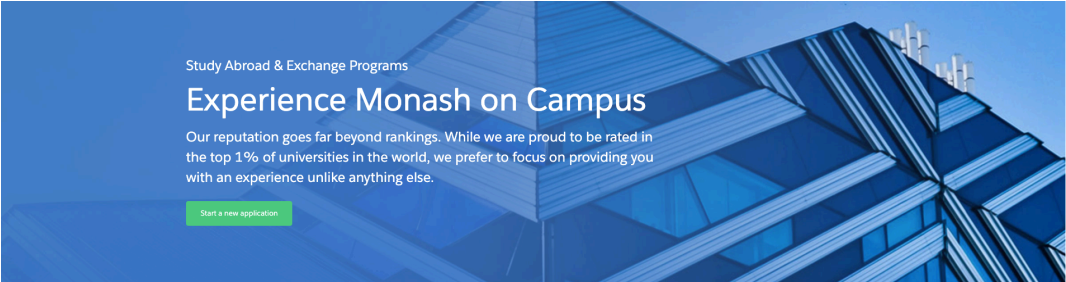
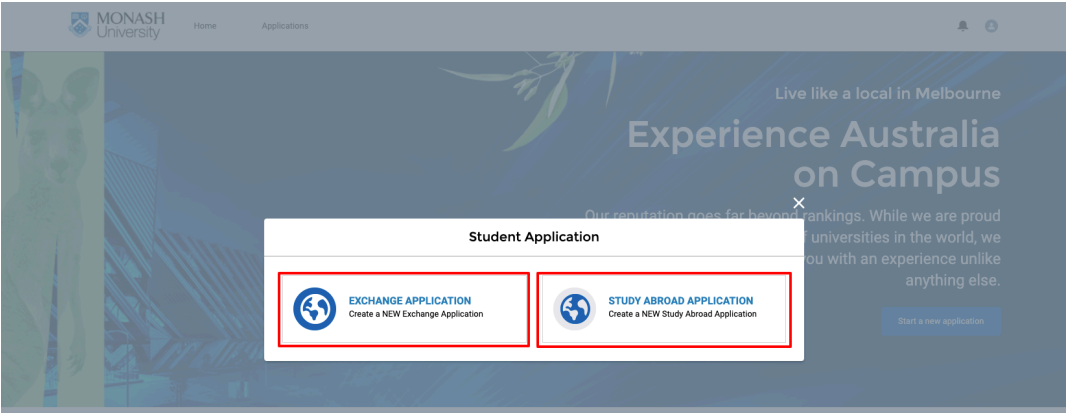
3	An email will appear in your inbox. Click on the RESET MY PASSWORD link in that email.  The screenshot shows an email client interface. On the left, there's a sidebar with links like 'request.html', 'Terms', 'Privacy', 'Accessibility', 'Security', and 'Old Mailinator UI'. The main content area displays an email from 'Monash Abroad Partner Community' with the subject 'Reset your password'. The email body contains a greeting, a message about a password reset request for 'testymctesterman@mailinator.com', and a 'RESET MY PASSWORD' button highlighted with a red rectangle.
5	The SET YOUR PASSWORD screen appears. Enter and confirm your new password. Then click <i>Set & Log in</i>.  The screenshot shows the 'SET YOUR PASSWORD' screen. At the top is the Monash University logo and a home icon. The main content area has a blue background with a white form. The form contains two password input fields: 'New Password' and 'Confirm Password'. Between them are three green checkmarks indicating password requirements: '8 characters', '1 letter', and '1 number'. Below the 'Confirm Password' field, it says 'Password match.' and a 'Set & Log in' button is highlighted with a red rectangle.
6	You can now log in.

Initiating an application

This section details how to create an application in [the Partner Portal](#), then release it to the student for their completion in my.application portal.

Note:

- Once you release the application to the student, you cannot edit any part of the application.
- When the application is submitted by the student it does not go back to you, the nominator.

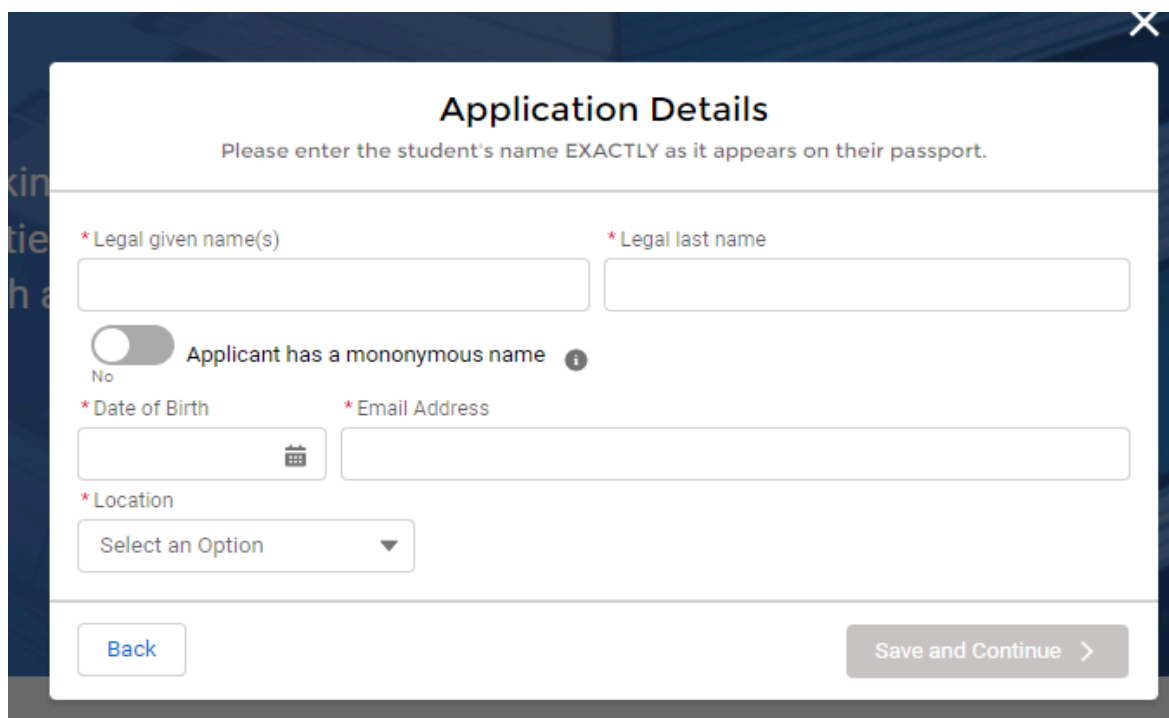
Step	Instruction
1	Log into the Partner Portal and click <i>Start a new application</i>. 
2	If you send students to Monash through the exchange program or the study abroad program or both, buttons for the relevant options for your institution will appear. Choose the program on which you want to send the student and click on that button. 
3	From here, you can either: 1: Enter the student's basic details to begin the application and then release it to the student to complete. or 2: Fill in as much of the application as you wish before releasing it to the student to finish and submit it.

1. Enter basic details to begin the application

1

You must enter in the student's basic details in order to start the application, then save and continue.

Use the mononymous name toggle if your student only has one legal name. Otherwise all names entered must be as they appear in the student's passport. **Please avoid using diacritics, accents or commas, and ensure you use the student's home university email address, not their personal email address.**

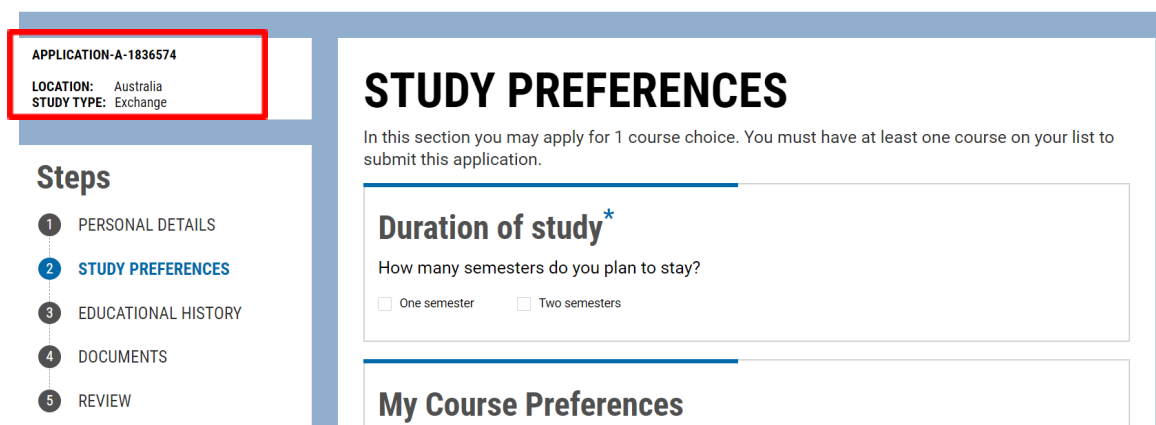


The screenshot shows a web form titled "Application Details" with a close button (X) in the top right corner. Below the title is a instruction: "Please enter the student's name EXACTLY as it appears on their passport." The form contains several fields: "* Legal given name(s)" and "* Legal last name" are text input fields. Below them is a toggle switch for "Applicant has a mononymous name" with a "No" label and an information icon. Further down are "* Date of Birth" (with a calendar icon) and "* Email Address" (text input). Below these is "* Location" with a dropdown menu showing "Select an Option". At the bottom are two buttons: "Back" and "Save and Continue >".

2

The system will take a few seconds to create the application. Once done, a successful message in a green text box will appear. The actual application will open at the *Study Preferences* section. Here you indicate the length of the study for which you are nominating the student.

Note the type and location of the application is listed in the top left hand corner of the page all the way through as a reminder.



The screenshot shows the "STUDY PREFERENCES" section of the application. In the top left corner, a red box highlights the application details: "APPLICATION-A-1836574", "LOCATION: Australia", and "STUDY TYPE: Exchange". Below this is a "Steps" sidebar with five items: "1 PERSONAL DETAILS", "2 STUDY PREFERENCES" (highlighted in blue), "3 EDUCATIONAL HISTORY", "4 DOCUMENTS", and "5 REVIEW". The main content area is titled "STUDY PREFERENCES" and includes a note: "In this section you may apply for 1 course choice. You must have at least one course on your list to submit this application." Below this is a section for "Duration of study*" with the question "How many semesters do you plan to stay?" and two radio button options: "One semester" and "Two semesters". At the bottom is a section titled "My Course Preferences".

3

Select the course that the student will do. In the example below it is Exchange and then either undergraduate or postgraduate. When you make your choice, the *Show Start Dates* button will become active.

My Course Preferences

You have not added any courses yet.

Search for your courses below by name or course code. Tick the box next to a course in the search results and then click 'Add course(s)' to move them to your personal course list.

Search Courses

Exchange

Showing 2 matching Courses, select 1 or more and click '**Show Start Dates**'

☐ 8001 - Exchange Undergraduate

☐ 8002 - Exchange Postgraduate

Show Start Dates

[< PREVIOUS](#)

[SAVE & CONTINUE >](#)



[SEND TO STUDENT](#)



[SAVE & EXIT](#)

4

Clicking on the semester in which you want the exchange to begin, makes the *Show Course Options* button active.

Search Courses

When do you want to start studying?

8001 - EXCHANGE UNDERGRADUATE

☐ 2021 Semester 2 (June - July start, varies by course)

☐ 2022 Semester 1 (February - March start)

☐ 2022 Semester 2 (June - July start, varies by course)

View Course Options

[Start Again](#)

[< PREVIOUS](#)

[SAVE & CONTINUE >](#)



[SEND TO STUDENT](#)



[SAVE & EXIT](#)

5

The course options are asking at which campus the student wants to study as an undergraduate exchange student in the semester you said that student is to commence studying. Choose the course/campus option you want and the *Add to Application* button becomes active.

Select only 1 course and click 'Add to Application'

COURSE CODE & TITLE	FEE TYPE	FULL/PART TIME, ON/OFF CAMPUS	LOCATION	COURSE START
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	CAULFIELD	2022 Semester 1 (February - March start)
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	MEL-LAWCHM	2022 Semester 1 (February - March start)
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	CITY	2022 Semester 1 (February - March start)
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	CLAYTON	2022 Semester 1 (February - March start)
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	PARKVILLE	2022 Semester 1 (February - March start)
☐ 8001 - Exchange Undergraduate		Full time, On-campus Education	PENINSULA	2022 Semester 1 (February - March start)

+ Add to Application

↺ Start Again

6

By clicking on the *Add to Application* button, you complete the *My Course Preferences* section.

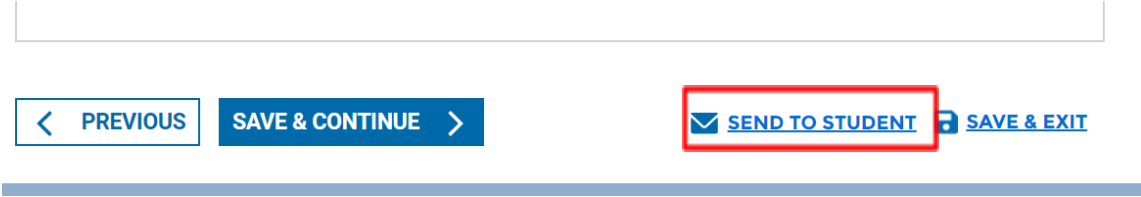
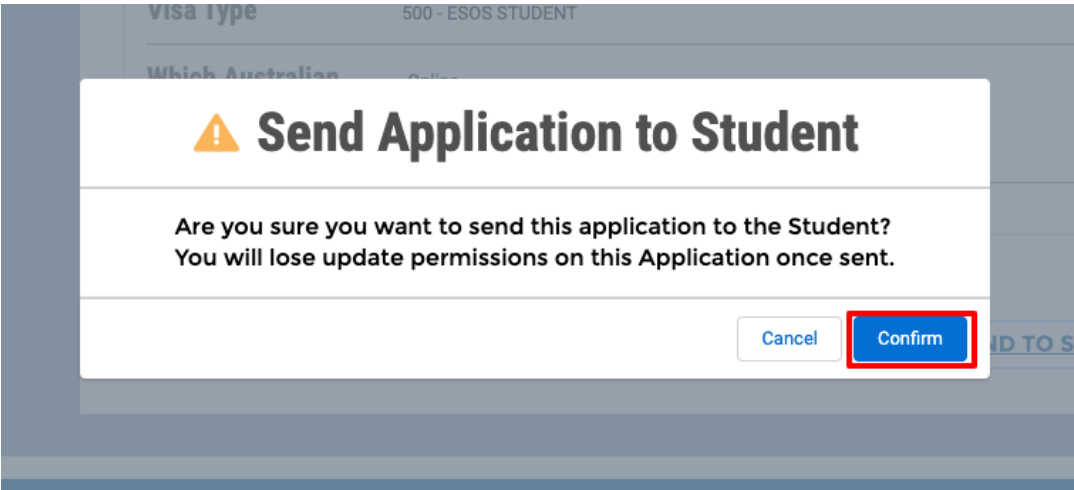
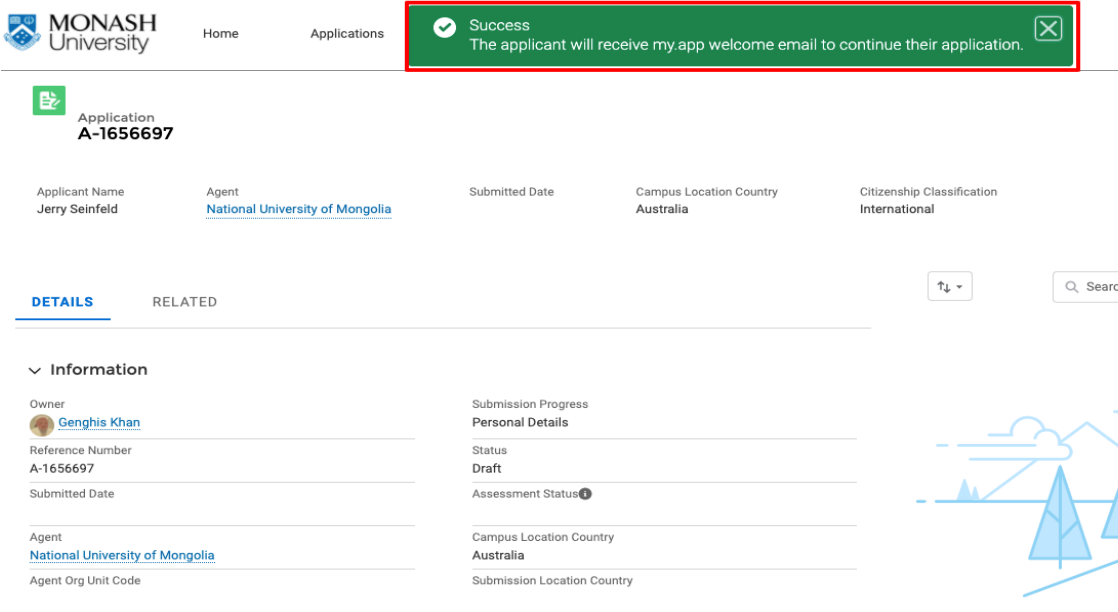
My Course Preferences

Your course is listed.

ORDER	COURSE CODE & TITLE	FULL/PART TIME, ON/OFF CAMPUS	FEE TYPE	LOCATION	COURSE START	
1	8001 - Exchange Undergraduate	Full time On-campus Education		CLAYTON	2022 Semester 1 (February - March start)	

Unit selection

Search for unit

7	You have now entered the bare minimum of the information you must enter to nominate your student. At this point, the <i>SEND TO STUDENT</i> button becomes active. This releases the application to the student. If you choose to release the application, you can monitor it from here but you will not be able to make any further changes, yourself. 
8	 Click <i>Confirm</i> in the pop-up box that you do want to release the application to the student and it will appear in their <i>my.application</i> portal. The student is advised by email that the application is ready to be completed by the deadline for the relevant round. If you want an earlier date, you will need to let the student know directly.
9	You will see an alert at the top of your screen, confirming that the application has been released to the student. 

Alternatively, you can continue to enter as much or as little of the rest of the application as you wish. At the end, however, only the student can press the submit button so you must release the application at that point.

2. Filling in as much additional information prior to releasing

1

The next screen allows you to add additional information about the student. You can complete as much or as little as you wish on each page. You must ensure you click **SAVE & CONTINUE** to save any data entered on each page.

APPLICATION-A-1656697

LOCATION: Australia
STUDY TYPE: Study Abroad

Steps

- ✓ PRIVACY DECLARATION
- 2 PERSONAL DETAILS**
- 3 STUDY PREFERENCES
- 4 EDUCATIONAL HISTORY
- 5 DOCUMENTS
- 6 REVIEW

PERSONAL DETAILS

Personal details are attached to each application that you submit to the University. Please provide details as shown in your Passport.

Personal details

Title * Mr

First/Given Name* Jerry

Middle Name

Last/Family Name* Seinfeld

Birthdate * 02/03/1999

Gender * Male

Country of birth * United States of America

Contact information

Country * United States of America

Street * 123 Main Street

City New York

State

Post Code

Email* jerryseinfeld@mailinator.com

Home Phone* 555 1234567889

Mobile Phone

Other Personal Details

Please fill out the below if it is applicable to you or your previous studies.

If you have changed your name at any time during or after your secondary studies, provide your previous name here.

Previous name

Are you currently, or have you previously been, a student at Monash University, Monash College, or a previous institution that is now part of Monash University? ☐ No

Citizenship and Visa Details

Citizenship Type* I hold or will be getting an Australian Student Visa

Country of Citizenship* United States of America

Visa Type 500 - ESOS STUDENT

Which Australian Immigration Office issued your visa? * Online

< PREVIOUS

SAVE & CONTINUE >

SEND TO STUDENT SAVE & EXIT

2	If you are completing the <i>Unit selection</i> section or study plan, see the Inbound Student Applicant Guide for the notes on the things of which to be aware as you work through it.
3	At any time you can release the application to the student by clicking <i>SEND TO STUDENT</i> at bottom right of screen. Alternatively to save and release later, you can click the <i>SAVE & EXIT</i> button.
4	You can move between pages without having to have completed all parts of a section.

Recommended email to students after the application is released to them

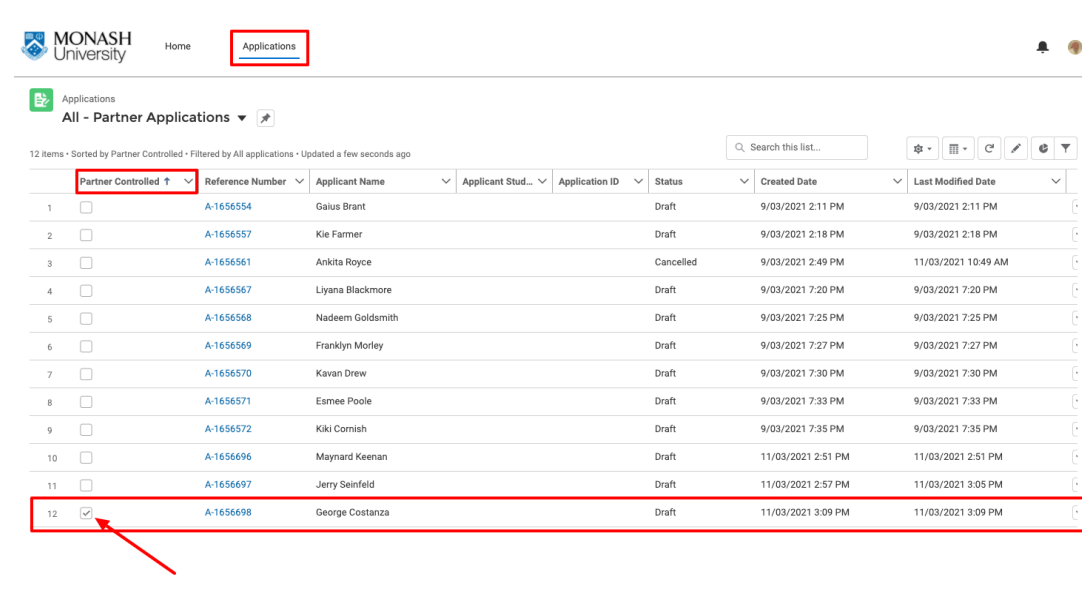
When you have nominated your students and released the applications to the students, we suggest you send them this email:

You have been nominated to Monash University for exchange [or study abroad, use whichever is applicable] in their semester 1, 2027, our [insert your name for the time period here]. The application has now been released and an email will be sent to your student email account inviting you to create your login and complete the existing application. If it does not appear in your in-box within 24 hours, check your junk mail. Complete and submit the application as soon as possible but no later than 1 November.

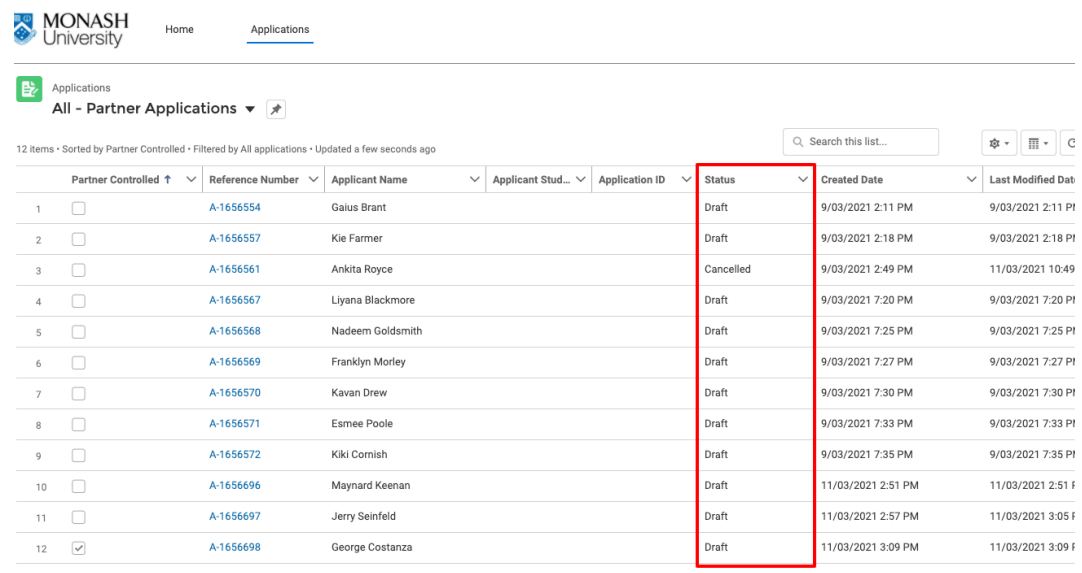
Do NOT search the internet and submit an application via their direct application system. If you do that you will be charged the full study abroad fee and will not be considered an exchange student [or be eligible for the study abroad discount]. If you do not receive the link within 24 hours you should contact MonashAbroad.InboundStudents@monash.edu.

Finding saved applications

Step	Instruction
1	Log into the Partner Portal. Navigate to the applications page in the portal by clicking <i>Applications</i> at the top left of the screen. Click the dropdown arrow next to the column headed <i>Partner Controlled</i>, to group all of the saved - but not released - applications. All applications that are saved and not released will show a tick in the box in that column.

	
2	Click on the relevant application number to be taken to the page where you saved and exited the application previously.

Tracking the application status

Step	Instruction
1	From the applications summary page, you can see the statuses of all the applications initiated by your institution. 
2	Key: Draft = not yet submitted by the student to Monash. Sent for submission = submitted by student and is being checked for duplicate entries in the Monash system. Submitted = no duplicates found so sent to Monash for assessment.

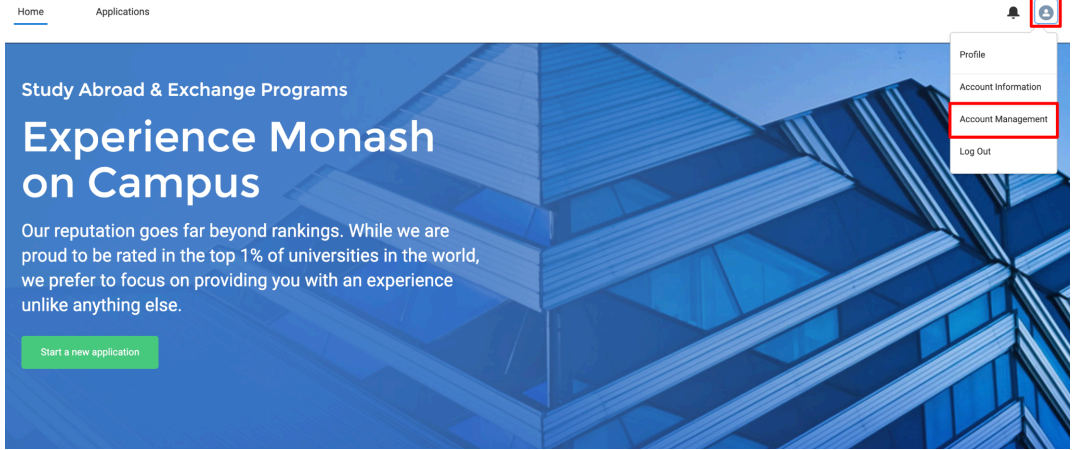
	Cancelled = application closed by student prior to submission.
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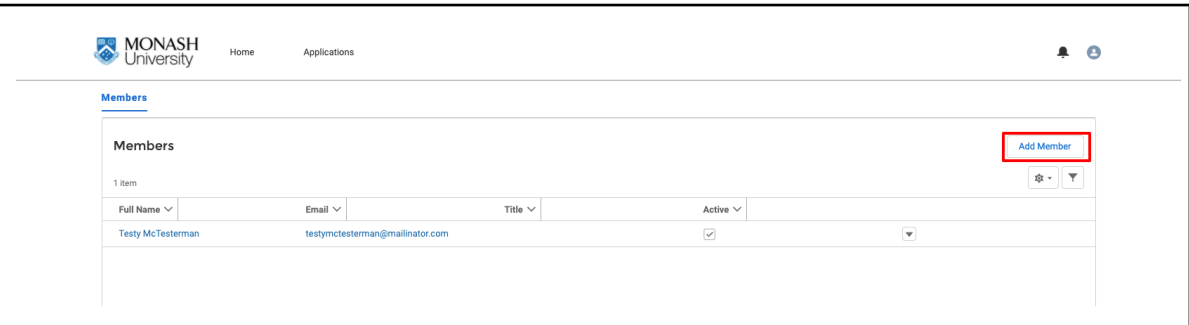
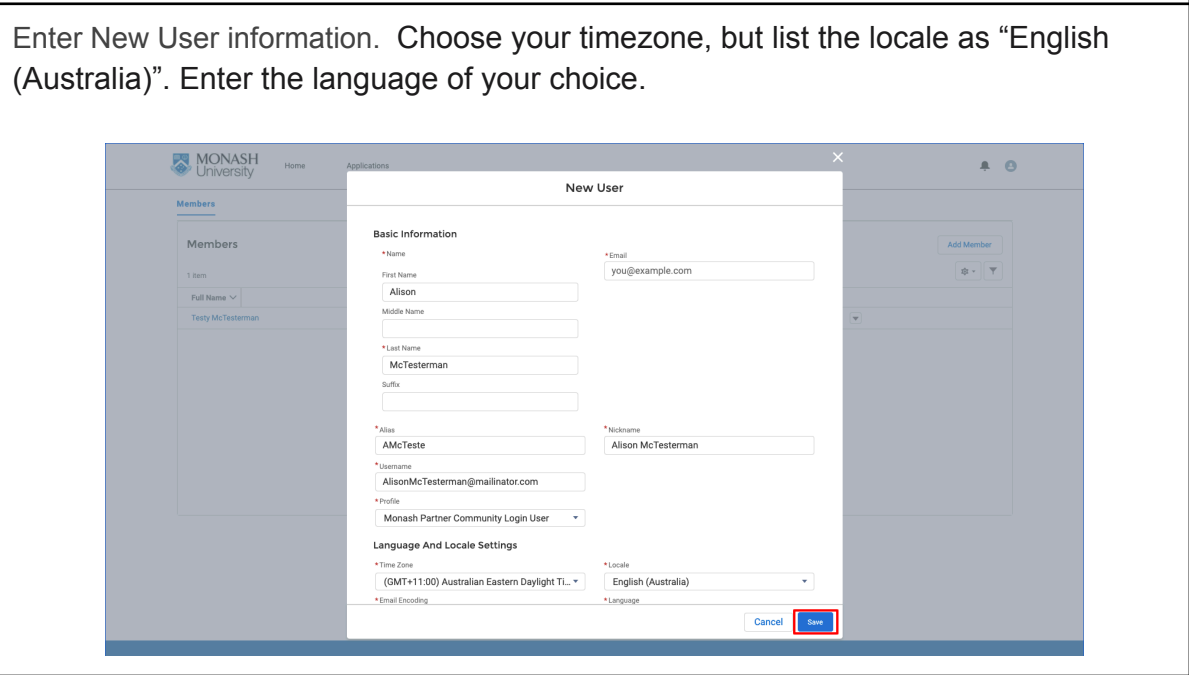
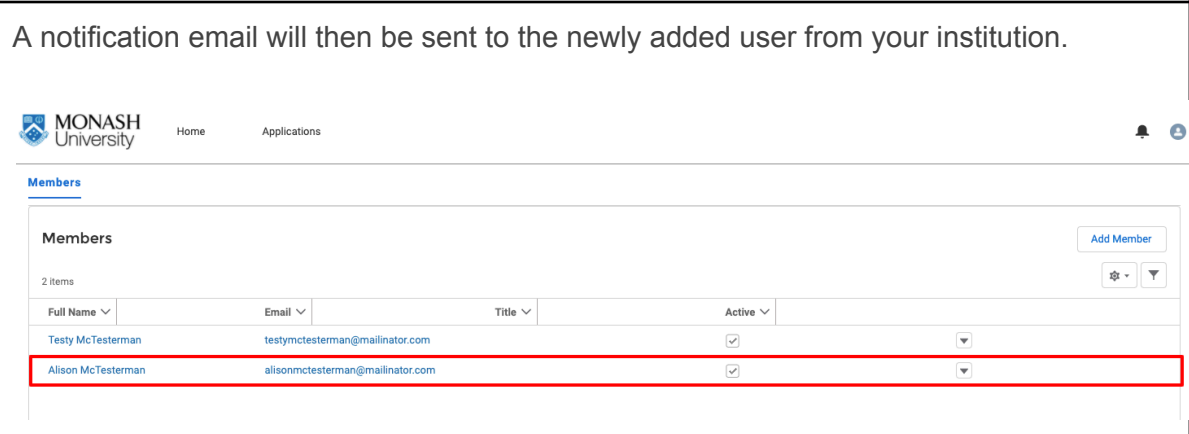
Changing/cancelling applications

Step	Instruction
1	Follow the instructions in the section above, <i>Finding saved applications</i> , to get to the applications summary page.
2	If the application initiated by your institution is still controlled by you, that is there is a tick in the box in the <i>Partner Controlled</i> column, then you can delete it. To do that, on the far right of the row, next to the <i>Created Date</i> column, is a drop down list arrow. Click on the arrow and choose <i>Delete</i> .
3	If the application has been released to the student already, you need to email Monash Abroad out-of-the-system at MonashAbroad.InboundStudents@monash.edu to request the changes to an application or to cancel an application.

Create new partner user

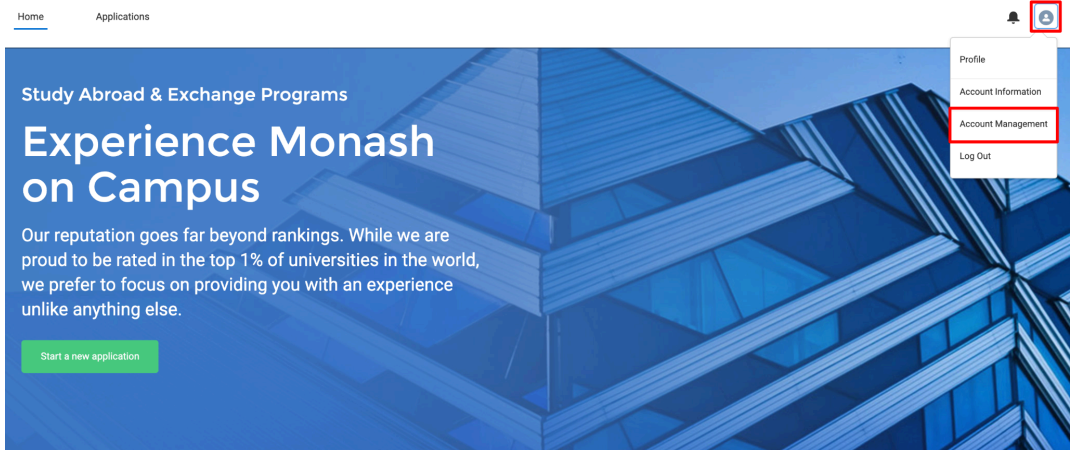
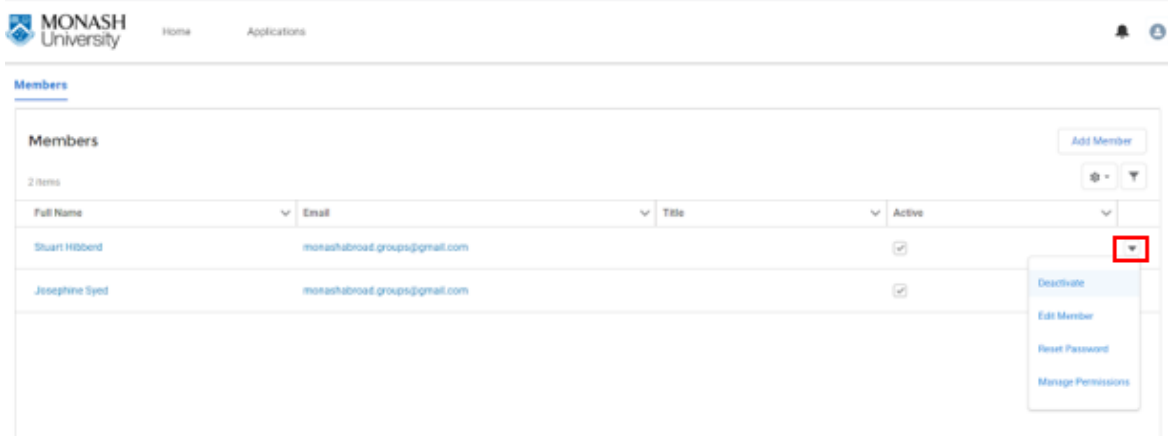
This section outlines the process for a user with administrator access to add another member of their team as a user in [the Partner Portal](#).

Step	Instruction
1	Administrator user logs into the Partner Portal .
2	Click on the profile icon at the top right of the screen, then select <i>Account Management</i> . 
3	From the Members page, click on the <i>Add Member</i> button.

	 The screenshot shows the 'Members' section of the Monash University portal. At the top right, there is a red box around the 'Add Member' button. Below it, a table lists one member: Testy McTesterman with email testymctesterman@mailinator.com and an active status.
4	Enter New User information. Choose your timezone, but list the locale as “English (Australia)”. Enter the language of your choice.  The screenshot shows the 'New User' form. The 'Basic Information' section includes fields for Name (First, Middle, Last, Suffix), Email, Alias, Username, and Profile. The 'Language And Locale Settings' section includes Time Zone (set to GMT+11:00 Australian Eastern Daylight T...), Locale (set to English (Australia)), and Language. The 'Save' button at the bottom right is highlighted with a red box.
5	A notification email will then be sent to the newly added user from your institution.  The screenshot shows the 'Members' section after adding a new user. The table now lists two members: Testy McTesterman and Alison McTesterman. The row for Alison McTesterman, with email alisonmctesterman@mailinator.com, is highlighted with a red box.

Managing your users in the portal

This section outlines the process for a user with administrator access to deactivate users who have changed roles or left your institution. Please ensure that you remove access to this portal for staff who are no longer responsible for this work in your institution or who have left the institution.

Step	Instruction
1	Administrator user logs into the Partner Portal .
2	Click on the profile icon at the top right of the screen, then select <i>Account Management</i>. 
3	When the <i>Members</i> screen opens, click on the drop down arrow next to the name of the staff no longer needing access and choose <i>Deactivate</i>. A warning will tell you that deactivated members can't login or reset their passwords but that you can activate the user in the future. Note: Primary Users of an account cannot create a new primary user nor deactivate themselves. Contact Monash Abroad to change a primary user. 

Last amended: 1 July 2026