We're pleased to invite you to submit your Monash University application via the MY.APP portal. The below outlines information about what to expect and tips to help you get through the application process:

- There are 9 steps in the application and if you have your documentation ready, it takes approximately 10-15 mins to complete
- You can save and exit your application and return at any time
- You'll need to upload relevant documentation in Step 6, so have the below scanned and saved ahead of time:
  - Proof of residency / citizenship: Australian or NZ passport, or Australian birth certificate, or a copy of your permanent residency
  - Change of name certificate or marriage certificate (if applicable)
  - Results or transcripts for your highest level of education such as; your Year 12 high school certificate, diploma or degree (must be evidence of completion, not just enrolment)
  - If you’re applying for credit for your prior studies, you’ll need to upload course outlines and handbooks for the relevant course/s you’ve completed
  - A copy of your CV. This can be a basic one-page outline, but you will need to upload it. You won’t need to include a letter of reference or proof of employment letter.

GET STARTED

Select ‘sign-up’ in the MY.APP portal and follow the prompts. You'll receive an automated email so you can create a password and log in to start your application.

- If you’ve already completed a course in Mental Health, you can apply for credit towards our course by selecting ‘I wish to apply for credit’ in Step 4, and you’ll upload your documentation in Step 6 as outlined above
- When you get to ‘Sponsorship’ at Step 5, select ‘No, I don’t have a sponsor or a proxy’
- There are no application processing fees for Domestic students.
When you’re ready, make sure you complete the declaration and click submit so your application can be processed. Please allow up to 2 weeks processing time.

Forgot to upload something? You can email it to mu.documents@monash.edu and make sure you include your application ID number in the email.

Select your course: when you see this screen, you will see two questions:

1. Where do you wish to study? Select ‘Australia’
2. What sort of study did you want to do? Select ‘An English language or preparatory course for later entry into Monash University’.
You will go to the next screen, Privacy Declaration

Continue to Personal Details and complete that information.

The next screen will be Study Preferences where you will select the course:

- Input ‘M0501’ into the search bar
- Check the box beside ‘M0501 - UNDERGRADUATE CERTIFICATE OF MENTAL HEALTH’
- Click ‘Show Start Dates’
- Now check the box beside ‘Semester 1’ or ‘Semester 2’
- Click ‘View Course Options’
- Select your preference (Full-time or Part time study mode)
- Click ‘Add to Application’
The next screen will ask for your Educational Experience.

- Complete the question about education using the drop down menus and manual responses.
- Part 2 - Have you completed at least six years of schooling in an English medium institution in an English-speaking country prior to the age of 19?
- Credit Intention – select this box if you are seeking credit.
- If you are seeking credit for work experience, the next section will ask you for relevant information

The next screen will ask for **Sponsorship/Proxy details**

- Select ‘No, I don’t have a sponsor or a proxy’

**NOTE:** Commonwealth Supported Places (CSP) are available for eligible students. In 2023 and 2024, study grants will be provided to students with CSP, that is equivalent to the student contribution amount, so that there are no fees payable by students who complete the course in 2023 or 2024.
The next screen will ask you to upload supporting **Documents**

- Select the arrow on the right for each document and you will be shown options on how to upload the files.

**Review stage** – you are ready to check your application.
Processing Fee - there are no application processing fees for Domestic students

STUDENT DECLARATION – please read the statement and proceed to the final step.

FINAL STEP

Here you can ‘Accept and submit’ if you are ready, or exit if you want to save it for later.
TROUBLESHOOTING MY.APP

Sometimes workplace firewall systems and other issues interfere with the MY.APP account set up, so you can try using a personal email rather than a work email, or follow the below tips to troubleshoot:

Outlook email users may find the password setup link fails if they open it directly in the Outlook application. To avoid this, please access your email from a web browser.

If you complete the sign up and don't receive the password email, check your 'Junk Mail', or give it some time and try signing up again. First, clear your 'Cookies' and 'Cached':

- In a Google Chrome browser, select the 3 vertical dots in the top right corner
- Scroll down to 'More Tools' and then select 'Clear Browsing Data',
- Make sure 'Cookies' and 'Cached' are selected and click 'Clear Data'
- Now you're ready to complete the sign-up again.

We hope this makes things easier and we are happy to take your questions at any time at mnhs-studentrecruitment@monash.edu.

We wish you all the best in your application and hope to see you at Monash soon.

Warm regards,

Monash Medicine, Nursing and Health Sciences Student Recruitment