

Graduate Research Admissions and Scholarships Applicant Checklist

This document provides an overview of how to submit an application for a Graduate Research admissions and/or Scholarship at Monash University. For a detailed guide please [refer to our webpage](#).

Before you begin

There are a number of [documents](#) that you will be required to upload in order to submit your application. It is advisable to have these documents on hand before you begin your application.

Applicant Registration

1. Go to the [Online Application home page](#).
2. Select 'Yes' to "Have you received an invitation to apply for scholarship or candidature?"
3. Answer 'Yes' or 'No' to "Are you a current Monash student?"
 - If Yes, enter your Monash Login & Password,
 - If No, enter the following details,
 - Personal Details, i.e. Name, Date of Birth etc.,
 - Email Address,
 - Password.
4. Click **Submit Registration**
5. Look for a Confirmation email that contains your unique applicant ID and password in your registered email account.
6. Click on the link within this email to commence the application process.

Update Applicant Profile

The first time you login to the system you will be required to update your Applicant Profile.

- ✓ Enter all required details (mandatory fields are marked with a red asterisk*).
- ✓ Upload all required documents.
- ✓ Click **Save**.

You are now able to create an application!

Creating an Application

- ✓ From the Application Centre homepage, click the **'Begin My Application'** button.
- ✓ You will be directed to the first question page of the application Agent Application Assistance. The system will guide you through the various application sections automatically.
- ✓ You must click the **'Next'** button at the base of each section to ensure your response is saved.
- ✓ Mandatory questions requiring a response are marked with a red asterisk*.
- ✓ The Application Progress monitor on the left hand side of the screen indicates the completed sections of the application via a green tick.
- ✓ You do not have to complete your application in one session. You may log out and return to the system to complete the application at a later time. On successful login to the system, click the **'Continue My Application'** button to re-access your application.

Completing and Submitting an Application?

- ✓ Complete all sections of the application.
- ✓ All sections of the application must be completed in order to be able to submit the application.
- ✓ In the Document Upload section attach PDFs of all of the documents listed in the [Document Checklist](#).
- ✓ Submit your application by checking the 'I have reviewed my application and consider it complete and ready to submit' box in the Application Review section and clicking the **'Submit'** button.
- ✓ You will receive a confirmation email that your application has been submitted.