

Application Guide



**Flinders
University**

Online

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Important Information

- Up to 3 courses can be applied for in order of preference per application.
- A maximum of 1 application will be considered per intake.
- Applicants may be asked for further information to assess their application via their 'Preferred' email.
- Offers are made once all semester grades are available for Flinders students wishing to transfer to another course.

Accessing the Application System

Applications are submitted through the [Online Application System](#) portal.

Your Flinders Account

You will be required to create a Flinders Authentication Name (FAN) and password to be able to submit your application and/or return to your application.

The first step is to [check if you already have a Flinders account](#).

If you have your account details, you may need to [reactivate your FAN](#) first before being able to access the online application system.

Technical Support

For technical support with your FAN, including resetting of your password or issues with the reactivation process, please contact our IDS Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

New Flinders Account

If you do not have a Flinders account, you will be required to register as a new student.



☐ Already registered as an existing student? [Log on](#)

Register as a New Student

Family Name

Given Name

Date of Birth

Gender

Email

Citizenship/Nationality

☐ I have previously applied or studied here

☐ * You must agree to the [terms and conditions](#)

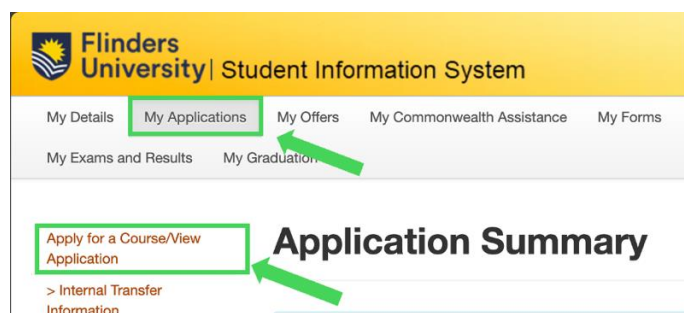
[Register and Apply](#)

You will be sent an email to confirm your Flinders FAN shortly after registering, this will enable you to return to your application in case further information is required or to view the status of your application.

Flinders Student

If you have your Flinders account details, log into the Student System through your [okta dashboard](#) using your FAN and password.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the **My Applications** tab.



Submit Your Application



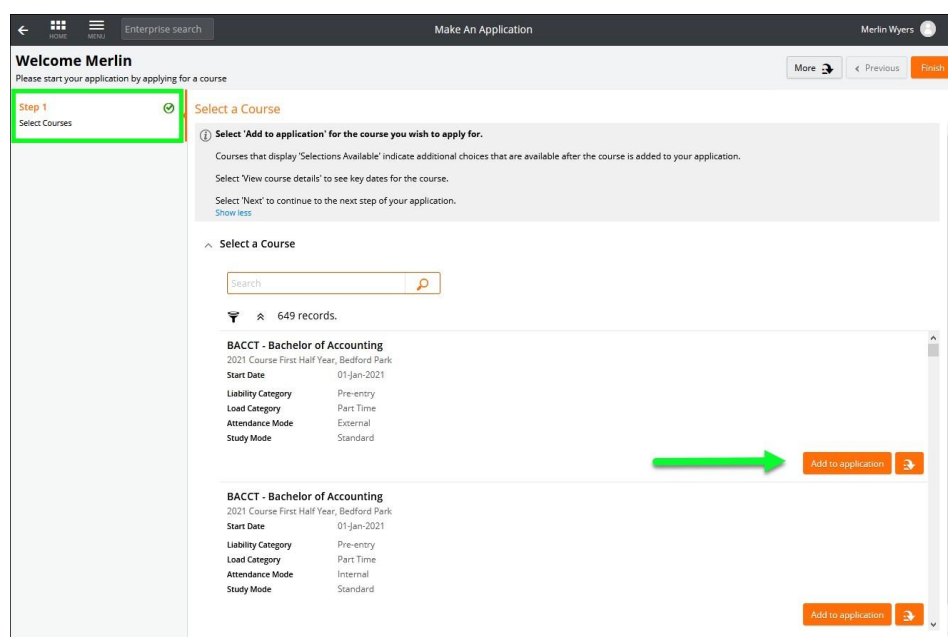
Some courses have specific application submission deadlines. Please check these carefully as some courses may close without notice.

Up to 3 courses can be applied for in order of preference in your application.

The course listed as your first preference will be assessed first. If you meet the requirements, you will not be considered for your second or third preference.

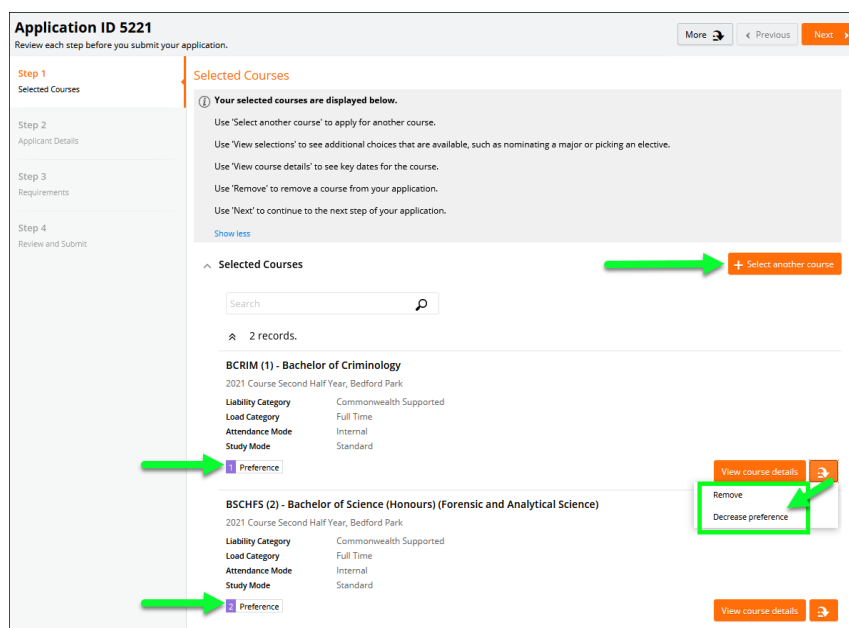
By default, courses are preferenced according to the order they have been added to the application. The preference can be changed and/or the course removed by clicking on the **More Actions**  button.

1. To add your preferred course to your application, click on **Add to application**.



If you wish to apply for more than one course in your application:

- Add an additional course by clicking on the **Select another course** button, conducting a search and adding the course to your application per above.



2. Click **Next** to continue.

The screenshot shows the 'Selected Courses' step of the application process. The left sidebar lists 'Step 1 Selected Courses', 'Step 2 Applicant Details', and 'Step 3 Requirements'. The main content area is titled 'Selected Courses' and contains instructions: 'Your selected courses are displayed below.', 'Use 'Select another course' to apply for another course.', 'Use 'View selections' to see additional choices that are available, such as nominating a major or picking an elective.', and 'Use 'View course details' to see key dates for the course.' A green arrow points to the 'Next' button in the top right corner.

3. Fill in your personal details and complete fields as required.

The screenshot shows the 'Applicant Details' step of the application process. The left sidebar lists 'Step 1 Selected Courses', 'Step 2 Applicant Details', 'Step 3 Requirements', and 'Step 4 Review and Submit'. The main content area is titled 'Applicant Details' and contains instructions: 'Your personal details are displayed below.', 'Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select 'Next' to continue to the next step.', and a 'Show less' link. The 'Personal Details' section includes fields for Title, Family Name (Wyers), Given Name (Merlin), Preferred Name, Middle Name/s, Date of Birth (01-Jan-1980), and Gender (Male). The 'Contact and Address Details' section includes a 'Contact Details' field with a 'Phone' sub-field. A green box highlights the 'Step 2 Applicant Details' in the sidebar.

Existing students will only be able to change selected details on this window.

4. Click **Next** to continue.

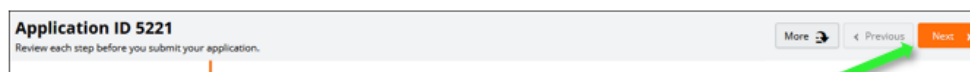
The screenshot shows the top right corner of the application process, with the 'Next' button highlighted by a green arrow.

5. Courses may require specific information/documentation to be submitted as part of the entry requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.
- Requirements for the selected courses show tags (such as **BCRIM**) to indicate which course the requirement relates to.
 - Requirements may be **mandatory** or **optional**. Responses must be provided to **mandatory** requirements before the application can be submitted.

Once a response has been saved, **Response Received** displays.

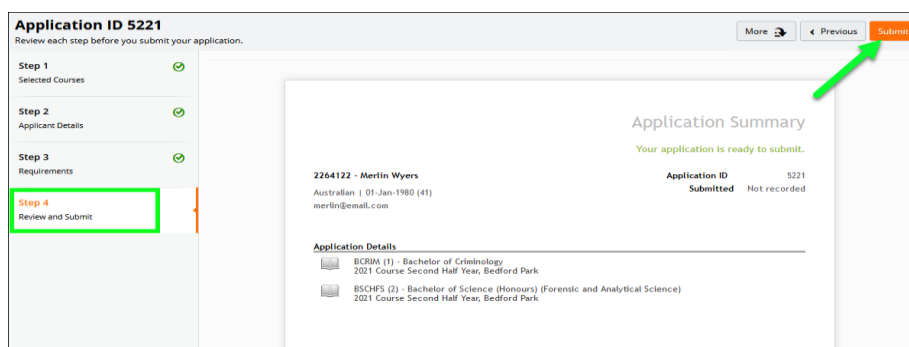
The screenshot shows the 'Requirements' step of the application process. The left sidebar lists 'Step 1 Selected Courses', 'Step 2 Applicant Details', 'Step 3 Requirements', and 'Step 4 Review and Submit'. The main content area is titled 'Requirements' and contains instructions: 'Select 'Respond' to answer each requirement marked as 'Mandatory'.', 'Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step.', and 'Requirements marked as 'Optional' may help us assess your application faster if you provide a response.' A search bar is present. Below the search bar, there are 2 records. The first record is 'Bachelor of Criminology Combined Degrees', which is marked as 'RESPONSE RECEIVED'. The second record is 'Forensic and Analytical Science Prerequisites', which is marked as 'MANDATORY'. A green arrow points to the 'Respond' button for the 'Forensic and Analytical Science Prerequisites' requirement. Another green arrow points to the 'BCRIM' tag next to the 'Bachelor of Criminology Combined Degrees' requirement. A third green arrow points to the 'Respond' button for the 'Bachelor of Criminology Combined Degrees' requirement.

- Click on Next to continue.

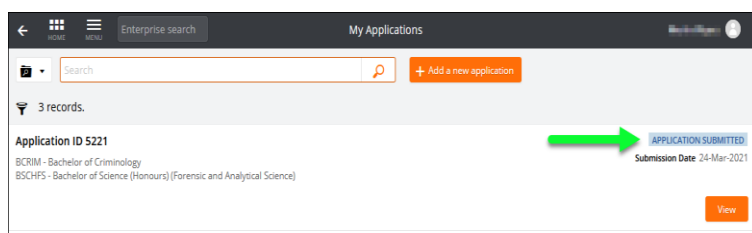


- Review the application. If changes are required, select the relevant group tile on the left or use the Previous button at the top right.
- When your application is ready, click **Submit**.

! Once the application is submitted, changes cannot be made. Please review carefully.



If **Application Incomplete** displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and **Application Submitted** should display.



Applying for a postgraduate course

Applications for a postgraduate course should be submitted for either a Commonwealth Supported Place (CSP) (if available as an option when selecting for your preferred course) or a Full-Fee paying place.

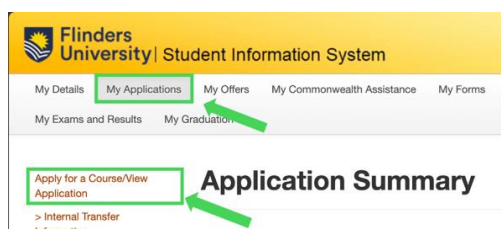
If your preferred course is available on a CSP basis, selection is based on academic merit (Grade Point Average).

Some courses may have an Employer Reserved basis and applications for this cost basis should only be submitted if instructed to do so.

Returning to your application

You can return to the application system once you have your Flinders account and by logging into the Student System through your [okta dashboard](#) using your FAN and password.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the Applications tab.

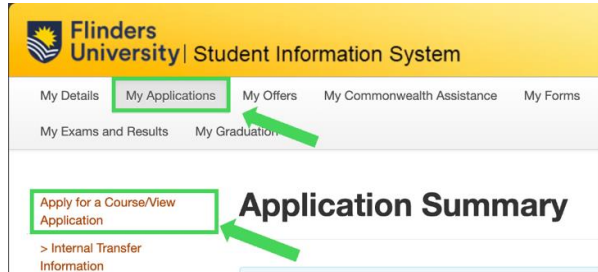


Request for Further Information/Documentation

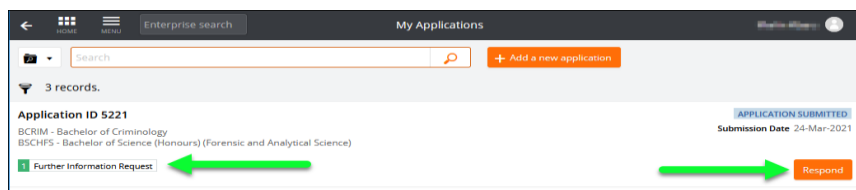
Further information/documentation may be sought from you to complete the assessment of your application. Flinders will email you with details of what is required and will be sent to the [preferred email](#) in the system.

The request for further information will also show on your application status.

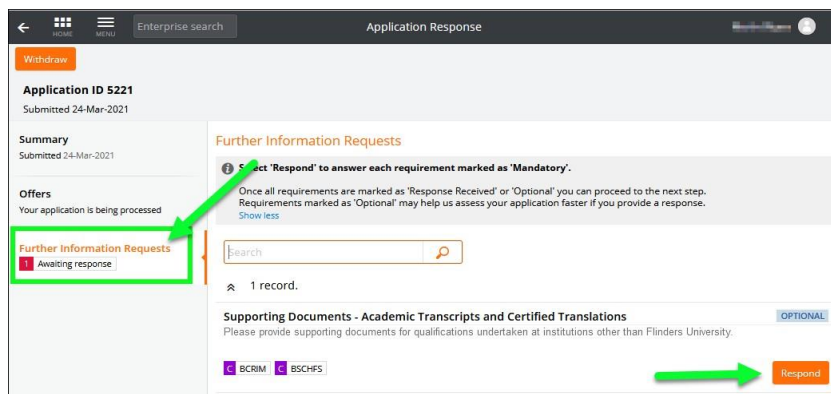
Provide further information/documentation



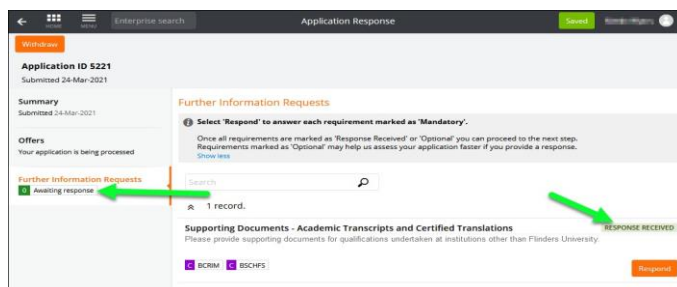
1. After logging onto the **Student Information System**, click on the **Apply for a Course/View Application** link on the Applications tab.
2. A **Further Information Request** tag will be displayed
3. Click on the **Respond** button.



4. Access the Further Information Requests section and click on Respond to provide required information/documentation.



5. Repeat this process until all requirements have 'Response Received' recorded for your application to be processed.

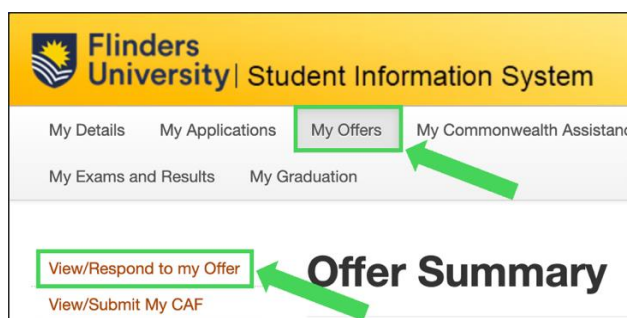


Application Outcome

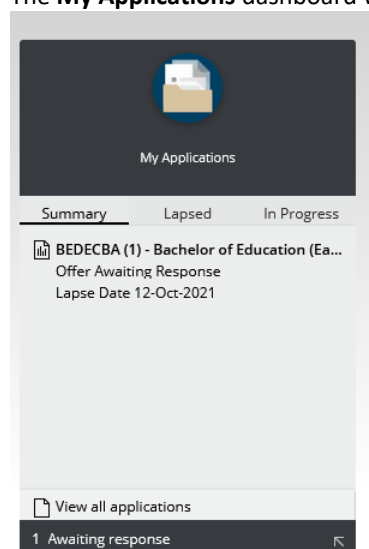
Offer letters are emailed to the preferred email account in the system.

Viewing your Offer

1. After logging into the Student Information System, click on the **View/Respond to my Offer** link on the **My Offers** tab.



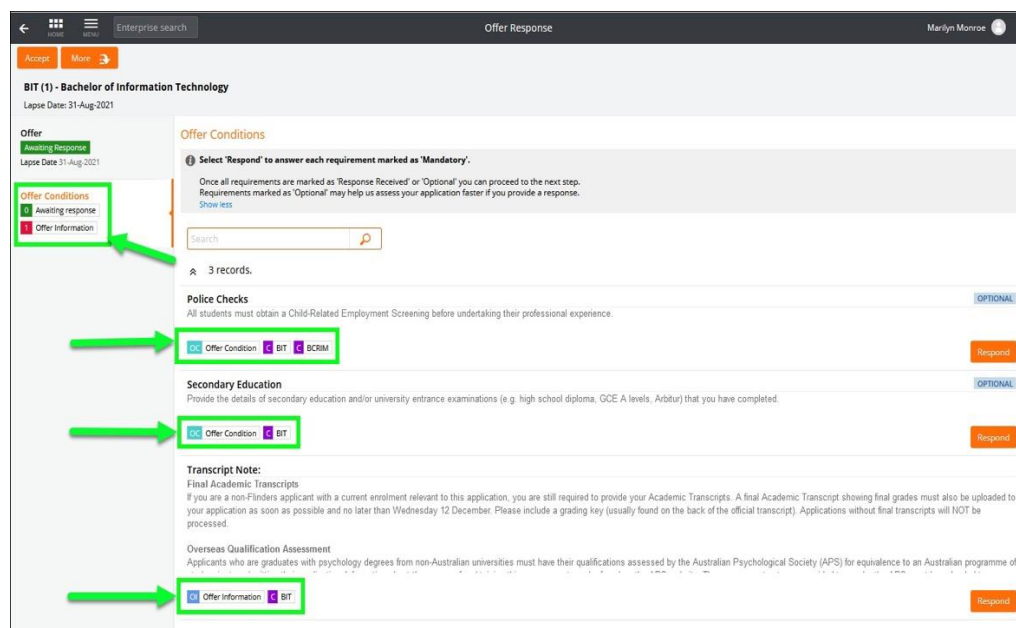
2. The **My Applications** dashboard window displays offers you have been made.



Conditional offers

A conditional offer may be made based on the information provided in your application which requires verification.

Conditions to be met are detailed in the offer letter and are listed on the application. Topic enrolment and class registration will not be possible until the conditions of the offer are met by the deadline specified in the offer letter.



Some courses require applicants to Accept their conditional offer by a deadline to secure their place in the course. Please read your offer letter carefully.

Unsuccessful application

Should your application be unsuccessful, you will be notified via email per the [preferred email](#) address in the system.

Alternate course offer

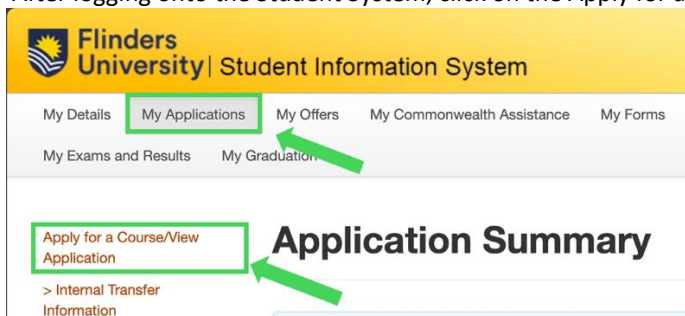
If you are unsuccessful in your application to your preferred course, an offer may be made to you for a pathway course for which you meet the requirements. For example, you applied for the Bachelor of Engineering (Civil) (Honours) but the subject pre-requisites required for entry were not met, but you meet the requirements for the Bachelor of Engineering Science. This course enables you to complete the required subject pre-requisites to be able to apply for the Bachelor of Engineering (Civil) (Honours) in the future. You may also be issued an offer to an alternate course if you applied for a Masters degree but the minimum entry requirements were not met, but you meet the requirements for the Graduate Certificate or a Graduate Diploma in the same study area.

Withdrawing an Application

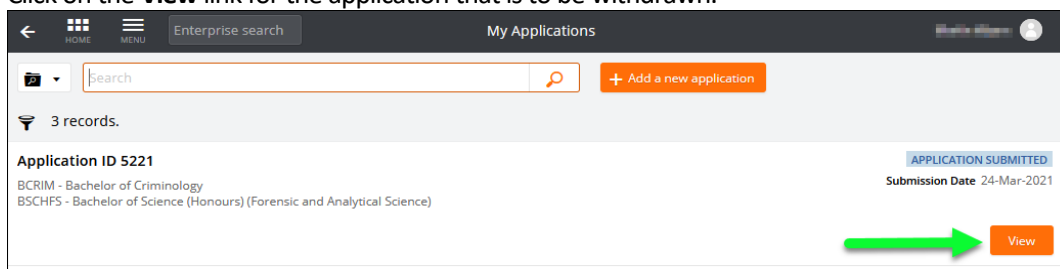
! Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place provided applications are still open. Should you withdraw your application in error and applications have closed please email askflinders@flinders.edu.au.

If you no longer wish to be considered for entry into your selected course(s), an application may be withdrawn up until a successful/unsuccessful outcome is recorded.

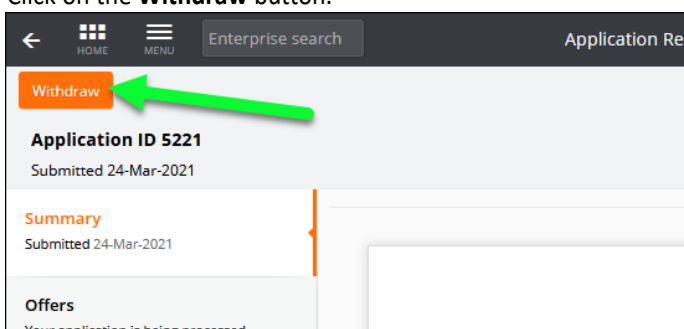
1. After logging onto the Student System, click on the Apply for a Course link on the Applications tab.



2. Click on the **View** link for the application that is to be withdrawn.



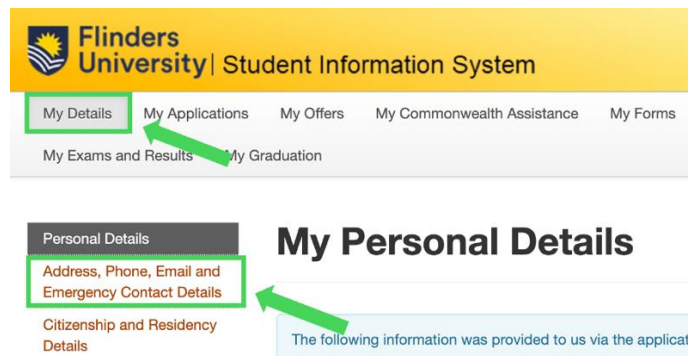
3. Click on the **Withdraw** button.



Checking your Preferred Email

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the **Preferred Email**. Applicants should check and select their preferred email by logging on the Student Information System and accessing the **My Details** tab where the preferred email can be updated.

Your preferred email will have a tick next to it. If it not the correct email, please change it so our communication regarding the outcome of your application will reach you.





Contact us
1300 354 633 (Option 1)
askflinders@flinders.edu.au

CRICOS No. 00114A