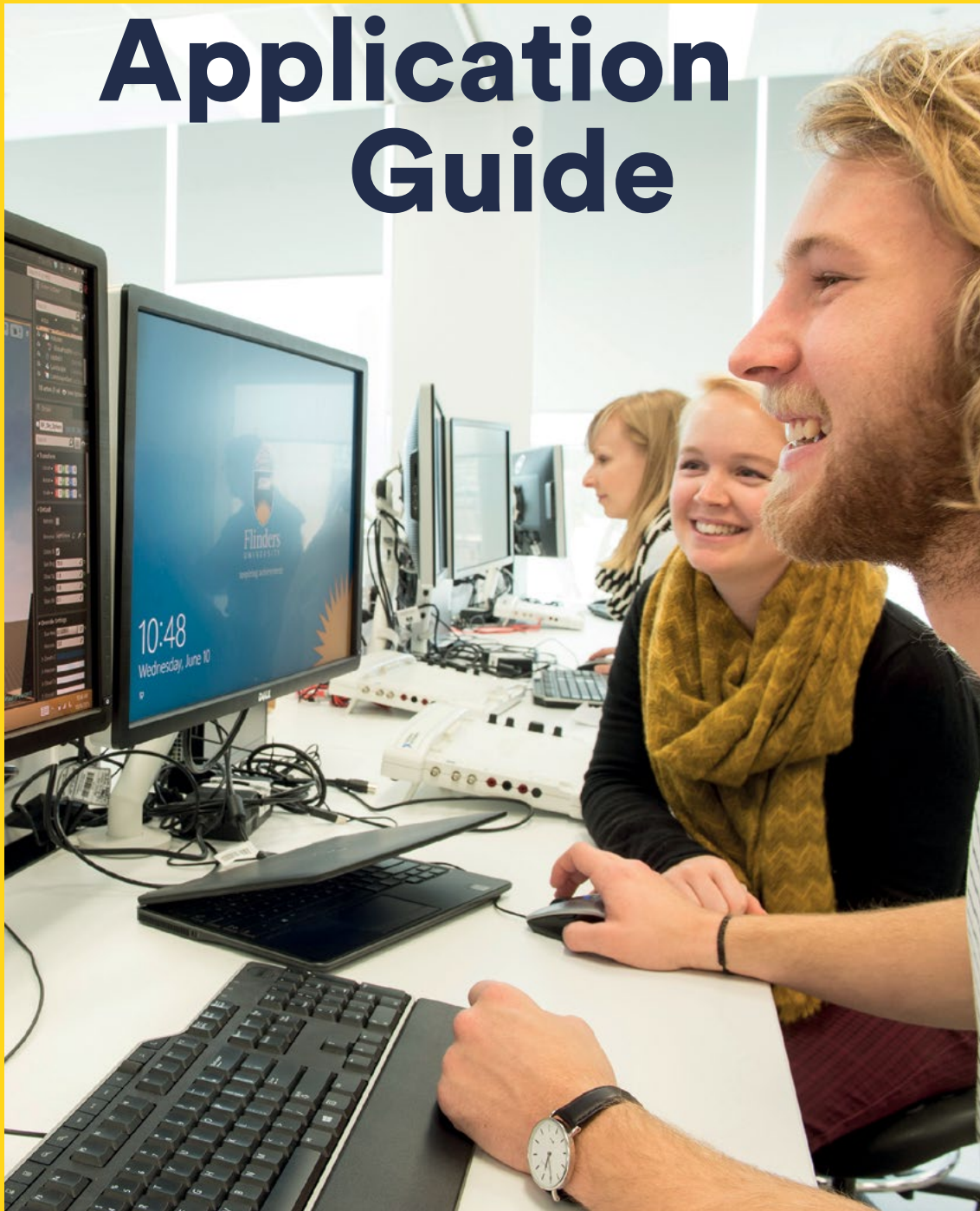




**Flinders  
University**

**FEARLESS**

# **Direct Application Guide**



**[Flinders.edu.au](http://Flinders.edu.au)**

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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 a time. The first application submitted will be considered and any subsequent applications will not.
- 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.

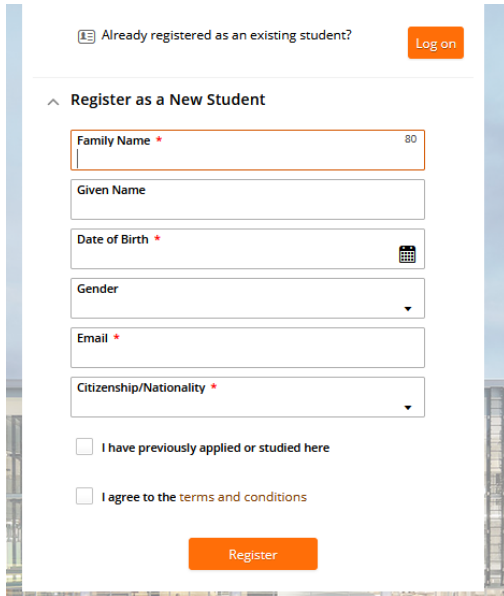
## Accessing the Application System

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

### Your Flinders Account

You will be required to create a Flinders account (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 do not have one, you will be asked to register.



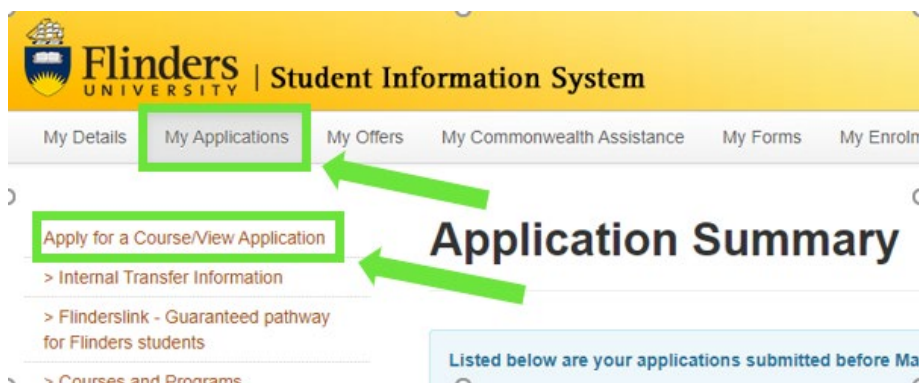
The screenshot shows a web form for registering as a new student. At the top, there is a checkbox labeled "Already registered as an existing student?" with a "Log on" button to its right. Below this is a section titled "Register as a New Student" with a dropdown arrow. The form contains several input fields: "Family Name" (with a character count of 80), "Given Name", "Date of Birth" (with a calendar icon), "Gender" (a dropdown menu), "Email", and "Citizenship/Nationality" (a dropdown menu). At the bottom of the form, there are two checkboxes: "I have previously applied or studied here" and "I agree to the terms and conditions". A "Register" button is located at the bottom center of the form.

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

### Existing Student

If you are an existing Flinders student, log into the Student System through your [student 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.

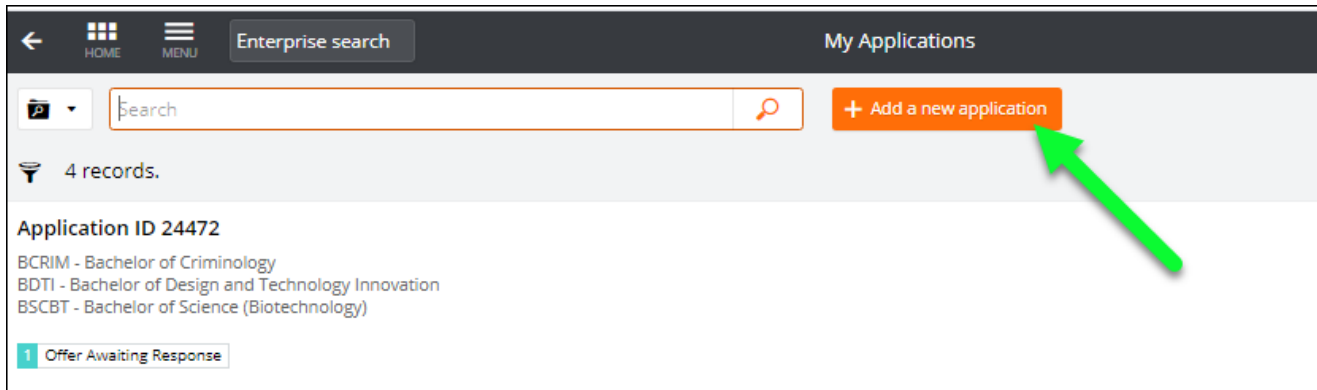


### Technical Support

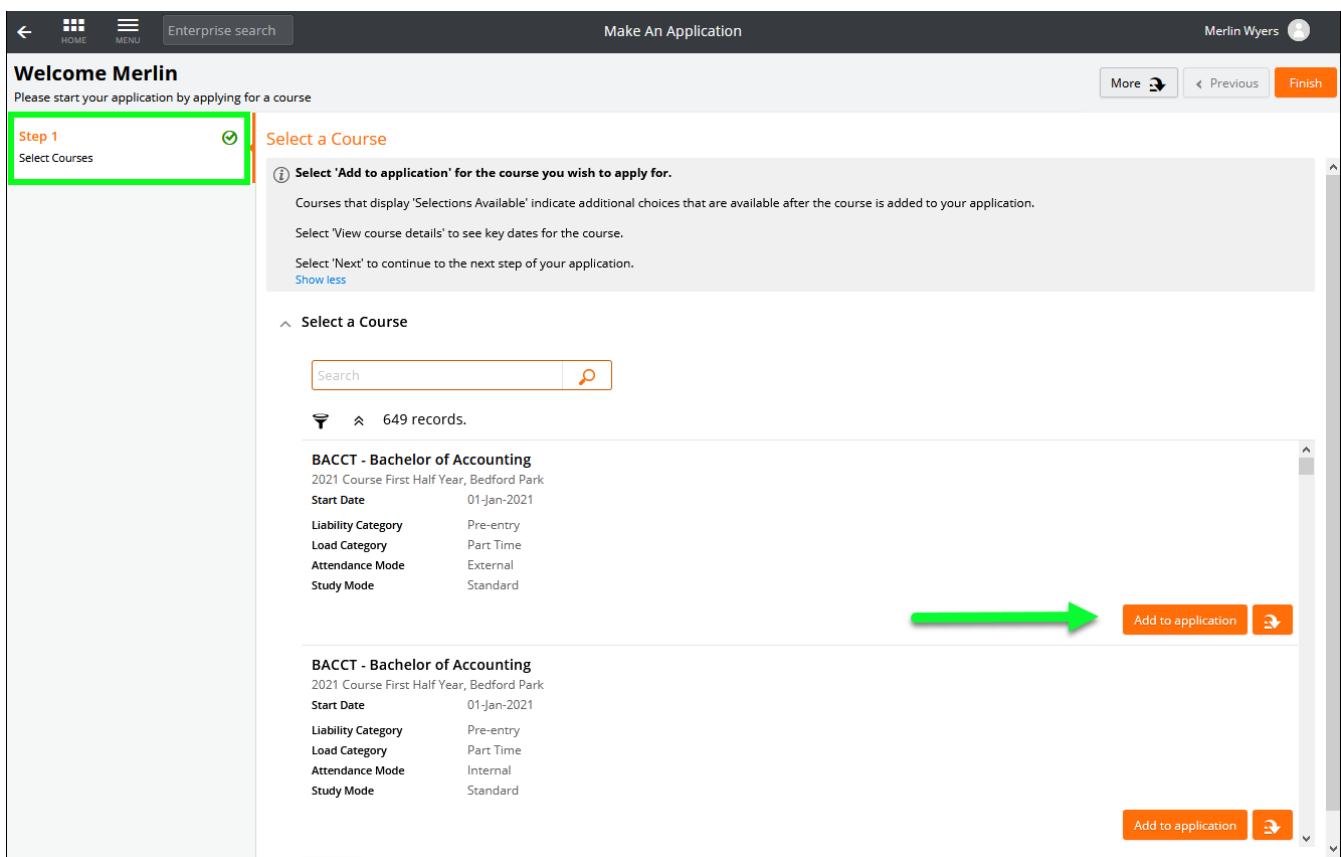
For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

## Submit Your Application


1. Click on the **Add a new application** button.



2. Use the search box to find courses. Check the Load Category and Attendance Mode. Click on **Add to application** on selected course.



3. Further options available:

- Add additional course(s) by clicking on the **Select another course** button and repeating the step above
- By default, courses are preference 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.



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

4. Click **Next** (in the top right-hand corner) to continue.

**Application ID 5221**  
Review each step before you submit your application.

More < Previous Next >

**Step 1**  
Selected Courses

**Selected Courses**

**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.  
Use 'View course details' to see key dates for the course.  
Use 'Remove' to remove a course from your application.  
Use 'Next' to continue to the next step of your application.

[Show less](#)

Selected Courses + Select another course

Search

2 records.

**BCRIM (1) - Bachelor of Criminology**  
2021 Course Second Half Year, Bedford Park

Liability Category	Commonwealth Supported
Load Category	Full Time
Attendance Mode	Internal
Study Mode	Standard

Preference

**BSCHFS (2) - Bachelor of Science (Honours) (Forensic and Analytical Science)**  
2021 Course Second Half Year, Bedford Park

Liability Category	Commonwealth Supported
Load Category	Full Time
Attendance Mode	Internal
Study Mode	Standard

Preference

View course details

Remove

Decrease preference

View course details

5. New applicants will need to enter personal, contact, address and citizenship details.

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

6. Click **Next** to continue.

**Application ID 5221**  
Review each step before you submit your application.

More < Previous Next >

**Step 1**  
Selected Courses

**Step 2**  
Applicant Details

**Applicant Details**

**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.

[Show less](#)

Personal Details

Title

Family Name  
Wyers

Given Name  
Merlin

Preferred Name

Middle Name/s

Date of Birth  
01-Jan-1980

Gender  
Male

Contact and Address Details

Contact Details

Phone \*

7. Courses may require specific information to be submitted as part of the admission requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.

- Requirements for the selected courses show tags 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.

8. Click on **Next** to continue.

**Application ID 5221**  
Review each step before you submit your application.

More

**Step 1** Selected Courses

**Step 2** Applicant Details

**Step 3** Requirements

**Step 4** Review and Submit

**Requirements**

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. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. [Show less](#)

Search

2 records.

**Bachelor of Criminology Combined Degrees** RESPONSE RECEIVED

The Bachelor of Criminology can be combined with a number of undergraduate degrees including those in the drop-down list below. For more information about combining your degree, please visit our 'Combined degrees' web page at [www.flinders.edu.au/study/explore/combined-degrees](http://www.flinders.edu.au/study/explore/combined-degrees).

This course can also be combined with the Bachelor of Information Technology (Network and Cybersecurity Systems), Bachelor of Laws, Bachelor of Laws (Honours), Bachelor of Laws and Legal Practice, Bachelor of Laws and Legal Practice (Honours), Bachelor of Psychological Science and the Bachelor of Science (Forensic and Analytical Science)\*. To combine with one of these courses, apply for your preferred course and nominate the Bachelor of Criminology as your combined preference.

Please select the degree you wish to nominate as your combined preference from the list below.

\*Requires prerequisites to be met as part of the entry requirements.

COMBINED DEGREE SELECTION:  
1 question must be answered

BCRIM

**Forensic and Analytical Science Prerequisites** MANDATORY

This course requires applicants to meet one of the following subject prerequisites:

SACE Stage 2 Chemistry OR General Chemistry (CHEM1201) and Chemistry for Life Sciences (CHEM1202) OR Chemical Structure and Bonding (CHEM1101) at Flinders or equivalent.

If you do not hold one of the above requirements you are not eligible to apply.

Do you meet one of the subject prerequisites above?  
1 question must be answered

BSCHFS

9. Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.

10. When the application is ready, click **Submit**.

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

**Application ID 5221**  
Review each step before you submit your application.

More

**Step 1** Selected Courses

**Step 2** Applicant Details

**Step 3** Requirements

**Step 4** Review and Submit

**Application Summary**

Your application is ready to submit.

2264122 - Mertin Wyers Application ID 5221  
Australian | 01-Jan-1980 (41) Submitted Not recorded  
mertin@email.com

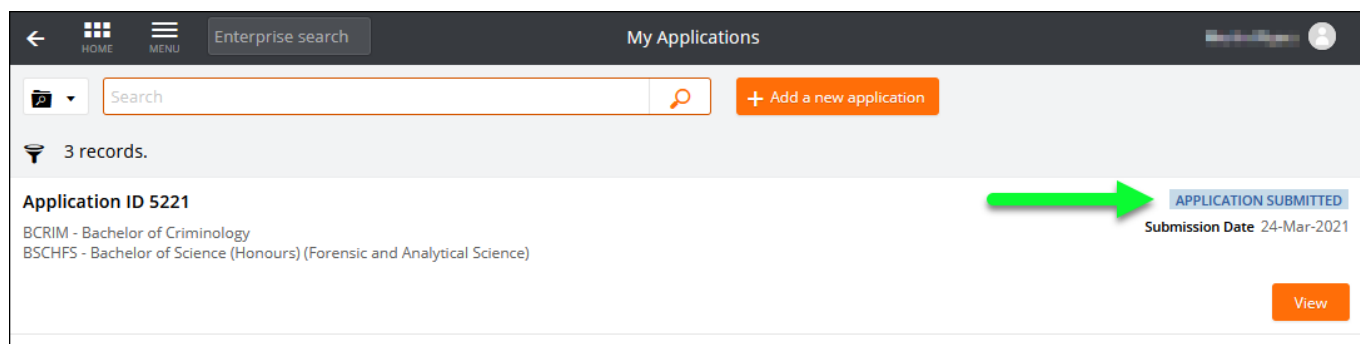
**Application Details**

BCRIM (1) - Bachelor of Criminology  
2021 Course Second Half Year, Bedford Park

BSCHFS (2) - Bachelor of Science (Honours) (Forensic and Analytical Science)  
2021 Course Second Half Year, Bedford Park

11. Once the application is submitted, an acknowledgement email is sent.

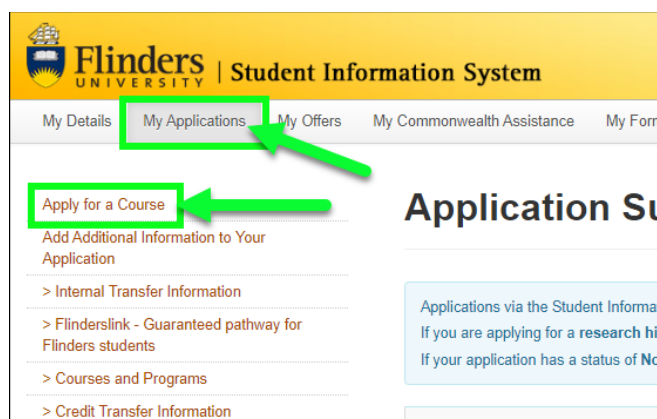
**Note:** If 'Application Incomplete' displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and 'Application Submitted' should display.



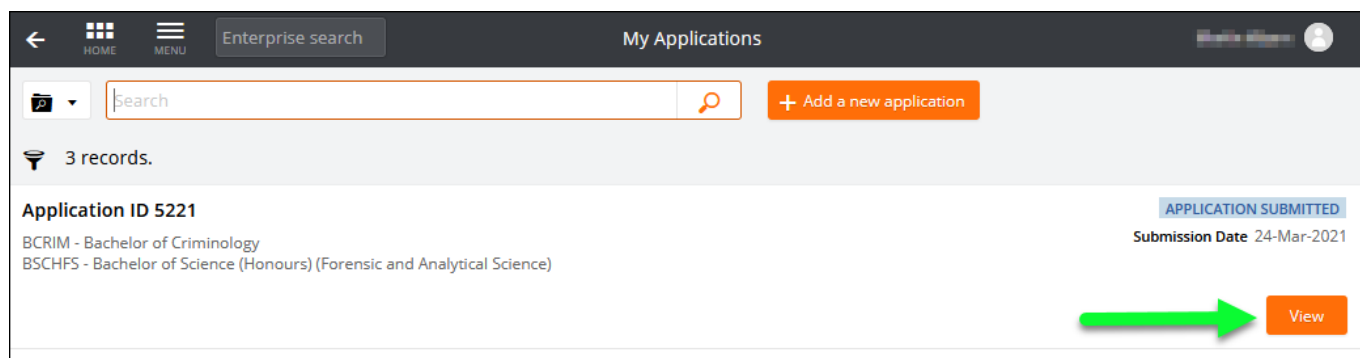
## Withdrawing an Application

A student can withdraw an application up until a successful/unsuccessful outcome is recorded.

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

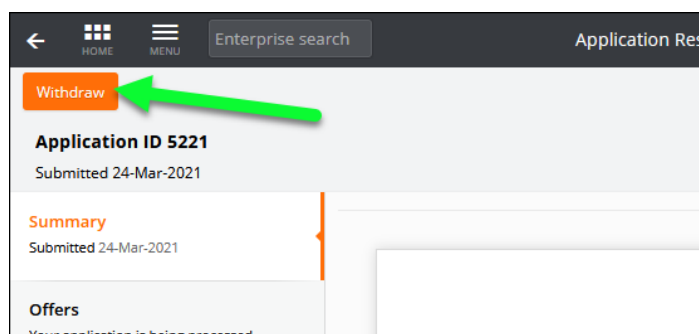


2. Click on the **View** link for the application that is to be withdrawn.



3. Click on the **Withdraw** button

**!** Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place

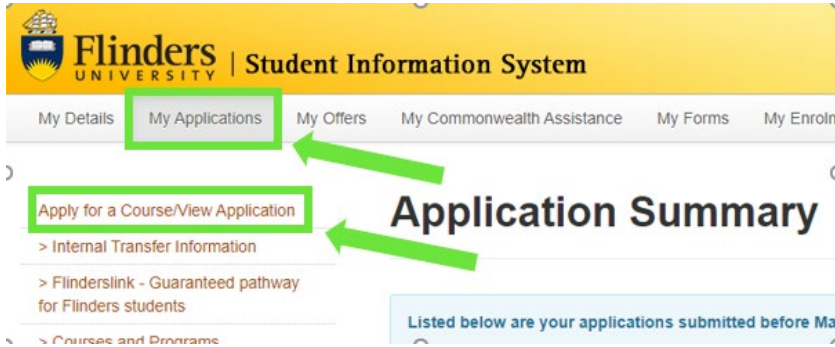


## Request for Further Information

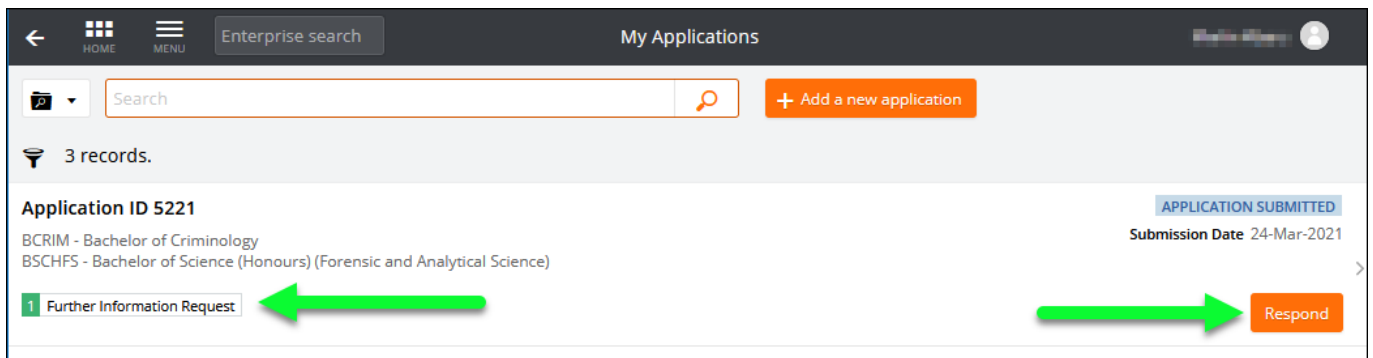
Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set [preferred email](#).

This will also show on the application.

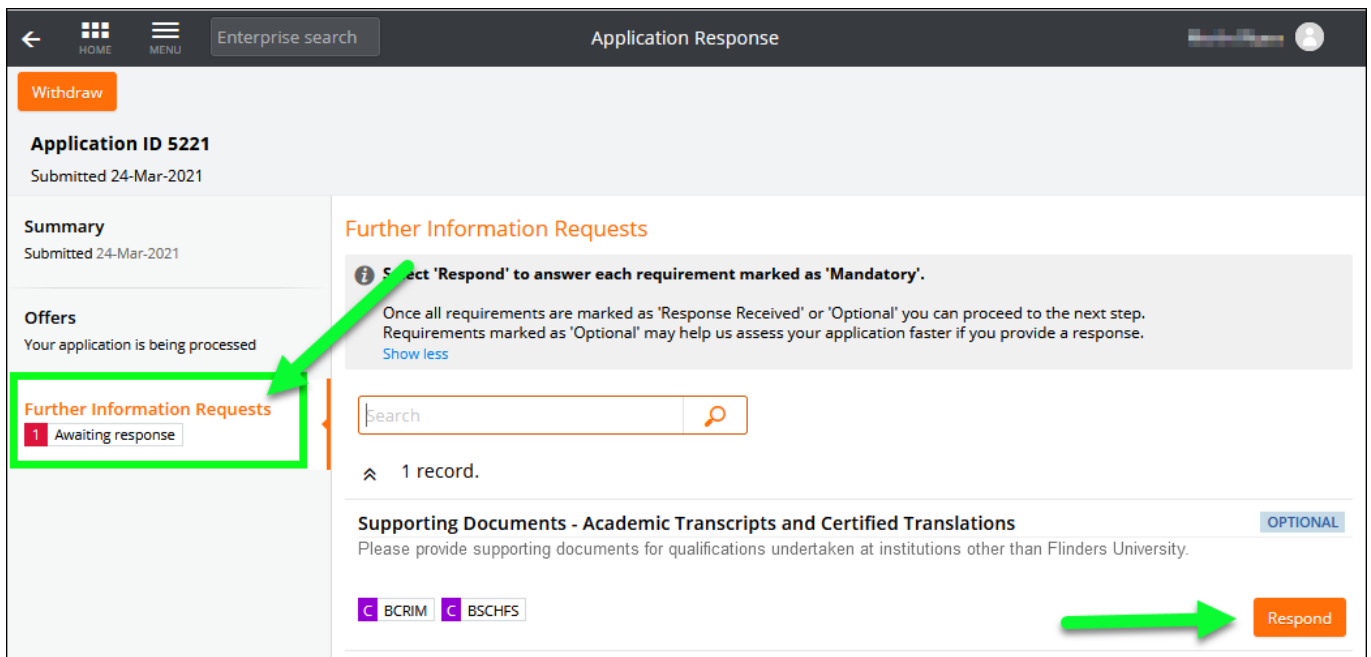
1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.



2. Applications that require further information display a **'Further Information Request'** tag.
3. Click on the **Respond** button.



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



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



**Application ID 5221**  
Submitted 24-Mar-2021

**Summary**  
Submitted 24-Mar-2021

**Offers**  
Your application is being processed

**Further Information Requests**  
0 Awaiting response

**Further Information Requests**  
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. Requirements marked as 'Optional' may help us assess your application faster if you provide a response.  
[Show less](#)

Search

1 record.

**Supporting Documents - Academic Transcripts and Certified Translations**  
Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.

BCRIM BSCHFS

RESPONSE RECEIVED

Respond

## Application Outcome

### Responding to an Offer

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

**Flinders UNIVERSITY | Student Information System**

My Details My Applications **My Offers** My Commonwealth Assistance My Forms

**View/Respond to my Offer**

View/Submit My CAF

Enrol in Topics

> Deferring your Offer

> Need Help? Ask Flinders

**Offer Summary**

Listed below are your offers made before M

Commonwealth Supported Students - Mana

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

**My Applications**

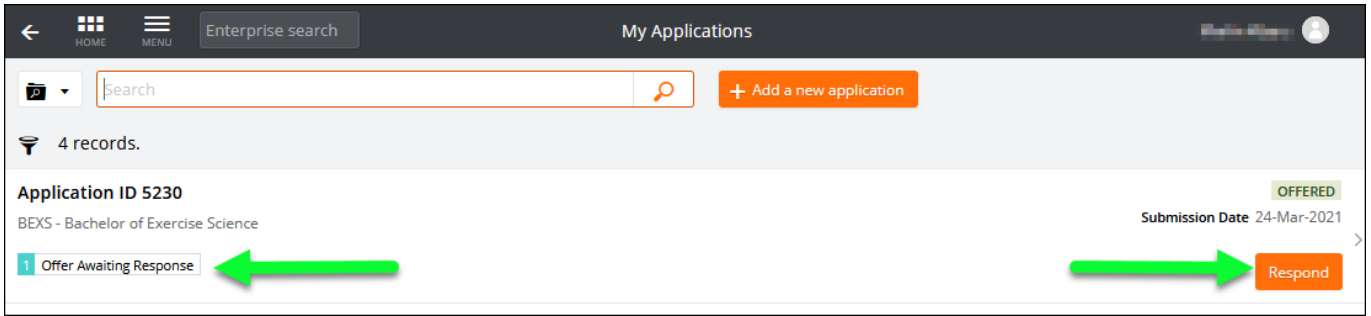
Summary Lapsed In Progress

BEDECBA (1) - Bachelor of Education (Ea...)  
Offer Awaiting Response  
Lapse Date 12-Oct-2021

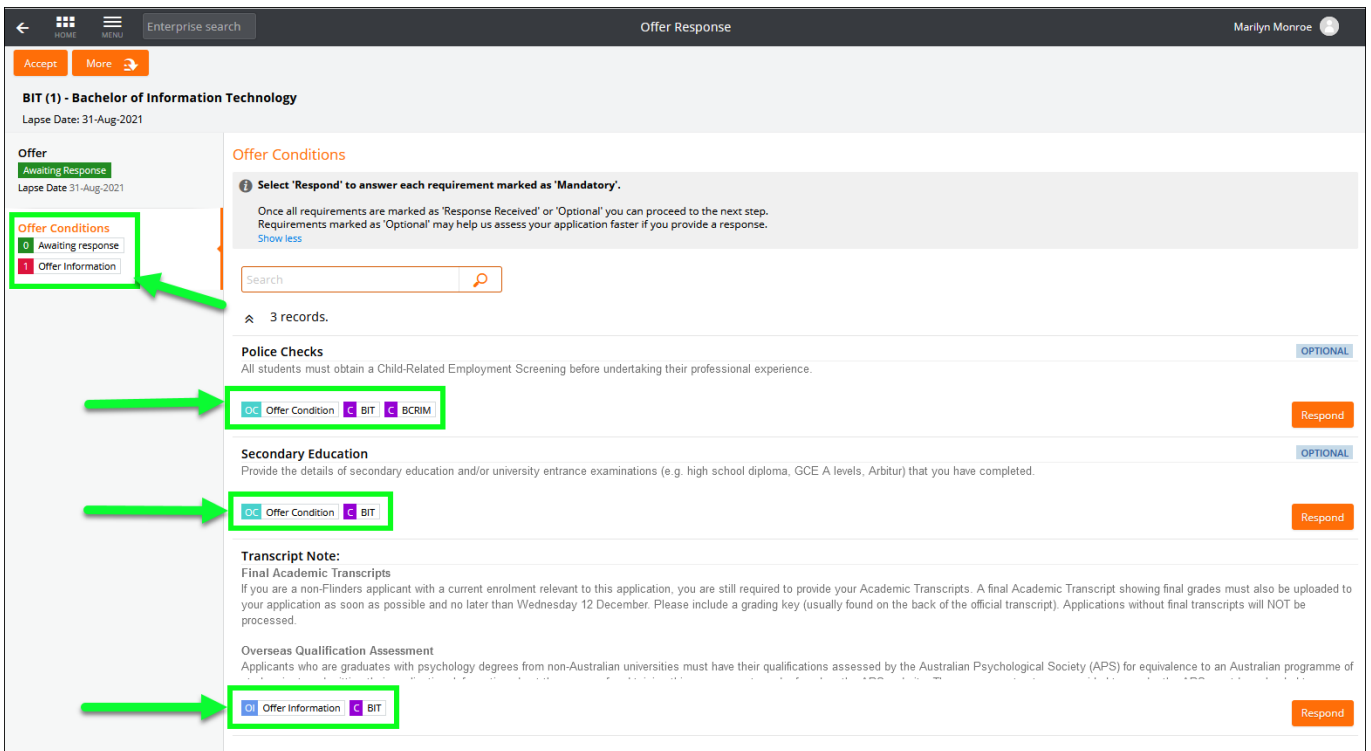
View all applications

1 Awaiting response

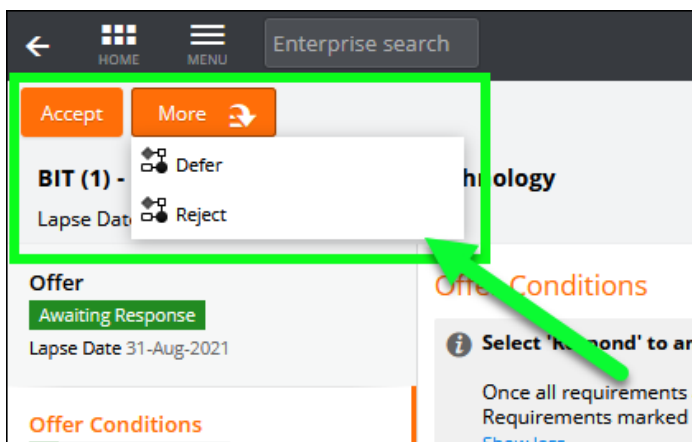
- The **My Applications** Window will also display offers awaiting a response.
- Click on **Respond** for the application that is awaiting a response.



- An offer may be unconditional or conditional. Conditional offers will be tagged and details of conditions to be met will be listed on the application and detailed in the offer letter.



- Accept the offer by clicking on the **Accept** button at the top left. **Defer** option may be available via the **More** button as per the information available at [www.flinders.edu.au/defer](http://www.flinders.edu.au/defer).



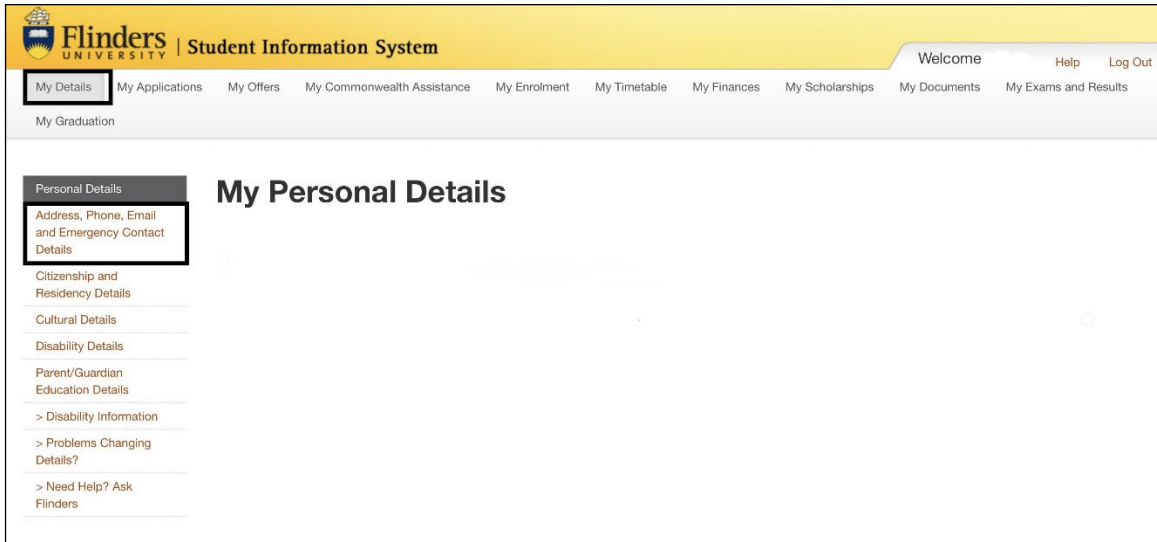
- Once the offer has been accepted and any outstanding requirements verified, the course status is changed to 'Admitted' and the study plan is expanded. Topic enrolment and class registration processes can occur via the Student Information System as per normal.

## Unsuccessful application

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact us on 1300 354 633 (option 1).

## Checking your Preferred Email Selection

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.





**Flinders  
University**

**FEARLESS**

**Contact us**

Office of Student Recruitment

1300 354 633

[askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au)