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Murdoch University International Admissions Office Contact Details

Please use the following details to contact the Murdoch University International Admissions Office.

General enquiries: international.admissions@murdoch.edu.au

Acceptance of offers: accept.international@murdoch.edu.au

Deferral of offers: defer.international@murdoch.edu.au

Telephone Enquiries: +618 9360 7455

About MyAgentAdmission

MyAgentAdmission is Murdoch University's online application portal for agents to submit applications on behalf of international applicants. MyAgentAdmission is Murdoch University's preferred method of receipt of applications and documents from agents.

MyAdmission

MyAdmission is Murdoch University's online application portal for direct applications from domestic and international applicants. International Applicants that apply via an agent will be provided with an Applicant ID and password to MyAdmission, which enables applicants to upload documents, check the status of their application once it's submitted, and depending on the level of access granted by an agent (read-only or edit access) they may be able to edit any applications you have started on their behalf.

How to Access MyAgentAdmission

Please click on the following link to access MyAgentAdmission: <https://goto.murdoch.edu.au/MyAgentAdmission>

MyAgentAdmission Username/Password

Please refer to the registration email you received, which contains your MyAgentAdmission Agent ID and password.

If you cannot remember your Agent ID or password please send an email to international.admissions@murdoch.edu.au to request your login details.

Create Applicant Account

To start an application on behalf of an applicant, you must first create an applicant account using the following instructions.

Before creating an applicant please note: If the applicant has previously submitted an online application direct to Murdoch University, you will not be able to create an applicant account using the same email address the applicant provided in their online application. This is because the applicant already has an Applicant ID associated with the email address provided.

To resolve this, please email international.admissions@murdoch.edu.au and request the applicant be added to your agency. Please provide your 8 digit Agent ID, the applicant's full name, date of birth, email address, and Applicant ID (if known) in the email. An International Admissions Team member will advise you via email when the applicant has been added to your agency. The applicant will then appear on the **Agent Application List** screen and you can start a new application on behalf of the applicant (see [Start an application](#)).

Alternatively, if the applicant has a secondary email address they wish to use you can create a new Applicant ID using the following instructions.

1. Click on **CREATE APPLICANT**

The screenshot shows the 'MyAgentAdmission' interface. At the top, there's a header with the 'MyAgentAdmission' logo and the Murdoch University crest. Below the header, there are navigation buttons: 'LOGOUT', 'AGENT HOME', and 'HELP'. The main heading is 'Agent Application List'. A green callout box with an arrow points to a 'CREATE APPLICANT' button, with the text 'Click on Create Applicant'. Below this, there's a breadcrumb trail: 'My Applications - KirstAgent RobsonTest'. The form contains an 'Applicant Name' input field, a 'Submission Status' dropdown menu currently set to 'ALL', and two buttons: 'FILTER' and 'CLEAR FILTER'. On the right side, there's a '12 Steps' section with a red heading and text: 'To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID. The online application takes about 20 minutes to complete.'

2. Complete details in the **Create Applicant Account** screen. You will be required to create a password for the applicant, which enables them to login to MyAdmission (Murdoch University’s direct online application portal) to view their application status and upload documents. We recommend you use a standard password that is easy for each applicant to remember, for example, their date of birth. If you choose to grant edit access to the applicant, the applicant will be able to edit and submit any applications you have initiated. **Please note:** see table below to compare edit and read-only access capabilities.
3. Once you have entered all required details, click **CREATE** to create the applicant. A confirmation email will be sent to you and the applicant with the applicant’s login details.

MyAgentAdmission

Create Applicant Account

LOGOUT
AGENT HOME
HELP

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

1. Your Personal Details
2. Your Address and Citizenship Details
3. Course Selection
4. Secondary Education
5. Tertiary Education
6. Other Qualifications
7. Experience
8. English Competency
9. Document Upload
10. Review
11. Declaration
12. Submit Application

Title: *

Surname: *

First Given Name: *

Other Given Name:

Preferred Given Name:

Name Format:

Date of Birth: *

Gender:

Registration Phone Number:

Email Address:

Confirm Email Address:

Password: *

Confirm Password:

Applicant Edit Access:

* Denotes a mandatory field

CANCEL
CREATE

Applicant Edit access

You can choose to give an applicant Edit or Read-Only Access.

The table below outlines the differences between Edit Access and Read-Only Access.

Applicant Action	Edit Access	Read-Only Access
Upload Documents	✓	✓
Review non-submitted Application (Applicant can view details entered by their Agent)	✓	✓
Edit non-submitted Application (Applicant can view and edit details from Step 1-12)	✓	✗
Submit Application	✓	✗
Can start and submit own direct application using MyAdmission (note: Agents will not have access to view or edit)	✓	✓

Start an application

There are 12 steps required to complete an application. The application will be saved as you go and you can see your progress in the sidebar. You can logout and return later using your Agent ID to complete the application or upload documents if required. Help is available on every step by clicking on the **HELP** button to reveal the help text.

The online application takes about 20 minutes to complete.

The image shows a sidebar with a navigation bar at the top containing three buttons: LOGOUT, AGENT HOME, and HELP. Below the buttons is the heading "12 Steps" in red. The main text explains that 12 steps are required and progress is saved. It also states that the application takes about 20 minutes to complete. A list of 12 steps follows, with steps 1-10 highlighted in yellow and step 11 in light brown. Step 12 is not highlighted. A callout box with an arrow points to the HELP button, and another callout box with an arrow points to the list of steps.

LOGOUT **AGENT HOME** **HELP**

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.


1. Your Personal Details -Saved ✓
2. Your Address and Citizenship Details -Saved ✓
3. Course Selection -Saved ✓
4. Secondary Education -Saved ✓
5. Tertiary Education -Saved ✓
6. Other Qualifications -Saved ✓
7. Experience -Saved ✓
8. English Competency -Saved ✓
9. Document Upload -Saved ✓
10. Review -Saved ✓
11. Declaration
12. Submit Application -To Do

Click on **HELP** button to reveal help text

You can view the progress of an application in the sidebar of your screen.

1. To begin a new application, select the applicant from the application list by clicking on the applicant's name.
2. Use the filter function to search for an applicant if required. Enter all or part of an applicant's surname in the **Applicant Name** field (Example: CULL), then click the **FILTER** button. You can also filter by the application submission status (i.e. Submitted or Non-submitted).

MyAgentAdmission



Agent Application List

CREATE APPLICANT
BULK SUBMISSION
AGENCY APPLICATIONS

My Applications - KirstAgent RobsonTest

Applicant Name:

Submission Status:
ALL ▼

FILTER
CLEAR FILTER

Filter function

Enter all or part of applicant's surname in Applicant Name field.

Choose to filter submitted or non-submitted applications.

12 Steps

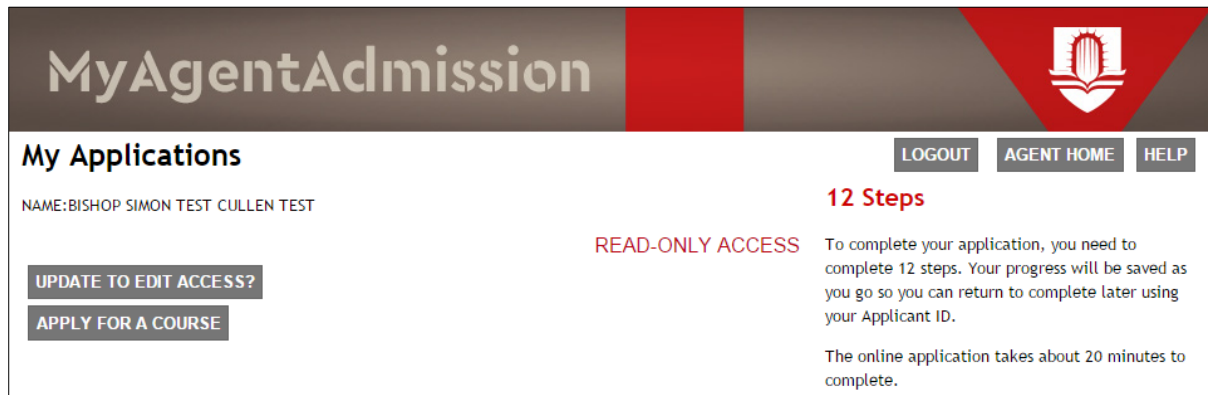
To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

Person ID	Applicant ID	Applicant Name	Edit Access	Creation Date	Submission Date	App Number/Pref Number	Course Details	Outcome Status
	65177	TEST-1, APPLICANT-1, Ms. APP-TEST-1	No	13/11/2015		90824/		
	65181	Brennan, Clive, Bishop	Yes	19/11/2015		90848/		
	65186	CULLEN TEST, SIMON TEST, Bishop	No					

Click on applicant name to begin an application

3. From the My Applications screen you can update edit/read-only access if required. The current access level will be displayed in red text on the screen. Edit access can be updated at any time by returning to this screen and changing the access level.
4. Click on **APPLY FOR A COURSE** to start the 12 step application process.



MyAgentAdmission

My Applications LOGOUT AGENT HOME HELP

NAME:BISHOP SIMON TEST CULLEN TEST

UPDATE TO EDIT ACCESS?

APPLY FOR A COURSE

12 Steps

READ-ONLY ACCESS To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

Step 1: Applicant Details

In Step 1: Applicant Details, the applicant should enter details about themselves. This information will be used to identify the applicant in future and will also enable the University to contact them regarding their application.

Please note: After submitting an application using MyAgentAdmission, you will not be able to change any information. If you create a new application for an existing applicant, you will not be able to change any information except the address and phone number details (in Step 2). If any details are incorrect you will need to advise us in writing by sending an email to international.admissions@murdoch.edu.au.

Example 1 – First time applicant (non-submitted application). All details in step 1 are editable.

MyAgentAdmission

Step 1 of 12

LOGOUT AGENT HOME HELP

Applicant Details

Title: *
Bishop

Family Name/ Surname: *
CULLEN TEST

First Given Name: *
SIMON TEST

Other Given Name:

Preferred Given Name:

Date of Birth: *
01 | APR | 1931

Gender: *

Mobile Phone Number:

Email: *
sim.onmarkcullen@gmail.com

Confirm email: *
sim.onmarkcullen@gmail.com

Applicant Edit Access:

Items marked with an asterisk (*) are mandatory

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

CONTINUE >>

Example 2 – Existing applicant (previously submitted application). Cannot edit details in Step 1.

MyAgentAdmission

Step 1 of 12

LOGOUT AGENT HOME HELP

Applicant Details

*Title: **
Ms

Family Name/Surname:
TEST-1

First Given Name:
APPLICANT-1

Other Given Name:
KIRSTIE

Preferred Given Name:
APP-TEST-1

Date of Birth:
01/01/1997

Gender:
Female

Mobile Phone Number:
+12345678

Email:
kirstenrobson.77@gmail.com

Applicant Edit Access:

CONTINUE >>

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

1. Check details in Step 1 are correct and edit if required.
2. Applicant Edit Access can be enabled/disabled from this screen via the **Applicant Edit Access** checkbox.
3. When all details are correct, click **CONTINUE**.

Step 2: Citizenship, Visa and Address Details

In Step 2: Citizenship, Visa and Address Details, the applicant should enter details about their citizenship and, where relevant, the visa they intend to apply for in order to enable them to study in Australia. This information will be used by the International Admissions Team to identify the documentation the applicant is required to submit to the University, and the documentation the University is will provide to the applicant.

1. Select the applicant's citizenship type.
2. If you have questions or need more information about the type of visa the applicant requires to study at Murdoch University please go to the [Department of Immigration and Border Protection](http://www.border.gov.au/) website (<http://www.border.gov.au/>).

Step 2 of 12

Citizenship, Visa and Address Details

You must select your Citizenship Type:

Australian citizen (including dual citizenship)

New Zealand citizen or NZ diplomatic/consular representative

Permanent humanitarian visa

Permanent resident visa

International student

3. Select the type of visa the applicant has, or intends to apply for. Enter all other available details.

What visa type do you have or intend to get?

Please fill in any details you have:

Visa Type:

Visa Start Date:

DAY

MONTH

YEAR

Visa End Date:

DAY

MONTH

YEAR

Visa Number:

Passport Number:

Country of Birth:

Country of Citizenship:

Have you applied for permanent resident visa?

Yes

No

Date of application for permanent residency:

DAY

MONTH

YEAR

4. If applicant is a previous Murdoch University student select **Yes**, and enter previous student details (if known).

5. Enter address and telephone details and click **SAVE AND CONTINUE** to move to the next part of Step 2.

Have you previously studied at Murdoch University?

Yes

No

Is your current postal address in Australia?

Yes

No

Address Line 1 *

1234 Street Lane

Address Line 2

City/Region/State *

New York, NY

Country *

USA

Overseas Postcode

54321

Home Phone

Work Phone


Mobile Phone

77884455

<< PREVIOUS SAVE AND CONTINUE >>

6. If applicable, please select the relevant Access and Equity categories and enter comments if required. If not applicable, select **SAVE & CONTINUE** to move to Step 3.

MyAgentAdmission



Step 2(cont.) of 12

LOGOUT AGENT HOME HELP

Access and Equity Details

You can apply to have access and equity considerations taken into account as part of this application. Please nominate any access and equity categories for which you wish to be considered. You may select multiple categories.

If you do not wish to choose any access and equity categories simply select Save & Continue.

- DISABILITY OR LONG-TERM MEDICAL CONDITION
- DISADVANTAGED SOCIO-ECONOMIC BACKGROUND
- RECOGNITION AS AN INDIGENOUS AUSTRALIAN
- RURAL OR ISOLATED STUDENTS

You can record a comment in support of the access and equity categories you have selected.

<< PREVIOUS SAVE & CONTINUE >>

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

1. Your Personal Details -Saved ✓
2. Your Address and Citizenship Details
3. Course Selection -To Do
4. Secondary Education -To Do
5. Tertiary Education -To Do
6. Other Qualifications -To Do
7. Experience -To Do
8. English Competency -To Do
9. Document Upload -To Do
10. Review -To Do
11. Declaration -To Do
12. Submit Application -To Do

Step 3: Course Selection

In Step 3: Course Selection, the applicant should select the course they intend to study (the course they are applying for) at Murdoch University. This information will be used by the International Admissions Team to determine if the applicant meets the course entry requirements.

Please go to <http://www.murdoch.edu.au/Future-students/International-students/> for International Student course information.

1. Select the course type from the dropdown list (Enabling, Undergraduate, Postgraduate). Select the main course name (example: Bachelor of Nursing). Click on **SHOW COURSES**.

2. Select the location and attendance mode from the course search results (Example: Murdoch South Street Campus, Attendance mode: Internal). Click **SAVE AND CONTINUE**.

Course Code	Course Title	Location	Attendance Mode	Select
B1335	BACHELOR OF NURSING	MURDOCH CAMPUS	INTERNAL	<input type="radio"/>
B1335	BACHELOR OF NURSING	PEEL EDUCATION CAMPUS	INTERNAL	<input type="radio"/>
H1258	BACHELOR OF NURSING HONOURS	PEEL EDUCATION CAMPUS	INTERNAL	<input type="radio"/>

3. Select the commencement period (example: 2016 Start of Year). Click **SAVE AND CONTINUE**.

Step 3(cont.) of 12

Course Selection

Find the course code or title, then the commencement period, then Unit Set (Major, discipline). You can check for course details at the [Courses page](#).

COURSE

B1335 BACHELOR OF NURSING / MURDOCH CAMPUS / INTERNAL

EXPECTED COMMENCEMENT

UNIT SET

EXPECTED COMMENCEMENT

Commencement Period	Select
2016 Start of Year	<input type="radio"/>
2016 Mid Year	<input type="radio"/>
2017 Start of Year	<input type="radio"/>
2017 Mid Year	<input type="radio"/>
2018 Start of Year	<input type="radio"/>
2018 Mid Year	<input type="radio"/>
2019 Start of Year	<input type="radio"/>
2019 Mid Year	<input type="radio"/>

4. Select the Major. Click **SAVE AND CONTINUE**.

Step 3(cont.) of 12

Course Selection

Find the course code or title, then the commencement period, then Unit Set (Major, discipline). You can check for course details at the [Courses page](#).

COURSE

B1335 BACHELOR OF NURSING / MURDOCH CAMPUS / INTERNAL

EXPECTED COMMENCEMENT

2016 Start of Year

UNIT SET

UNIT SET SELECTION

Unit Set Code	Unit Set Title	Select
MJ-NUR	NURSING (MAJOR)	<input type="radio"/>

CANCEL
<< PREVIOUS
SAVE AND CONTINUE >>

5. Check the details on the course selection summary page and **EDIT** if required. Click **SAVE AND CONTINUE** to move to Step 4.

Step 3(cont.) of 12

Course Selection

Find the course code or title, then the commencement period, then Unit Set (Major, discipline). You can check for course details at the [Courses page](#).

COURSE	B1335 BACHELOR OF NURSING / MURDOCH CAMPUS / INTERNAL /
EXPECTED COMMENCEMENT	2016 Start of Year
UNIT SET	NURSING (MAJOR)
ACTIONS	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Step 4: Secondary Education

In Step 4: Secondary Education, the applicant should enter details about their secondary school/high school qualifications, if available:

1. Select the country of secondary education from the dropdown list.
2. Select the year of completion.
3. Select the type of non-Australian qualification from the dropdown list, or type in the qualification in the field below if not listed.
4. Type the name of the secondary school (high school) attended.
5. Type the result.
6. Select **Yes** or **No** to the question **Was your secondary education taught and assessed in English?**
7. Click **SAVE AND CONTINUE** to move to the Summary screen. If required you can add another record by clicking on **ADD NEW RECORD**.

Step 4 of 12

Secondary Education Details

Have you completed Year 12 or equivalent?

Yes

No

Country of Secondary Education: *
UNITED STATES OF AMERICA ▾

Year of Completion:
▾

Non-Australian Qualification: *
▾

OR other qualification not listed:

School:

Result:

Was your secondary education taught and assessed in English?:

Yes

No

<< PREVIOUS SAVE AND CONTINUE >>

Step 5: Post-Secondary/Tertiary Education

In Step 5: Post-Secondary/Tertiary Education, the applicant should enter details about any study they have undertaken at a higher level than secondary school/high school qualifications, if available. This information may inform decisions on whether or not an applicant meets entry requirements or is eligible for Advanced Standing.

If the applicant has not undertaken any education beyond secondary school, please select **No** and proceed to the next step.

1. Select the country of post-secondary/tertiary education from the dropdown list.
2. Select the first and last year of enrollment from the dropdown lists.
3. Select the institution. For countries other than Australia there will only be one selection option (For example: Any institution in India).
4. Type the name of the qualification (for example: Diploma of Nursing).
5. Select the level of completion from the dropdown list.
6. Select **Yes** or **No** to the question **Was your secondary education taught and assessed in English?**
7. Click **SAVE AND CONTINUE** to move to the Summary screen. If required you can add another record by clicking on **ADD NEW RECORD**.

Step 5 of 12

Post-Secondary/Tertiary Education Details

Have you previously studied at Post-Secondary/Tertiary level?

Yes

No

Country of Tertiary Education: INDIA

First Year Enrolled:

Last Year Enrolled:

Institution: *

Qualification Name: *

Level of Completion: *

Was the course taught and assessed in English?

Yes

No

<< PREVIOUS SAVE AND CONTINUE >>

Step 6: Other Qualifications/Professional Memberships

In Step 6: Other Qualifications/Professional Memberships, the applicant should enter details about any other qualifications or professional memberships they have, if available. This information may inform decisions on whether or not an applicant meets entry requirements or is eligible for Advanced Standing.

If the applicant has not undertaken any other Qualifications/Professional Memberships, please select **No** and proceed to the next step.

1. If applicable, please enter other qualifications or Professional Memberships the applicant may have.
2. Click **SAVE AND CONTINUE** to move to the Summary screen. If required you can add another record by clicking on **ADD NEW RECORD**.

Step 6 of 12

Other Qualifications or Professional Memberships

Do you have any other qualifications or professional memberships?

Yes

No

Qualification / Professional Membership: *

Date Achieved: *

DAY

MONTH

YEAR

Comments:

<< PREVIOUS SAVE AND CONTINUE >>

Step 7: Work Experience

In Step 7: Work Experience, the applicant should enter details of any relevant work experience they have, if applicable. This information may inform decisions on whether or not an applicant meets entry requirements or is eligible for Advanced Standing.

If the applicant has not undertaken any relevant work experience, please select **No** and proceed to the next step.

1. If applicable, please enter work experience information the applicant may have.
2. Click **SAVE AND CONTINUE** to move to the Summary screen. If required you can add another record by clicking on **ADD NEW RECORD**.

Step 7 of 12

Work Experience / Employment Details

Do you wish to record any work experience?

Yes

No

Position: *

Employer: *

Start Date: *

DAY

MONTH

YEAR

End Date:

DAY

MONTH

YEAR

Contact Person Name:

Contact Address/Telephone/Email:

<< PREVIOUS SAVE AND CONTINUE >>

Step 8: English Competency

In Step 8: English Competency, the applicant should enter details about how they can demonstrate their level of English Competency, if available. This information will inform decisions on whether or not an applicant meets direct English Entry requirements for the course they are applying for. Applicants who do not meet the English Competency requirements of the Murdoch University Course will be offered an English Language Intensive Course for Overseas Students (ELICOS).

1. Select the Admission Test Type (English Compency Test) from the dropdown list.
2. Select **Yes** if the test has been completed, then complete the date fields and enter the grade.
3. Select **No** if the test is yet to be completed, then complete the **planned date of test** fields.
4. Click **SAVE AND CONTINUE** to move to the Summary screen. If required you can add another record by clicking on **ADD NEW RECORD**.

Step 8 of 12

English Competency Details

Admission Test Type:
INTERNATIONAL ENGLISH LAN ▾

Is this a completed test?

Yes

No

Date Achieved: *

DAY ▾
MONTH ▾
YEAR ▾

You must also enter at least one outcome:

Score:

Grade:

Result:

<< PREVIOUS SAVE AND CONTINUE >>

Step 9: Document Upload

In Step 9: Document Upload, the applicant should upload documents (where available) that evidence, and support their responses in steps 1-8. These supporting documents will be the basis upon whether an applicant meets the University and course entry requirements.

1. International applicants from the countries listed below must download and complete the **the Murdoch University Genuine Temporary Entrant (GTE) Questionnaire**, and submit the completed form with the application.
 - Bangladesh
 - India
 - Nigeria
 - Pakistan
 - Vietnam
2. An application may still be submitted without all supporting documentation, however the application may not be assessed until all required documents are received. The International Admissions Team will communicate with the applicant and agent regarding any further documentation that may be required. Additional documents can be uploaded via the MyAgentAdmission portal (see [Uploading Additional Documents](#)).

The screenshot shows the 'Step 9 of 12' document upload interface. It includes a title 'Document Upload', a text box with instructions to download and fill in the 'International Student Declaration & Agreement Form', and a 'Document Type' dropdown menu. A green callout box lists document types: Academic Transcript, Curriculum Vitae (CV or Resume), Personal Statement, Referee Report, and Other Document. Below this is a 'Document to Upload' section with a 'Choose file' button and an 'UPLOAD FILE' button. A second green callout box instructs to click 'Choose File', select a file, and then click 'UPLOAD FILE'. At the bottom, there are navigation buttons: '<< PREVIOUS', 'SAVE AND CONTINUE >>', and a red message 'No Documents Previously Uploaded.'

Step 9 of 12

Document Upload

Please download and fill in the [International Student Declaration & Agreement Form](#) and submit it with your online application. You can upload a scan of the completed form here, post it with the cover sheet you get once you submit your application, or email it to international.admissions@murdoch.edu.au. Please note that submissions without the completed declaration form will not be assessed.

Please refer to the "Qualify and apply" section in the relevant course ([see our Courses page](#)) for information on supporting documentation that must be submitted with your application.

If you do not currently have all the required supporting documentation that demonstrates that you meet the entry requirements for the course you are applying for, you may be able to upload supporting documentation currently available as we may be able to accept alternative documentation.

Document Type:

Comments:

Document to Upload:

Choose file No file chosen

UPLOAD FILE

No Documents Previously Uploaded.

<< PREVIOUS SAVE AND CONTINUE >>

Choose the Document Type from the drop down list.

Document Types:

- Academic Transcript
- Curriculum Vitae (CV or Resume)
- Personal Statement
- Referee Report
- Other Document (please enter the type of document in Comments field)

Click on Choose File, select the file from the file location, then click UPLOAD FILE.

Step 10: Review Application

In Step 10: Review Application, the applicant should review their responses prior to submitting the application. After the application has been submitted, applicants will not be able to edit their responses.

1. In this step you can review and edit details in steps 1-9. Click on the **EDIT** button at the bottom of each review section, edit the details as required and then click **SAVE AND RETURN**.
2. Once you submit the application you will not be able to make any changes. If any changes are required after you submit the application you will need to advise us in writing by sending an email to international.admissions@murdoch.edu.au.

Course Preference

Course Offering

B1335 BACHELOR OF NURSING / MURDOCH CAMPUS / INTERNAL / -

Commencement Period

2016 START OF YEAR

Unit Set:

NURSING (MAJOR)


EDIT

Step 11: Declaration

The University will make a decision based on the information provided in this application; therefore it is important the applicant clearly declares the accuracy of the information provided.

1. In addition to the **International Student Declaration & Agreement Form** the Declaration must be Accepted. Please ensure the applicant has read and understood the Declaration, then click **ACCEPT**.

MyAgentAdmission



Step 11 of 12

LOGOUT AGENT HOME HELP

Applicant Declaration for SIMON TEST CULLEN TEST

12 Steps

To complete your application, you need to complete 12 steps. Your progress will be saved as you go so you can return to complete later using your Applicant ID.

The online application takes about 20 minutes to complete.

1. Your Personal Details -Saved ✓
2. Your Address and Citizenship Details -Saved ✓
3. Course Selection -Saved ✓
4. Secondary Education -Saved ✓
5. Tertiary Education -Saved ✓
6. Other Qualifications -Saved ✓
7. Experience -Saved ✓
8. English Competency -Saved ✓
9. Document Upload -Saved ✓
10. Review -Saved ✓
11. Declaration
12. Submit Application -To Do

Please click on the accept button to record your declaration.

<< PREVIOUS ACCEPT

Step 12: Submit Application

1. A Summary screen will appear where there is one final opportunity to review and make changes.
2. If any corrections are required, click on **PREVIOUS** and return to Step 10 to review and edit the application. **SAVE AND CONTINUE** to Step 12.
3. When you are satisfied that all details are correct, click on **SUBMIT APPLICATION**.
4. Once the application is submitted you will receive a receipt number, and a confirmation email will be sent to you and the applicant.

Step 12 of 12

Submit Application

Name:
KIRSTEN ROBSON

Gender:
FEMALE

Date of Birth:
01/01/1997

COURSE OPTION

B1335 BACHELOR OF NURSING / MURDOCH CAMPUS / INTERNAL / -

EXPECTED COMMENCEMENT

2016 Start of Year

UNIT SET

NURSING (MAJOR)

<< PREVIOUS SUBMIT APPLICATION

Uploading Additional Documents

After submitting an application, both you and the applicant can log in at any time to upload additional documents, if required.

If additional documents are required by the International Admissions Team in order to assess the application, both you and the applicant will receive an email communication, which will outline the document/s required and instructions on how to upload the documents. The outcome status of the application will be displayed in MyAgentAdmission as 'AWAIT-DOCS' (see [Application Status Check](#)). If you are uploading the documents in MyAgentAdmission on behalf of an applicant please follow these instructions.

1. Search for the applicant in the **Agent Application List** screen.
2. Select the applicant from the list by clicking on the applicant's name.

MyAgentAdmission

Agent Application List

CREATE APPLICANT

My Applications - KirstAgent RobsonTest

Applicant Name:

Submission Status:

FILTER **CLEAR FILTER**

Person ID	Applicant ID	Applicant Name	Edit Access	Creation Date	Submission Date	App Number/Pref Number	Course Details	Outcome Status
32835084	65179	<u>Test-2, Kirst2, Miss, Kirst-Nic</u>						PENDING

Click on Applicant's name to select applicant.

3. Click on **DOCUMENT UPLOAD**

MyAgentAdmission

My Applications

NAME:MISS KIRST-NIC TEST-2

EDIT ACCESS

UPDATE TO READ-ONLY ACCESS?
APPLY FOR A COURSE
DOCUMENT UPLOAD

Click on Document Upload

Submitted Applications

Application Submitted on: 13/11/2015

Application Receipt Number: 90820

B1316 BACHELOR OF ARTS / MURDOCH CAMPUS INTERNAL / 2016 Start of Year / PUBLIC RELATIONS (MAJOR)

The status of your application is: This application is being assessed. You should expect to hear back from the Admissions Team within the next week or two.

VIEW APPLICATION DETAILS

4. Choose the document type from the drop down list, add any relevant comments in the Comments field.
5. Choose the document from the file location, then click **UPLOAD FILE**.
6. Documents previously uploaded will be displayed at the bottom of the page.

MyAgentAdmission

Document Upload

Please download and fill in the [International Student Declaration & Agreement Form](#) and submit it with your online application. You can upload a scan of the completed form here, post it with the cover sheet you get once you submit your application, or email it to international.admissions@murdoch.edu.au. Please note that submissions without the completed declaration form will not be assessed.

Please refer to the "Qualify and apply" section in the relevant course ([see our Courses page](#)) for information on supporting documentation that must be submitted with your application.

If you do not currently have all the required supporting documentation that demonstrates that you meet the entry requirements for the course you are applying for, please upload copies of any relevant documentation currently available as we may be able to make a conditional assessment of your application.

Document Type:
Comments:
Document to Upload:
Choose file No file chosen
UPLOAD FILE

Choose the document type from the drop down list. Add any relevant comments in the Comments field.

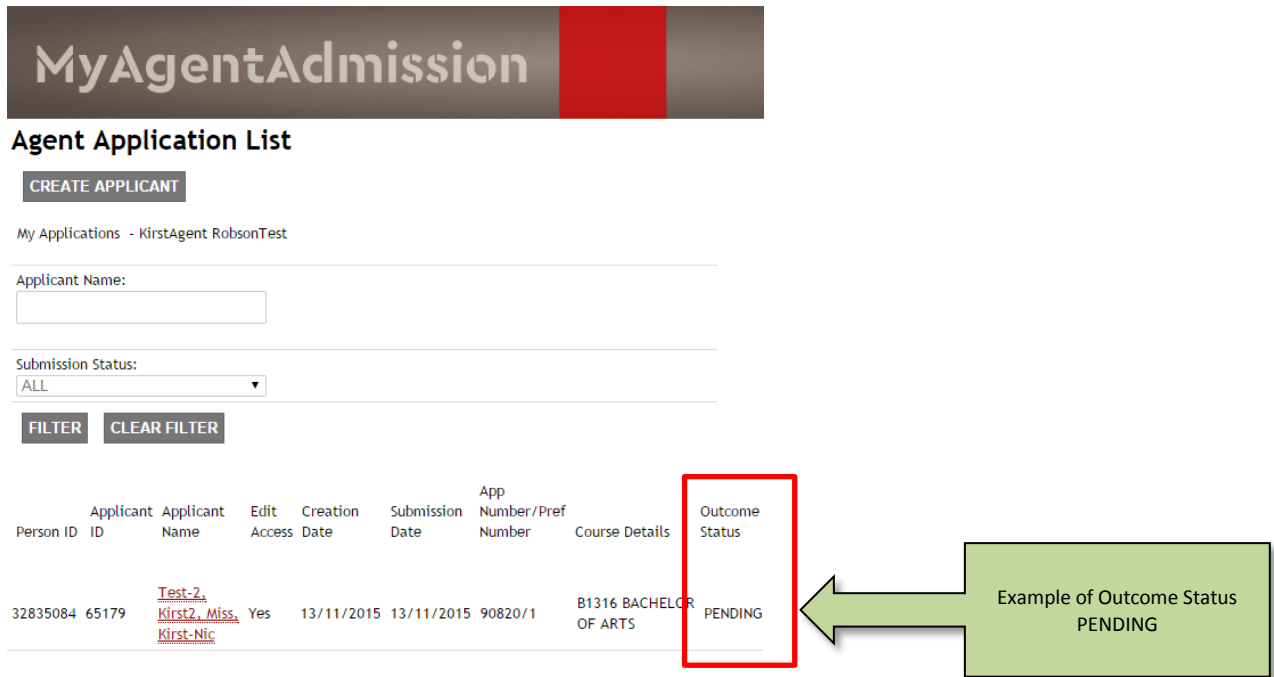
Click on Choose File, select the file from the file location, then click **UPLOAD FILE**.

Documents Previously Uploaded

What happens next?

Application Status Check

After you submit an application on behalf of an applicant, you can log in to MyAgentAdmission at any time to check the status of the application and upload additional documents, if required (see [Uploading Additional Documents](#)). The applicant can log in to MyAdmission at any time to check the status of their application and upload additional documents, if required.



MyAgentAdmission

Agent Application List

[CREATE APPLICANT](#)

My Applications - KirstAgent RobsonTest

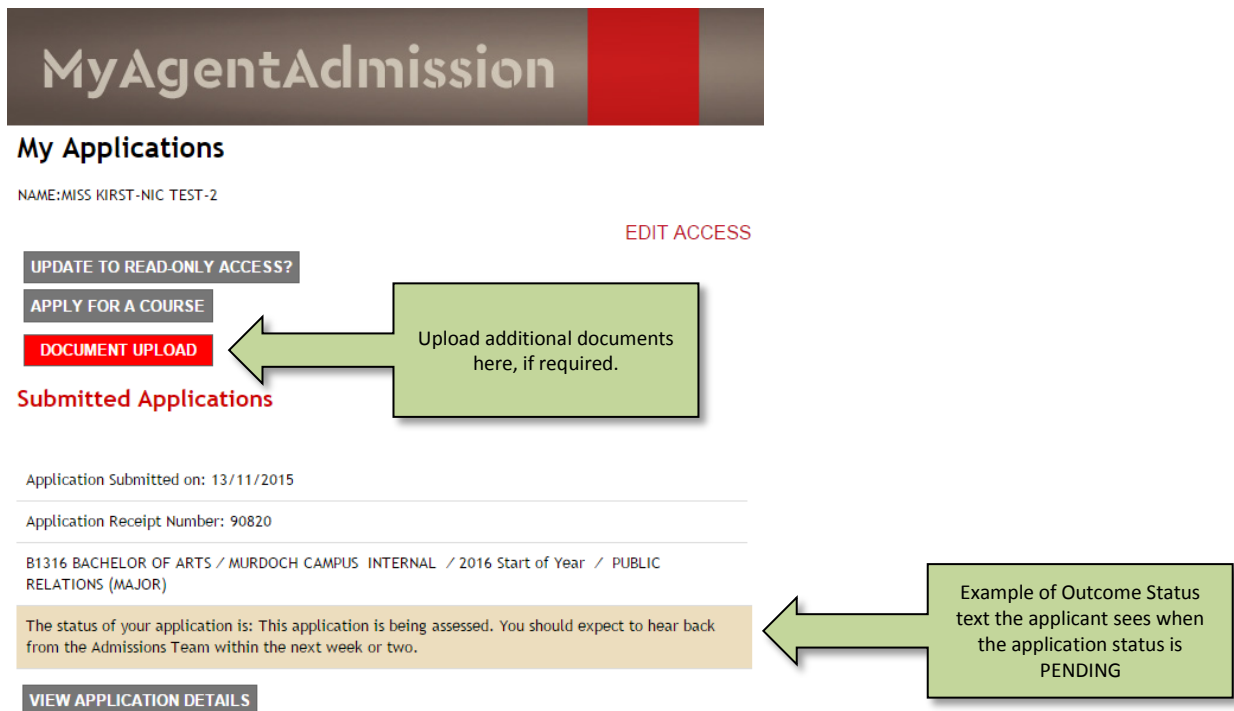
Applicant Name:

Submission Status:

[FILTER](#) [CLEAR FILTER](#)

Person ID	Applicant ID	Applicant Name	Edit Access	Creation Date	Submission Date	App Number/Pref Number	Course Details	Outcome Status
32835084	65179	Test-2, Kirst2, Miss, Kirst-Nic	Yes	13/11/2015	13/11/2015	90820/1	B1316 BACHELOR OF ARTS	PENDING

Example of Outcome Status PENDING



MyAgentAdmission

My Applications

NAME:MISS KIRST-NIC TEST-2

[EDIT ACCESS](#)

[UPDATE TO READ-ONLY ACCESS?](#)

[APPLY FOR A COURSE](#)

[DOCUMENT UPLOAD](#)

Upload additional documents here, if required.

Submitted Applications

Application Submitted on: 13/11/2015

Application Receipt Number: 90820

B1316 BACHELOR OF ARTS / MURDOCH CAMPUS INTERNAL / 2016 Start of Year / PUBLIC RELATIONS (MAJOR)

The status of your application is: This application is being assessed. You should expect to hear back from the Admissions Team within the next week or two.

[VIEW APPLICATION DETAILS](#)

Example of Outcome Status text the applicant sees when the application status is PENDING

List of Outcome Statuses

The following table shows the application outcome status codes and the accompanying text that applicants will see when they log in to MyAdmission.

Outcome Status	Text Displayed in MyAdmission
ADM-ENCUMB	You have an encumbrance with the University. The Admissions team is waiting for you to respond to the instructions sent to you regarding the nature of the encumbrance and how to resolve it. Once the encumbrance is resolved, the application will be processed.
ADM-REV	This application is being assessed. You can expect to hear back from the Admissions team within the next week or two
ADM-ROUND	This application is for a course that has limited places available. Entry into this course is highly competitive. Therefore, in order to facilitate the ranking of applicants so that offers can be made to the top applicants, applications into this course are conducted at particular dates in the year, in admission rounds. For details of the admission rounds for the course you have applied for, refer to the email that you have received from the Admissions team when they acknowledged receipt of your application.
ADMINERROR	This application has been closed. The Admissions team will contact you regarding your application.
APPLCLSD	The course you have applied for has been discontinued. The Admissions is waiting for you to respond to communication about further options available to you.
ASSESSING	This application is being assessed by the Academic Chair. You can expect to hear back from the Admissions team within the next week or two.
AWAIT-DOCS	The Admissions Team have requested further information from you which is required before the processing of your application can proceed.
AWAIT-GRAD	The Admissions Team require you to provide evidence of successful completion of your prior studies which is required before the processing of your application can proceed.
COND-OFFER	You have been made a conditional offer. The Admissions Team require you to provide evidence of meeting the conditions of your offer as outlined in your offer letter.
LATE-APPL	Your application was received after the closing date for applications to this course. The Admissions team is awaiting your response to the communication about further options available to you.
NO-QUOTA	This course has limited places. While you are eligible for an offer, there are no places available. The Admissions Team will contact you if a place becomes available.
OFFER	A formal offer of admission has been sent to you. Please refer to this offer letter for further instructions.
PCGKOFFER	You have been made a packaged offer. The Admissions Team await your provision of evidence of successful completion of your pathway course, once it is available.
PEND-APPRV	This application is being assessed by the Academic Chair. You can expect to hear back from the Admissions team within the next week or two.
PEND-PCKGE	This application is being assessed. You can expect to hear back from the Admissions team within the next week or two

PENDING	This application is being assessed. You can expect to hear back from the Admissions team within the next week or two
REJECTED	Unfortunately your application has not been successful. The Admissions Team has contacted you advising alternative options.
STWITHDREW	You have withdrawn your application and it is no longer being processed. If you would like to proceed with this application, please contact the Admissions Office.
VOIDED	Your offer has been withdrawn by the University. Please refer to the communication sent to you by the Admissions Office for details.
WITHDRAWN	You have withdrawn your application and it is no longer being processed. If you would like to proceed with this application, please contact the Admissions Office.
(Submitted but) NOT transferred yet	Your application is waiting to be processed

Application Communication

The International Admissions Team will communicate with the agent and the applicant via email regarding the relevant application status and outcome of the application.

Please refer to the [Murdoch University International Admissions Office Contact Details](#) at the beginning of this user guide if you have any questions.