

# AGENT QUICK REFERENCE GUIDE

## Graduate Research Program

### International Admission & Scholarship Application System

This document provides an overview of how to lodge an online application on behalf of an International Applicant for entry into the Adelaide University Graduate Research School at Adelaide University.

## The Online Application Process

### The Applicant

- Registers to use the online application system and completes as much of the application as possible.
- Within the application, select an Agent to assist with the application and nominates an employee of the Agent as their counsellor.
- Transfers the ability to edit and complete the application across to their nominated Agent / Counsellor.
- You can no longer add or amend data in their application once this transfer has occurred.

### The Agent\* and Counsellor\*\*

- The Agent will receive an email notifying that an Applicant has transferred an application.
- Click on the link contained within this email to access and login to the application system.
- Complete all incomplete sections of the application and upload all required documentation.
- Submit the completed application to Adelaide University. The Applicant will receive an automated email advising that you have submitted their application.

### The Applicant and Agent / Counsellor

- Monitor the status of the application through the review and approval process by logging into the application system.
- **\*Agent:** Is Represented by the primary office email address for the agency. Logging into the system using this email address will enable the agency's office manager to edit and track the progress of all applications being handled by the Counsellor's working for the agency.
- **\*\*Counsellor:** An employee of the agency who has been nominated by the applicant to assist with the application lodgement process. Counsellor's log into the system using the email address they provided to the applicant and only have access to edit and view the applications they are directly involved with.

### Accessing the Online Application

- The first time your agency is engaged by an Applicant to assist with an application, both the Primary agency office email address and nominated counsellor's email address will receive a login activation email.
- Follow the instructions in the email to create a log in for the system.

Access the application system at: <https://intl-research.adelaideuni.edu.au/agent/login>

- Use your registered email address and password to log in.
- You will need to verify your email address every 30 days. The system will advise you when this is required and will guide you through the steps to reactivate your account.
- When you log in, you will be directed to the *Agent Application Centre* home page. From here you can:
  - o access applications transferred to you by applicants for completion,
  - o monitor the status of applications that you have already submitted to Adelaide University; and download the International Research Applicant Agent Agreement form.

### Completing an Online Application

- Applications requiring completion and submission are listed in the *Incomplete Applications* (Not Yet Submitted) section of the Agent Application Centre home page.
- To view the details of an application, click on its registration number under the 'Reg #' column.
- You may change any information or documents already entered by the Applicant into the application (except for that contained in the Agent Assistance section).
- 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 .

All sections of the application must be completed to submit the application.

- In the *Document Upload* section, *attach* all PDF documents listed in the *Mandatory Documents* list and any documents in the *Optional Documents* list that the Applicant wishes to include.
- *Upload* a completed Applicant Agent Agreement form (available on the Agent Application Centre Homepage) in the *Document Upload* section. Remember to include your official agent stamp on the form.

### Submitting an Application

- On the Application Review page, tick 'I have reviewed this application' and consider it complete and ready to submit, then click *Next*.
- On the Agent Declaration page, tick 'I Agree' and click *Submit Application*.
- The Agent, Counsellor and Applicant will all receive an email to confirm the application has been submitted to Adelaide University.
- You can monitor the application's progress in the Agent Application Centre home page.

### Need More Help?

- Refer to the detailed help within the system by clicking on the More Information button visible in each section of the application.
- Contact the Adelaide University Graduate Research School at:
  - o Email: [research.scholarships@adelaideuni.edu.au](mailto:research.scholarships@adelaideuni.edu.au)