

Agent Quick Reference Guide

Higher Degree by Research International Admission & Scholarship Application System

This document provides an overview of how to lodge an online application on behalf of an international student applying for entry into a *Higher Degree by Research* course at the University of Adelaide.

The Online Application Process



The Applicant

- Registers to use the online application system and completes as much of the application as possible.
- Selects an Agent office 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 you, their nominated Agent / Counsellor.
- Can no longer add or amend data in their application once this transfer has occurred.

The Agent* and Counsellor**

- Receives an email notifying that an Applicant has transferred an application across for completion.
- Clicks on a link contained within this email to access and login to the application system.
- Completes all incomplete sections of the application and uploads all required documentation.
- Submits the completed application to the University of Adelaide. 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 all of the Counsellor's working for the agency.

****Counsellor** – Refers to an employee of the agency who has been nominated by the Applicant to assist with the application lodgement process. Counsellor's login to the system using the email address that they provided to the Applicant and only have access to edit and view the applications they are directly involved with.

Accessing the Online Application System

- 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 this email to create a login for the system.
- Access the application system at: <http://www.adelaide.edu.au/graduatecentre/orbit-help-pages/international-hdr-agent-login.html>
- Use your registered email address and your password to login.
- Your password will expire every 30 days. The system will advise you when your password has expired and will guide you through the steps to reactive your account.
- When you login you will be directed to the *Agent Application Centre* home page. From here you can: 1) access the applications transferred to you by the applicants for completion, 2) monitor the status of applications that you have already submitted to the University, 3) change your password, and 4) 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 in order to be able to submit the application.
- In the *Document Upload* section attach PDFs of all of the 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* and 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 the 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 Graduate Centre:

Email: agc.international@adelaide.edu.au
Telephone: +61 8 8313 5882