



UWA Apply Portal Help Guide

You're ready to apply – nice work!

Below you'll find the key steps to successfully submit your application for the New 2021 Entry Pathways for School Leavers via our UWA Apply portal. If you need any further assistance, contact our friendly Future Students Centre on 131 UWA (131 892).

The recommended browsers for submitting your application are Chrome, Firefox and Safari.

How to apply:

- You will first need to click on the 'Login' button on the top right-hand side of the page and create a profile/ log in.
- Once you've created a profile and you're on the dashboard, click 'start application'
- In the 'Applicant Type' section:
 - Select 'Full Degree'

The screenshot shows the 'Applicant type' selection interface. On the left is a navigation menu with six items: 'Applicant type' (Complete), 'Course selection' (Pending), 'Course details' (Disabled), 'Qualifications' (Disabled), 'Personal details' (Disabled), and 'Review and submit' (Disabled). The main content area is titled 'Applicant type' with an information icon. Below the title is the instruction 'Select your citizenship type, then select application type'. There are two sections: 'Citizenship Type' with 'Australian Citizen' selected (checked), and 'Application Type' with 'Full Degree' selected (checked). Under 'Application Type', there are five radio button options: 'Full Degree' (selected), 'Transfer', 'Student Exchange', 'Study Abroad', and 'Cross-Institutional Enrolment'. Each option has a brief description. At the bottom, there is a 'Save for later' link and a yellow 'Continue >' button.

In the 'Course Selection' selection:

- Select a Bachelor Degree, course location, entry point and nominate your first major. Please note that you *will* have the flexibility to change your major, if you're not completely certain or change your mind at a later stage. Students who wish to apply for a Direct Pathway place will still need to choose their Bachelor degree at this point in the application and will be able to select their chosen Direct Pathway at the next stage.

The screenshot shows the 'Course selection' section of an application portal. On the left is a navigation menu with the following items: 'Applicant type' (Complete), 'Course selection' (Unactioned), 'Course details' (Unactioned), 'Qualifications' (Unactioned), 'Personal details' (Unactioned), and 'Review and submit' (Unactioned). The main content area is titled 'Course selection' and includes a sub-header 'Course Selection *'. Below this, it prompts the user to 'Select your course, course location, entry point and major (if required)'. A course is currently selected: 'Bachelor of Science (BP004) - Engineering Science'. Below this, there is a '+ Add another course' button. The 'Editing: Bachelor of Science' section contains several dropdown menus: 'Bachelor of Science (BP004)' (Next available: Semester 2, 2020), 'Perth (Crawley campus)', 'Semester 1, 2021' (Application dates: 1/04/2019 - 19/02/2021), and 'Select major / specialisation' (Engineering Science (MJD-ENGSC)). At the bottom of this section are 'Save course' and 'Cancel' buttons.

In the 'Course details' section:

- Answer the 'additional questions' which will allow you to select your Direct Pathway
- In the 'Other Supporting Documentation' section, upload your most recent high school report from Year 11 or 12, if available.

The screenshot shows the 'Course details' section of an application portal. On the left is a navigation menu with the following items: 'Applicant type' (Complete), 'Course selection' (Complete), 'Course details' (Unactioned), 'Qualifications' (Unactioned), 'Personal details' (Unactioned), and 'Review and submit' (Unactioned). The main content area is titled 'Course details' and includes a sub-header '+ Course details - Additional questions *'. Below this, there is a section for 'Other Supporting Documentation' with the instruction: 'Upload all supporting documentation for your application here. Examples include faculty specific supplementary forms, or documents you cannot upload in other sections of your application.' This section contains a file upload area with a 'Please attach a file' button, a 'Remove file' button, and an 'Add new file' button. At the bottom of this section are 'Save' and 'Cancel' buttons. At the bottom of the main content area are 'Save for later', 'Withdraw application', and a yellow 'Continue >' button.

In the 'Qualifications' section you will only need to complete the 'Secondary Education' and 'English Language Competency' sections.

- Under 'Secondary Education' simply input your High School details
- Under 'English Language Competency' select 'Secondary Education (HighSchool)' from the drop down menu.

The screenshot shows a web application interface for the 'Qualifications' section. On the left is a vertical navigation menu with six items: 'Applicant type' (Complete), 'Course selection' (Complete), 'Course details' (Complete), 'Qualifications' (Unactioned), 'Personal details' (Unactioned), and 'Review and submit' (Unactioned). The 'Qualifications' section is active and contains the following content:

- Qualifications** ⓘ
Tell us about your education history.
- You must provide one of Secondary or Post Secondary**
- Buttons for: **+ Secondary education**, **+ Post-secondary education**, **+ Professional experience**
- × English Language Competency ***
- Text: "Select one of the following tests or other qualifications that show you meet our English language requirements. If you have not uploaded a transcript or test result that provides evidence of meeting the requirement upload it here."
- Dropdown menu: Type: Secondary Education (High School)
- Buttons: **Save**, **Cancel**
- Footer: **Save for later**, **Withdraw application**, **Continue >**

In the 'Personal Details' section:

- Fill in the fields with your details and upload your proof of citizenship, a passport or birth certificate.

Finally, 'Review and Submit'.

Congratulations, your application is now complete!

UWA Admissions will process your application and provide you with an outcome to your registered email address shortly.