

SOMSAS Linked Application User Guide

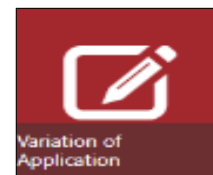
(Additional Subjects- Current Semester Exchange)

This guide is for making changes to your original SOMSAS application after it has been submitted and approved and includes adding additional subjects for assessment. Otherwise the system will not allow you to make any changes to your existing application.

If your current application is still under assessment, there is still a possibility to send it back to you for editing. If this is the case, please send an email to studyabroad@latrobe.edu.au

To access this function

1. Login to your SOMSAS application
2. You will see on the main page beneath the right hand side of the “Drag and Drop Documents Here” section a red “Variation of Application” tile
3. Click on the tile
4. You will be taken to a new page titled “New Exchange Application - Variation”



Adding New Subjects to Current Approved SOMSAS Application (Variation Page)

On this page you will notice an instruction box at the top and fields to select from in the middle. Please ensure to read this carefully before proceeding.

1. **Application Type:** should be the correct program (Exchange)
2. **Exchange semester:** Select the correct application period
3. **Additional Semester:** Keep as “(None)”
4. **Choose Host Institution:** Keep the same as your Host University
5. Click on “Save Application”

New Exchange Application - Variation

i If you are seeking additional subject approvals for an existing host preference, please choose the relevant exchange semester and host from the drop down box.
 If you are wishing to extend your exchange at your current host institution, please select the extra semester and current host from the drop down box.
 If you are wishing to extend your exchange to a different institution, please select the extra semester, choose 'Other' from the host institution box and then select the new institution for your extension.

Application Type	Semester Exchange
Exchange Semester	2/2018 ▾
Additional Semester	(None) ▾
Choose Host Institution	University of ▾
Variation Host Institution	University of

Have a Question? **i**

Adding your subjects & submitting your varied application

This will take you to a new application page that will have your initial SOMSAS Reference number with a “v” at the end to indicate it is a varied or changed application. You will be able to add subjects and submit the same way as you did for your initial application.

Viewing your original application

If you need to view your original application, click on the blue “View Parent Application” button next to your detail summary and “Submit Your Application Button” at the top of the main page.

[View Parent Application](#)

Getting back to your varied application

If you need to access the varied application after closing the page, you will need to:

1. log in to your SOMSAS application
2. From the top of the main page, click on the blue “View Parent Application” button next to your detail summary and “Submit Your Application Button”.
3. This will take you to a separate page “Application Variations” page that contains summary tiles of all applications you have varied.

[View Variation Application\(s\)](#)

Application Variations

SOMXX-XXX v	NEW
Overall Application Status	Draft
Application ID	
Student ID	
Student Given Name	
Student Last Name	
Relevant College	SHE
Exchange Semester	2/2018
Application Period	

[Need Help?](#)

If you need any further assistance or encounter issues with any of these steps, please do not hesitate to get in touch with us as soon as possible - studyabroad@latrobe.edu.au