



ACCESSING SOMSAS

What devices can I use to log into SOMSAS?

You can access and log into SOMSAS on any computer, mac or tablet. SOMSAS has NOT been designed to work on mobile devices.

Before being able to 'start a new application' the browser gives me an "authentication required" message. My student login does not work here. I was wondering if you know how to get past this?

If you are using a non-LTU computer, you will be prompted to login. You need to type "students\" before your ID number and then normal password.

When I first log into SOMSAS it asks for my Student ID and password, but it doesn't work. Why?

You may need to log on through the La Trobe network, or if at home use LTU\ (student number) as your ID.

I have logged in, but I don't have options showing in the drop down boxes. What do I do?

Trying logging with another browser – Firefox is the preferred browser for the SOMSAS platform.

DATA ENTRY IN SOMSAS

I am completing a Semester Exchange application, but the Host Institution I want is not appearing in the list. What do I do?

Check the Partner link on the La Trobe Abroad website to see if the Host institution is listed. <http://www.latrobe.edu.au/students/opportunities/exchange/partners> If it is listed please contact La Trobe Abroad advising the name of the Host Institution. We can then check why the institution is not appearing and advise you of the next steps.

Please note that students cannot submit an Exchange application for a University that is not a LaTrobe Exchange partner or ISEP member institution.

I am completing a Short Term Program application, but the Host Institution I want is not appearing in the list. What do I do?

For a Short Term Program application you can select 'Other' from the Host Institution list. A text box will then appear for you to enter the name of the institution/ program provider and select the country from the drop down list.

I have been selected for a La Trobe organised study tour for one of my subjects. What do I select as a "Host Institution"?

Please select 'La Trobe University led study tour' from the drop down menu.

I'm having difficulty adding in my host institution details. No option besides "none" appears next to "select host institution" and, therefore, I cannot fill in the rest of the boxes.

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The university/Program I'm applying for doesn't have a subject code(s) and I can't submit any subjects for approval on SOMSAS without subject codes. How can we work around this?

If a Partner university (or Short Term program) does not have subject codes available, add the Subject name instead in the box, and in the notes/message box write that the institution did not publish subject codes.

The University/Program I'm applying for doesn't have a subject name – only a code.

Add the subject code into both 'Subject name' and 'Subject code' fields.

I am only going to receive partial credit for my overseas program as it is a College led tour as part of a La Trobe subject. What do I put as Credit points?

If you are only receiving partial credit for an Overseas Short Program, please put '7.5' as the credit points (even if the credit received may be less than half a subject).

I am receiving credit towards part of my degree, such as placement hours but not to an LTU subject. What do I put as credit points?

For both host and LTU credit points, put in '7.5'. In the Host Subject Information, make sure to include the part of your degree you are getting credit for and the amount, such as '10 placement days'

I do not want to or can't get credit for my Short Term Program. What do I put in for Credit points?

If you are not applying to get credit for your overseas Short Term Program, contact La Trobe Abroad to discuss further

CHANGES TO AN APPLICATION

What does the status 'Compulsory Subjects Requested' mean?

If your application status is 'Compulsory Subjects Requested' you are required to add more information or make other changes to your application as required. Click on 'Edit application details' to see exactly what has been requested. Once you have finished editing click 'Submit' to return to the College.

I submitted my application on SOMASAS, but now need to add/change information/add another host institution but can't make any changes.

Email somsas@latrobe.edu.au and ask for the application status to be changed to 'Compulsory subjects required'. Once the status is changed you will be able to make changes to your application.

One of my subjects that needed approval on SOMASAS was declined. The academic now realises that it can be approved. How can I send the subject back to him for approval?

Please forward confirmation of the new subject approval to the SOMASAS email (somsas@latrobe.edu.au) – and staff should be able to change the subject to 'approved'.

I can see that my subject has been approved in SOMASAS, but the Academic not returned the full application to me (it is still in 'More Information Required' status). What do I do?

Please send an email to the SOMASAS email (somsas@latrobe.edu.au) and staff will follow up with the relevant Academic/College.

I was asked to add more information about my Host University's subjects, (status of the SOMASAS application is 'Under assessment' but individual subject status is 'More information required'). However the Host University does not provide any more information. What do I do?

Please check with LTA and they will advise how to proceed.

I was asked to add more information about my Host University's subjects, (status of the SOMASAS application is 'Compulsory Subjects Required') but now that I have added the information I can't 'Submit' as SOMASAS says the application deadline has passed.

Please send an email to the SOMASAS email (somsas@latrobe.edu.au) with the application ID and they will submit the updated application for you. Do NOT submit the application for a wrong Semester.

My application has been declined on SOMASAS, but now I want to resubmit with new information.

Once an application is declined the only option is to submit a new application. Make sure you write the reason for the new submission on the new application.

I withdrew my application by mistake. What do I do?

Email somsas@latrobe.edu.au to reinstate your application – or alternatively you can start a new application.