

How to Apply for a Graduate Research Degree

Who are these instructions for?

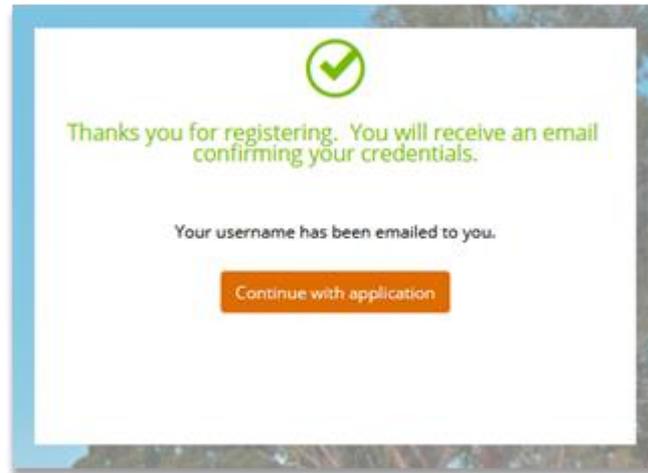
These instructions are for Australian and New Zealand citizens and Australia Permanent Residents wishing to apply for a masters by research, PhD or professional doctorate at La Trobe University.

Table of contents

1. Create your application	2
2. Select a course	3
3. Select a scholarship	3
4. Check your details	4
5. Enter required information and documentation	5
6. Review your application	6
7. How do I view my application once it is submitted?	6
8. What if La Trobe University requires further information?	7
9. Where can I get help?	7

1. Create your application

- 1.1. Click on the link to apply. Links can be found by expanding the 'submit your application' section on the relevant [How to Apply](#) page.
- If you already have a La Trobe student login, click the **log on** button and enter your La Trobe student credentials.
 - If don't have a La Trobe student login, complete the registration details. Once registered, a pop-up message will appear. To start creating your application, click on the **continue with application** button. An email will be sent to your registered email address containing your new Student ID number.



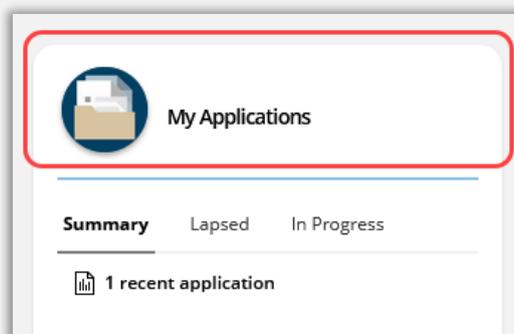
Tip:

You can leave your application at any point and return to complete it later. The application will save automatically but ensure you click the **save** button for any partially completed requirements (see step 5).

To access your saved application:

- **Existing La Trobe students:** log on to [StudentOnLine](#), click on the My Applications tile and select your draft application.
- **New students:** click on the link in your registration confirmation email and log on to the Applicant Portal using your new student ID and password, click on the My Applications tile and select your draft application.

Up until you submit your application, you can click the **previous** button to return to the previous step and make changes.



2. Select a course

Note:

If you are applying for scholarship only (i.e. if you are already enrolled in or have accepted an offer of candidature for a research degree) skip this step by clicking the **next** button and continuing from the '[Select a scholarship](#)' step below.

2.1. Determine the appropriate course option based on your preferred study load (full or part time) and commencement date.

- Select Research Period 1 if you plan to start studying between 1 January and 30 June.
- Select Research Period 2 if you plan to start studying between 1 July and 31 December.

You will be prompted later to indicate your preferred campus and start date.

2.2. Click on the **add to application** button.

The screenshot displays two course options for a PHD - Doctor of Philosophy. Each option includes a table of details and an 'Add to application' button.

Course	Start Date	Liability Category	Load Category	Attendance Mode	Study Mode
PHD - Doctor of Philosophy 2023 Research Study Period 1, Bundoora All students	01-Jan-2023	To be Assessed	Part Time	To be Assessed	Standard
PHD - Doctor of Philosophy 2023 Research Study Period 2, Bundoora All students	01-Jul-2023	To be Assessed	Full Time	To be Assessed	Standard

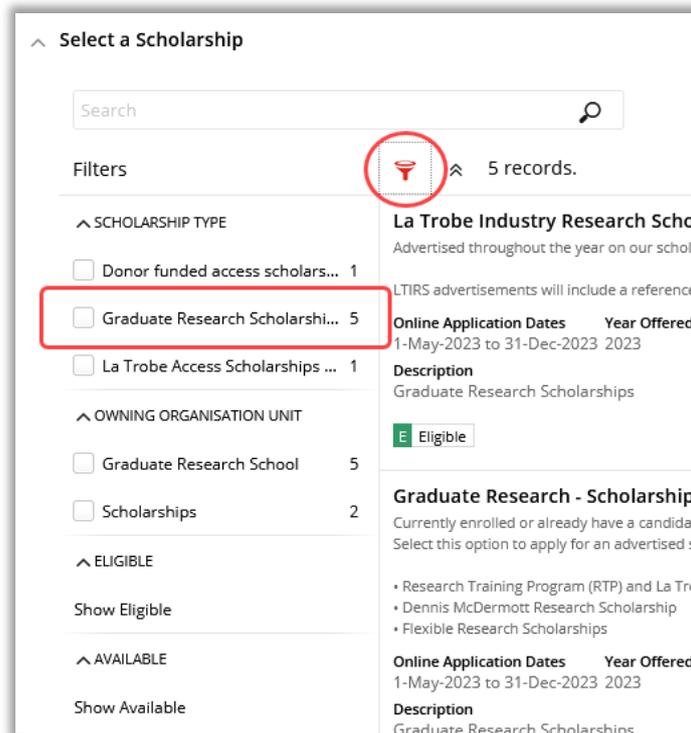
2.3. The application will reload at the next step and a pop-up message will appear showing that the course has been successfully added to the application.

3. Select a scholarship

Note:

If you are not applying for a stipend scholarship, skip this step by clicking the **next** button and continue from the '[Check your details](#)' step below.

- 3.1. Click the **filter** button, under 'Scholarship Type' select the checkbox for Graduate Research Scholarships to view available options.



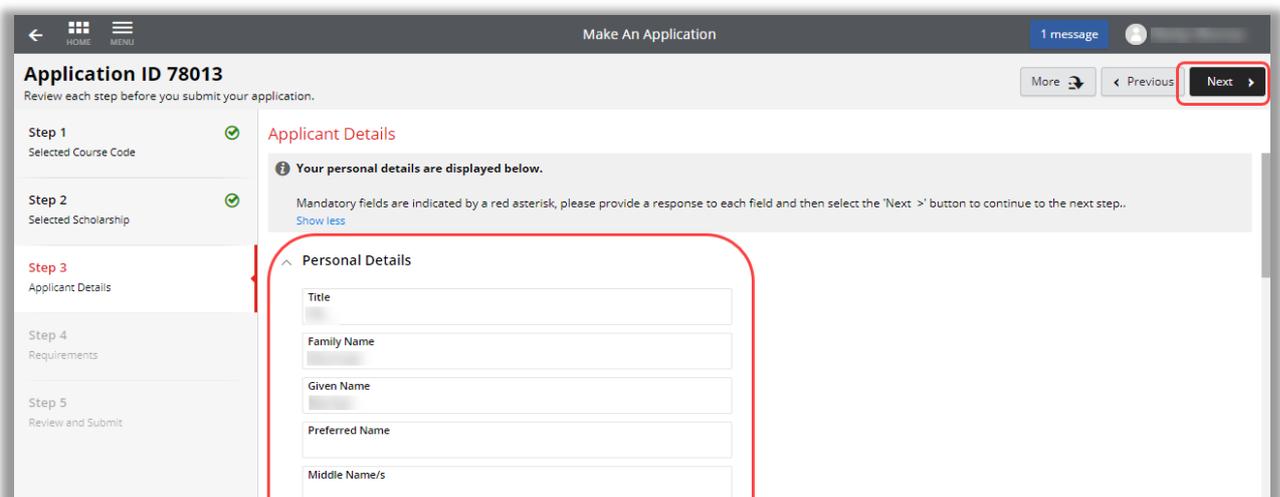
Tip:

Some scholarships only open for applications at certain times of the year, see our [scholarships page](#) for details. Scholarships will be displayed as 'Eligible' if they are open for applications.

- 3.2. Click on the **add to application** button.
3.3. The application will reload at the next step and a pop-up message will appear showing that the scholarship has been successfully added to the application.

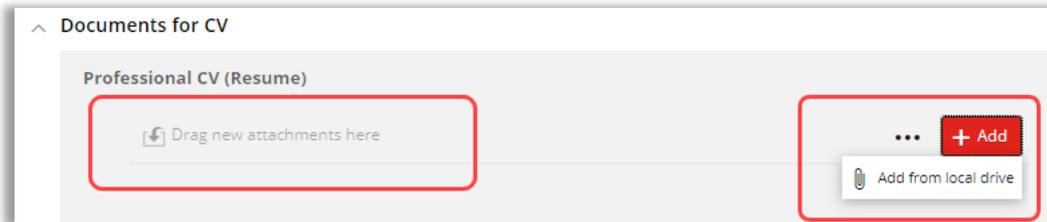
4. Check your details

- 4.1. Ensure that your details are correct and add any missing information.
4.2. Click on the **next** button to move to the next step.

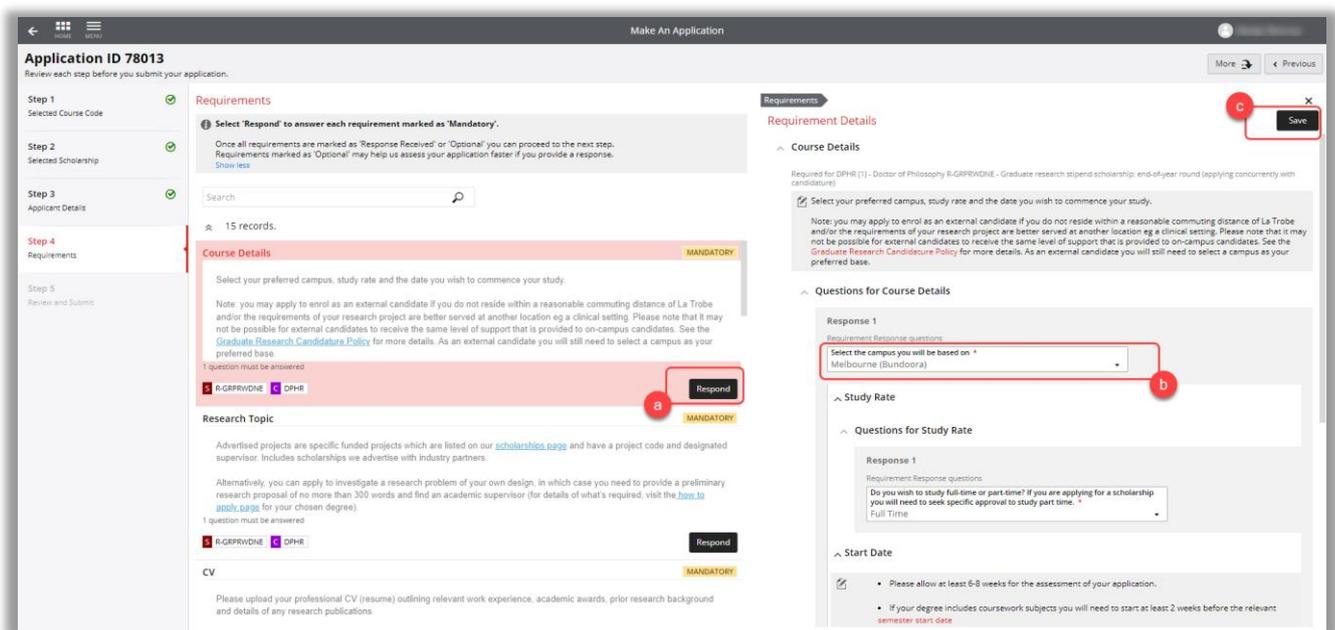


5. Enter required information and documentation

- 5.1. Click on the **respond** button to open each requirement in turn (a).
- 5.2. Answer all mandatory questions, identified with an asterisk (b) and attach requested documentation, either by dragging and dropping the file or by clicking the **add** button and selecting the file from your local drive.

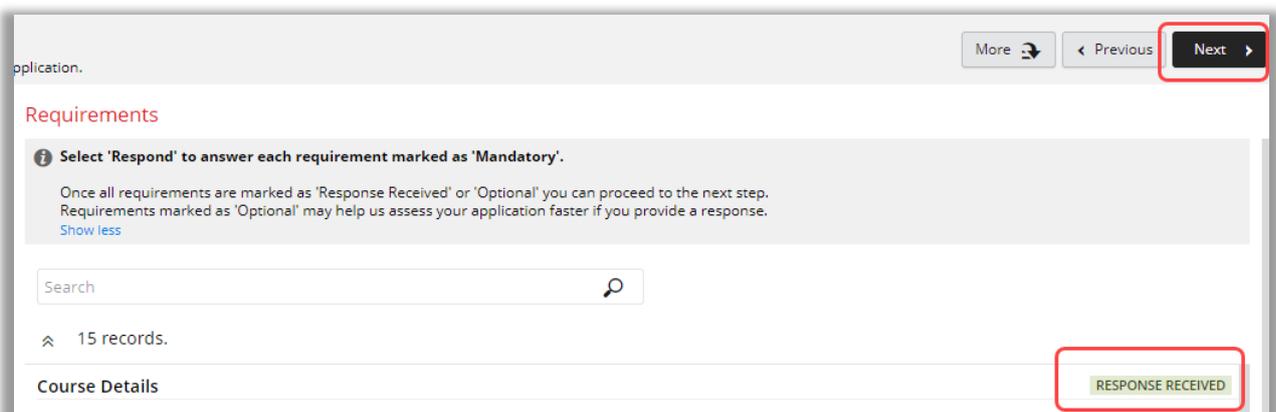


- 5.3. Click on the **save** button to save your response to each requirement (c).



Tip:
When a requirement is completed, the label on the requirement will update to 'Response Received.'

- 5.4. Once all mandatory requirements are completed click the **next** button to move to the next step.



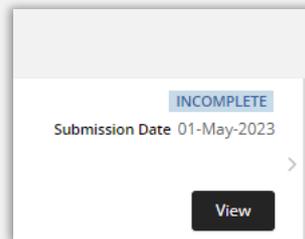
6. Review your application

- 6.1. Check that the details of the application are correct and then click on the **submit** button. Once you have submitted you will no longer be able to go back and edit the application.

The screenshot shows the 'Make An Application' interface. On the left, a progress bar indicates five steps: Step 1 (Selected Course Code), Step 2 (Selected Scholarship), Step 3 (Applicant Details), Step 4 (Requirements), and Step 5 (Review and Submit). The 'Submit' button in the top right corner is highlighted with a red box. The main content area displays the 'Application Summary' for Application ID 78013, stating 'Your application is ready to submit.' Below this, it shows the applicant's name, date of birth (01-Jun-1926), and status (Permanent Resident). The 'Application Details' section lists the course (DPHR (1) - Doctor of Philosophy) and the scholarship (R-GRPRWDNE - Graduate research stipend scholarship).

Note:

After you have submitted, the application status will update to 'Incomplete' – you don't need to do anything further at this point and your application will move automatically to the next stage in the workflow. An email confirmation of your application submission will be sent to you.



7. How do I view my application once it is submitted?

- 7.1. Log on to [StudentOnline](#).
- 7.2. Click on the My Applications tile.
- 7.3. Click on the **view** button to see your submitted application.

The screenshot shows the 'StudentOnline > My Applications' page. It features a search bar, a '+ Add a new application' button, and a list of 5 records. The first record is for Application ID 78013, with a status of 'INCOMPLETE' and a submission date of '01-May-2023'. The 'View' button for this application is highlighted with a red box.

8. What if La Trobe University requires further information?

If we require more information to process your application, you will be notified by email and your application will be returned to you in the online system. The email will contain a link to your application, where you will be able to provide the required information or documentation and resubmit your application.

9. Where can I get help?

For assistance, please contact the GRS Admissions Team at Admissions.GRS@latrobe.edu.au or attend one of our zoom drop in sessions – details can be found on our [contact page](#).