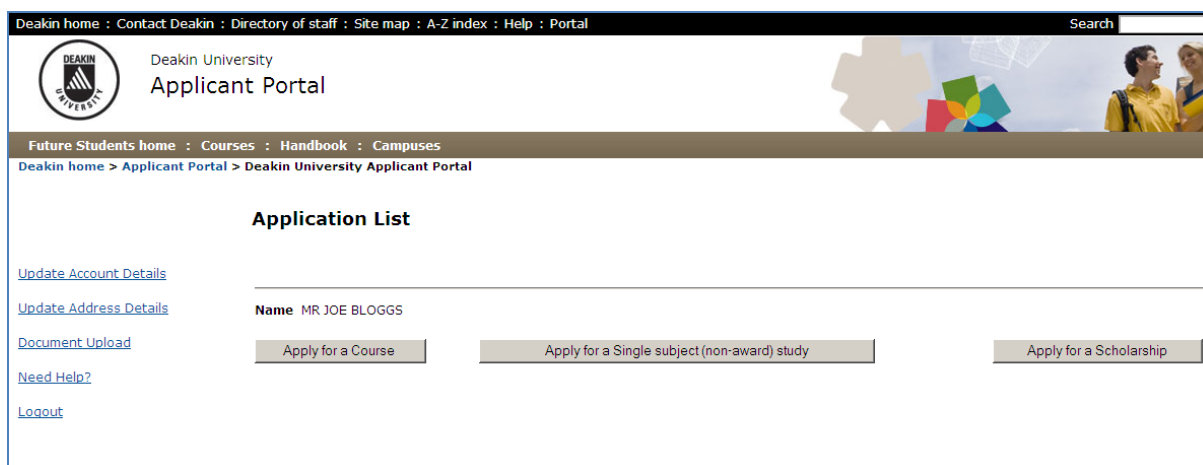


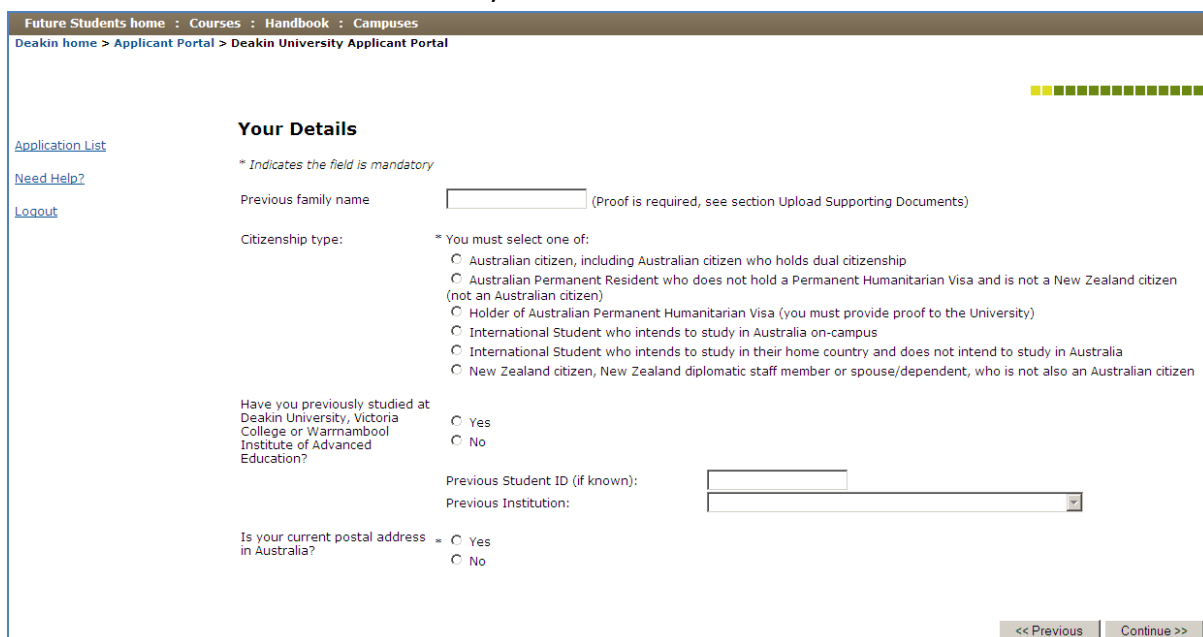
# Deakin Application Process – Applying for HMF701

1. If you are not an existing Deakin student, go to [www.deakin.edu.au/apply](http://www.deakin.edu.au/apply) and click onto **Register** to create a portal account.
2. Once you have registered Deakin sends you a login name and password to the email address you provided. It can take up to 2 hours for the email to be sent. Go back to [www.deakin.edu.au/apply](http://www.deakin.edu.au/apply) and click onto **Courses – Apply here**.
3. Enter username and password and ‘login’. From the options available click onto **Apply for a Single subject (non-award) study**. You will then be asked to confirm your name details. Click ‘continue’



The screenshot shows the Deakin University Applicant Portal. At the top, there is a navigation bar with links: Deakin home, Contact Deakin, Directory of staff, Site map, A-Z index, Help, and Portal. A search box is on the right. Below the navigation bar is the Deakin University logo and the text "Deakin University Applicant Portal". A secondary navigation bar contains links: Future Students home, Courses, Handbook, and Campuses. Below this is a breadcrumb trail: Deakin home > Applicant Portal > Deakin University Applicant Portal. The main content area is titled "Application List". On the left side, there are links: Update Account Details, Update Address Details, Document Upload, Need Help?, and Logout. In the center, the user's name is displayed as "Name MR JOE BLOGGS". Below the name are three buttons: "Apply for a Course", "Apply for a Single subject (non-award) study", and "Apply for a Scholarship".

4. This will begin the application process. You will see the following screen, which will have a “ \* ” next to fields that are mandatory.



The screenshot shows the "Your Details" page in the Deakin University Applicant Portal. At the top, there is a navigation bar with links: Future Students home, Courses, Handbook, and Campuses. Below this is a breadcrumb trail: Deakin home > Applicant Portal > Deakin University Applicant Portal. The main content area is titled "Your Details". On the left side, there are links: Application List, Need Help?, and Logout. The page contains several form fields and radio button options. A note at the top left states: "\* Indicates the field is mandatory". The fields include: "Previous family name" (with a text input field and a note "(Proof is required, see section Upload Supporting Documents)"), "Citizenship type:" (with a note "\* You must select one of:" and a list of radio button options: Australian citizen, Australian Permanent Resident, Holder of Australian Permanent Humanitarian Visa, International Student, and New Zealand citizen), "Have you previously studied at Deakin University, Victoria College or Warrnambool Institute of Advanced Education?" (with radio button options Yes and No), "Previous Student ID (if known):" (with a text input field), "Previous Institution:" (with a dropdown menu), and "Is your current postal address in Australia?" (with radio button options Yes and No). At the bottom right, there are two buttons: "<< Previous" and "Continue >>".

5. Complete mandatory fields and ensure you enter your current Postal address. Select ‘continue’ to move through the application process

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6. Once you reach the **Select a Course** page, you **ONLY** need to key into the **Course Code** field **H016** – this represents the Faculty’s Postgraduate Non Award units. Then click **Search**.

7. Then from the list, **Select** the 2<sup>nd</sup> listing, **GEELONG WATERFRONT CAMPUS – OFF CAMPUS STUDY**.

Future Students home : Courses : Handbook : Campuses  
Deakin home > Applicant Portal > Deakin University Applicant Portal

**Select a Course**

Select the course offering you wish to apply for or select New Search if you would like to search for a different course.

COURSE SEARCH RESULTS

Course Code	Course Title	Location	Attendance Mode	Select
H016	HEALTH, MEDICINE, NURSING AND BEHAVIOURAL SCIENCES NON-AWARD - POSTGRADUATE DOMESTIC	GEELONG CAMPUS AT WAURRN PONDS	ON CAMPUS STUDY	<input type="radio"/>
H016	HEALTH, MEDICINE, NURSING AND BEHAVIOURAL SCIENCES NON-AWARD - POSTGRADUATE DOMESTIC	GEELONG WATERFRONT CAMPUS	OFF CAMPUS STUDY	<input type="radio"/>
H016	HEALTH, MEDICINE, NURSING AND BEHAVIOURAL SCIENCES NON-AWARD - POSTGRADUATE DOMESTIC	GEELONG WATERFRONT CAMPUS	ON CAMPUS STUDY	<input type="radio"/>
H016	HEALTH, MEDICINE, NURSING AND BEHAVIOURAL SCIENCES NON-AWARD - POSTGRADUATE DOMESTIC	MELBOURNE CAMPUS AT BURWOOD	OFF CAMPUS STUDY	<input type="radio"/>
H016	HEALTH, MEDICINE, NURSING AND BEHAVIOURAL SCIENCES NON-AWARD - POSTGRADUATE DOMESTIC	MELBOURNE CAMPUS AT BURWOOD	ON CAMPUS STUDY	<input type="radio"/>

<< Previous    New Search    Continue >>

8. Once you click **Continue**, it will provide you with the **Unit code and Title** box. Enter in **HMF701 – Agricultural Health and Medicine**.

9. “**Continue**” through the following screens, entering in relevant Educational Background information, beginning with Secondary Education, followed by Tertiary Education, Other Qualifications and then Employment Information. If you indicate **Yes**, then additional fields will appear. If you select **No**, then please click into **Continue** to proceed.

10. If you have any additional qualifications or Employment Information you wish to list, you have the option under **Other Qualification Information** and **Work Experience or Employment Information** pages.

11. Once you reach the **Upload Supporting Documents** screen, you can upload any relevant Transcripts or your resume. It is **NOT** essential to do this step at this time – it can be completed later if required. Select a **Document Type** before using the **Browse** button to locate the file you wish to Upload. Click onto the **Upload File** button.

12. Continue through the **Review Application** screen.

13. Once you reach the Declaration screen, you need to click **Accept** to submit your application to Deakin. You will then be emailed a receipt of your application.

14. Once your application is assessed, Deakin will advise you by email of your place in the unit, and once you accept the offer (you will be advised to accept your offer via the Applicant Portal), you will receive a formal **letter of offer** and an **Enrolling at Deakin** guide. Once you receive this, you complete your enrolment online via StudentConnect ([www.deakin.edu.au/studentconnect](http://www.deakin.edu.au/studentconnect)). You will find additional information in the Enrolling at Deakin guide, including information on student services and how to pay your fees.

# Deakin Application Process – Applying for HMF701

If you experience problems applying via the Deakin Applicant Portal, then contact:

Deakin Customer Service:

Geelong Campus at Waurin Ponds - 03 5227 2333

Geelong Waterfront Campus - 03 5227 2333

Alternatively, If you would like a paper based application or further information on the application requirements, contact the:

Unit chair:

Dr Scott McCoombe

Tel (03) 5551 8533