

iApply Navigation Guide

RMIT International Admissions System

For Agents

www.rmit.edu.au



About

This Guide is prepared for Agents to help with *navigating* the International Admissions System known as 'iApply'.

This guide is not intended to initiate, dictate or direct work flow/processes.

To access iApply

<http://iapply.rmit.edu.au>

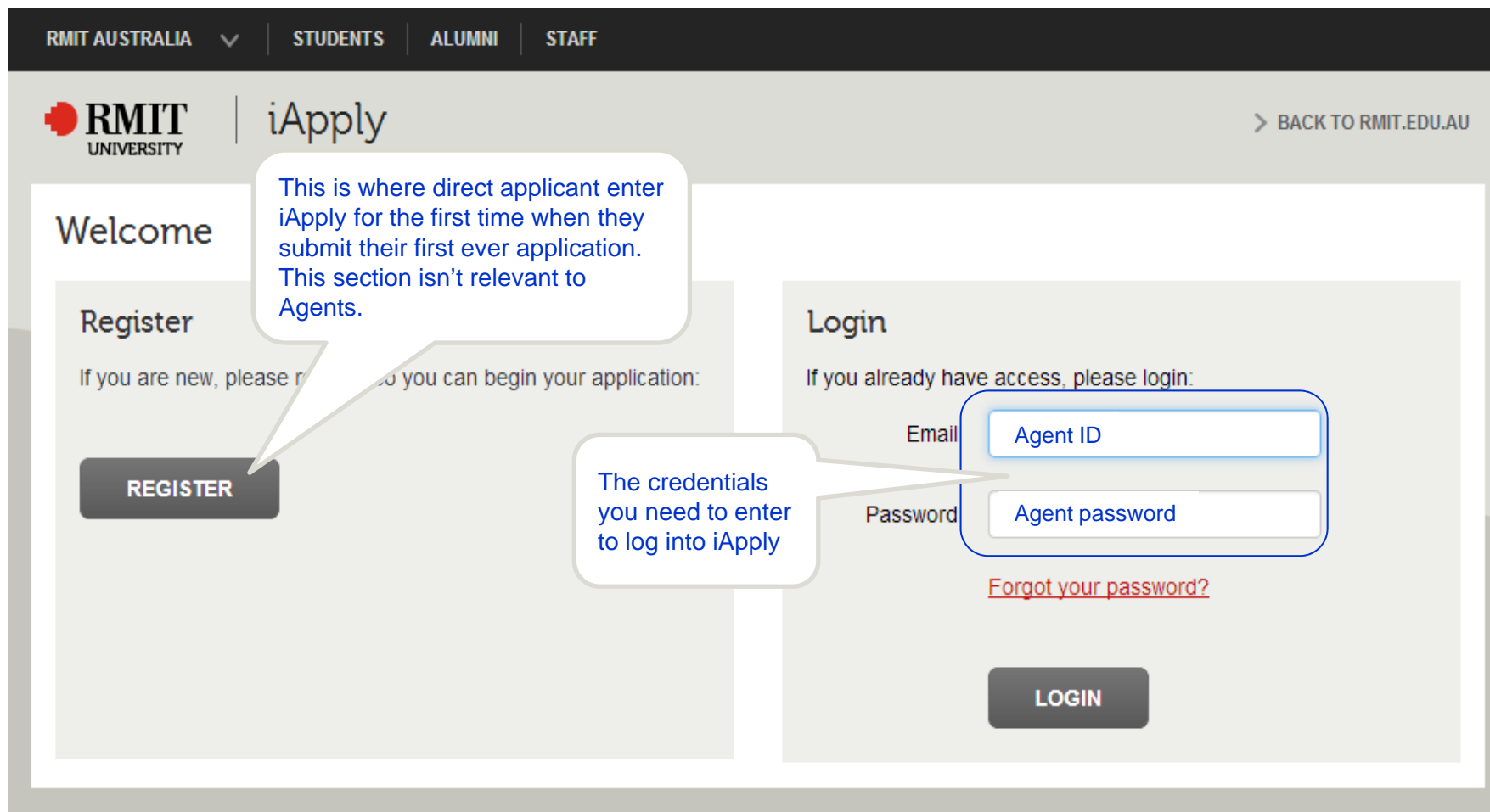
BUT NOT UNTIL GO LIVE FROM MON 23 SEP!

September 2013

Prepared by
RMIT International Business Services

Login page

Use this page to log into iApply. This page can be found at <http://iapply.rmit.edu.au> (FROM MON 23 SEP)



Menu

Key elements to navigating the agent portal in iApply

The screenshot shows the iApply agent portal interface. At the top, there is a navigation bar with 'RMIT AUSTRALIA' and a dropdown arrow, followed by 'STUDENTS', 'ALUMNI', and 'STAFF'. Below this is the RMIT UNIVERSITY logo and the 'iApply' title. The main content area is divided into sections: 'Your details' (Viv's International Education Centre Pty Ltd, Vivs International Education Centre Pty Ltd Rohtak, Agent1), 'Actions' (Messages (0)), and 'Applications' (Create new applicant, Draft applications (0), Submitted applications). Callouts point to specific elements: 'View received messages' points to 'Messages (0)'; 'Enter a new application' points to 'Create new applicant'; 'Search applications' points to 'Submitted applications'; and 'Applications partially entered but not submitted' points to 'Draft applications (0)'.

View received messages

RMIT AUSTRALIA | STUDENTS | ALUMNI | STAFF

RMIT UNIVERSITY | iApply

Your details

Viv's International Education Centre Pty Ltd
Vivs International Education Centre Pty Ltd Rohtak
Agent1

Actions

[Messages \(0\)](#)

Enter a new application

Applications

[Create new applicant](#)

[Draft applications \(0\)](#)

[Submitted applications](#)

Search applications

Applications partially entered but not submitted

iApply Inbox

Use this page to find messages and applications sent to you by applicants and other staff members

A letter will only be issued if an offer is made to the applicant.

Home > Messages

Messages

Status	Subject	Received	Applicant ID	Name	Programs
New	Program Offer to RMIT University	04/09/2013 04:40 PM	130000000430	Elenor Rigby	MC196 - Master of Information Management
New	Application for MC111P03 - Master of Biotechnology rejected.	04/09/2013 04:35 PM	130000000431	Lucy Diamond	MC111P03 - Master of Biotechnology
New	RMIT document request	04/09/2013 04:27 PM	130000000429	Penny Lane	MC199 - Master of Business Administration

RMIT document request

From John Kernot
Received 04/Sep/2013

DELETE

Dear Vivs International Education Centre Pty Ltd Rohtak,

As part of the application for Penny Lane the following document(s) must be supplied by the timeline indicated. If yourself or Penny Lane do not supply the document(s) within the timeframe the application may not be successful.

Please upload the requested documents from the applicants portal, a documents required link is now available on the main page of their applicant portal.

Document	Description	Timeline
Passport	A copy of your current passport, please note if you have identified as a dual national you shall be required to submit copies of both passports.	ACCEPTANCE
Resume / Curriculum vitae	A current copy of your Resume or Curriculum vitae.	ACCEPTANCE

Please note:
Please forward the outstanding documents as soon as possible.

Regards
John Kernot
International Admissions

A request for additional information

A message advising the application has been unsuccessful

Message 2 of 3 **PREVIOUS** **NEXT**

Application for MC111P03 - Master of Biotechnology rejected.

From John Kernot
Received 04/Sep/2013

DELETE

Dear Vivs International Education Centre Pty Ltd Rohtak,

The application for Lucy Diamond for MC111P03 - Master of Biotechnology has been rejected at this time due to the following reason(s):

For entry into this program you require an equivalent Australian Bachelor degree

If you wish to apply for other programs at RMIT University, please refer to our web site: www.rmit.edu.au/international/info/programfees.asp

Applicant lookup

Use this page to search for Applicants

Information you provide to search for a particular Applicant or group of Applicants

Search for Applicants that match the information in the fields above

A search can include one or more statuses

RMIT AUSTRALIA | STUDENTS | ALUMNI | STAFF

RMIT UNIVERSITY | iApply

Home > Submitted applications

Submitted applications

Search

Applicant ID

Year

Intake

Status

- Submitted
- Being assessed
- Discontinued
- Offer (Conditional)
- Offer (Unconditional)
- Accept (Conditional)
- Accept (Unconditional)
- Declined
- Denied

Home > Submitted applications

Submitted applications

Applicant ID	Candidate	Date of birth	Program	Intake	Status	Submitted	Documents required	Actions
13000000429	Penny Lane	01/01/1990	Master of Business Administration	Semester 1, 2014	Being assessed	04/09/2013	(2)	<input type="button" value="VIEW"/>
13000000430	Elenor Rigby	01/05/1990	Master of Supply Chain and Logistics Management	Semester 1, 2014	Discontinued	04/09/2013	(0)	<input type="button" value="VIEW"/>
13000000430	Elenor Rigby	01/05/1990	Master of Information Management	Semester 1, 2014	Offer (Unconditional)	04/09/2013	(0)	<input type="button" value="VIEW"/>
13000000431	Lucy Diamond	06/08/1990	Master of Biotechnology	Semester 1, 2014	Denied	04/09/2013	(0)	<input type="button" value="VIEW"/>

Enter Application

Use this page to enter a new Application

Register

Register your personal details to start your new RMIT international application. You will also be able to review and track all your RMIT applications online at any time.

Personal details

Title

First name

Family name

Gender

Date of birth

Email

Confirm email

I agree to abide by the [rules of use of RMIT systems](#)

COMMENCE Cancel

Enter Applicant's personal details.

Applicant Portal

Use this page to view and download an offer letter or eCOE

Home > Submitted applications

Submitted applications

Applicant ID	Candidate	Date of birth	Program	Intake	Status	Submitted	Documents required	Actions
13000000430	Elenor Rigby	01/05/1990	Master of Supply Chain and Logistics Management	Semester 1, 2014	Discontinued	04/09/2013	(0)	VIEW
13000000430	Elenor Rigby	01/05/1990	Master of Information Management	Semester 1, 2014	Offer (Unconditional)	04/09/2013	(0)	VIEW

Your details

Name: Elenor Rigby
Date of birth: 01/05/1990
Applicant ID: 13000000430
Mobile phone: 456456

Actions

[Messages \(1\)](#)

Your applications

[NEW APPLICATION](#)

Program	Intake	Status	Actions
MC198 - Master of Supply Chain and Logistics Management	Semester 1, 2014	Assessment complete	VIEW
MC196 - Master of Information Management	Semester 1, 2014	Assessment complete	VIEW

Your offer

Program	Intake	Actions
MC196 - Master of Information Management	Semester 1, 2014	VIEW OFFER

Click view offer to view and download an offer letter

Enter the Applicant Portal

Program Offer to RMIT University

From: John Kernot
Received: 04/Sep/2013

[DELETE](#)

Dear Vivs International Education Centre Pty Ltd Rohtak,

RMIT is pleased to offer Elenor Rigby full admission into the following program in Australia.

MC196 Master of Information Management

Their offer letter is available in their applicant portal, please ensure they read carefully it as it contains important information relating to their RMIT admission. Their offer letter forms Part 1 of the admissions packet from RMIT University and RMIT English Worldwide.

We also recommend that they download and print the attached offer letter for your records.

If you have any questions about this offer, please do not hesitate to contact the Middle East, Africa And South Asia Regional Team via intmeasa@rmit.edu.au quoting their RMIT applicant ID - 13000000430 - in the subject line.

We look forward to welcoming them to RMIT shortly.

Sincerely,

Rongyu Li

Executive Director International

RMIT International

Upload documents

Use this page to upload requested documents

Home > Submitted applications

Submitted applications

Applicant ID	Candidate	Date of birth	Program	Intake	Status	Submitted	Documents required	Actions
130000000429	Penny Lane	01/01/1990	Master of Business Administration	Semester 1, 2014	Being assessed	04/09/2013	(2)	VIEW

Your details

Name: Penny Lane
 Date of birth: 01/01/1990
 Applicant ID: 130000000429
 Mobile phone: 56456456

Actions

[Documents are required \(2\)](#)
[Messages \(1\)](#)

Your applications

[NEW APPLICATION](#)

Program	Intake	Status	Actions
MC199 - Master of Business Administration	Semester 1, 2014	Being assessed	VIEW

The number of outstanding documents required

Applications requiring additional documentation will have the status of Being Assessed until the requested documents have been submitted

View the submitted application.

Select the document type to be uploaded.

Home > Required documents

Required documents

The following document(s) are required by the timeline indicated. If you do not supply the document(s) within this timeframe your application may not be successful.

Please note

- If you have multiple documents per upload, please zip and upload your documents in a single file
- Certified documents cannot be uploaded but must instead be sent directly to International Admissions or your agent.
- Documents of the following file type can only be uploaded via your applicant portal. AVI, DCR, DOC, GIF, JPEG, JPG, PDF, PNG, PPT, PPTX, RAR, SWF, XLS, XLSX, ZIP, MOV, MP4, MPEG

Choose a required document and then click Next.

Select	Document	Description	Timeline
<input type="radio"/>	Passport	A copy of your current passport, please note if you have identified as a dual national you shall be required to submit copies of both passports.	Acceptance
<input type="radio"/>	Resume / Curriculum vitae	A current copy of your Resume or Curriculum vitae.	Acceptance

[NEXT](#) [CANCEL](#)