OASIS
2023 Intake

user guide for applicants

Department of Foreign Affairs and Trade

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Australia

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Websites:

Participating Countries: https://dfat.gov.au/people-to-people/australia-awards/Pages/participating-countries.aspx

Australia Awards Scholarships Policy Handbook: https://dfat.gov.au/about-us/publications/Pages/australia-awards-scholarships-policy-handbook.aspx

John Allwright Fellowships: https://www.aciar.gov.au/Our-Research/Fellowships-Scholarships-and-Alumni

CRICOS: https://cricos.education.gov.au/

Table of Contents

1. Introduction

The Australia Awards Scholarships are long term development awards administered by the Department of Foreign Affairs and Trade (DFAT). They aim to contribute to the long-term development needs of Australia's partner countries in line with bilateral and regional agreements.

The Australia Awards Scholarships provide opportunities for people from developing countries to undertake full-time undergraduate or postgraduate study at participating Australian universities and Technical and Further Education (TAFE) institutions. Through study and research opportunities in Australia, the Australia Awards Scholarships develop the skills and knowledge of individuals to drive change and contribute to the development outcomes of their own country.

Australia Awards Scholarships recipients are required to return home for two years after they have completed their studies in order to contribute to the development of their country.

This User Guide is designed for people applying for an Australia Awards Scholarship. The Guide introduces applicants to the Online Australia Awards Scholarships Information System (OASIS) which is used to submit online Australia Awards Scholarship applications, and steps them through the application process.

Online applications for the 2020 Intake of Australia Awards Scholarships will be open in OASIS on 01 February 2022 and close at 11:59 Australian Eastern Standard Time (AEST) on 29 April 2022. Please be aware that not all eligible countries permit online applications.

! Attention !

You must check the Participating Country page for details on how to apply and read the Australia Awards Scholarships Policy Handbook before submitting an application.

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2. Eligibility to apply

<table><tr><td>**STOP !**

Are you eligible to apply for an Australia Award Scholarship?</td></tr></table>

Applicants for an Australia Awards Scholarship must meet all relevant eligibility requirements.

Participating Countries

Not all countries participate in the Australia Awards Scholarships program.

Before creating a new application, you must check the [Participating Country](#) page on the DFAT website to confirm that your home country is a participating partner, and for details on how to apply.

Other Eligibility Requirements

All applicants must begin by reading the eligibility criteria set out in the [Australia Awards Scholarships Policy Handbook](#). The following are an example of some of the eligibility criteria:

•   Residing in, being a citizen of, and applying from a participating partner country.

•   Being a minimum of 18 years of age.

•   Not currently serving military personnel.

•   Not applying for a visa to live in Australia.

<table><tr><td>**! Attention !**

The [Australia Awards Scholarships Policy Handbook](#) provides the guiding policy on the Australia Awards Scholarships and all applicants must be familiar with its provisions.</td></tr></table>

3. OASIS page elements

In order to use OASIS to create and submit your application for an Australia Awards Scholarship, there are some important elements of OASIS that you will need to be familiar with.

These elements are as follows:

Help Text

Each page of the application will begin with **Help Text**. The **Help Text** will contain additional information on how to complete the application page you are on. Some **Help Text** may also include links to various websites.

Here is an example of the **Help Text**:
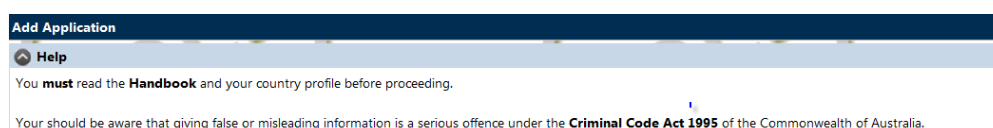
Error Messages

In addition to the **Help Text**, OASIS will display error messages. These error messages will appear in **Red** at the top of each page, directly below the help text if any of the required information has not been entered on the application page.

Some common error messages are as follows:
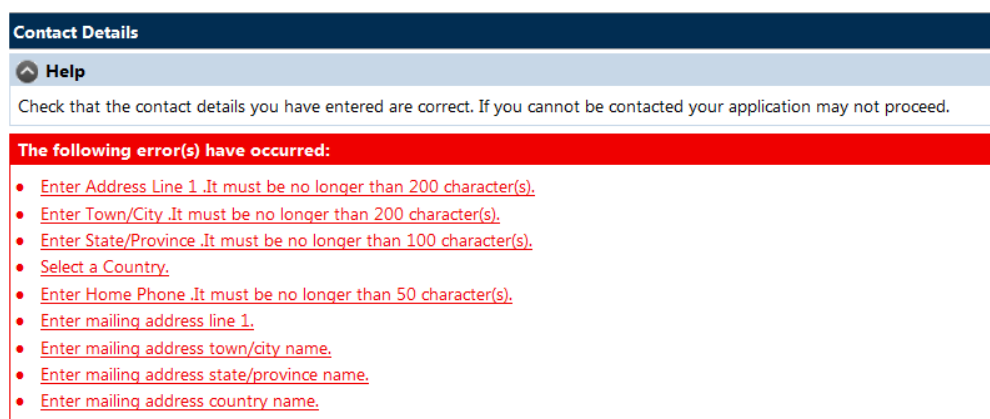
For example: this error message indicates all the mandatory fields on one page of the application have not been completed. If you see an error message like this, you will not be able to submit your application until you have completed all the necessary fields.

! Attention !

All fields that have an * next to them are **mandatory.** These fields must be completed.

Character Limits

'Free text fields' are fields or boxes, that form part of the OASIS application, and which allow you to enter additional information to support your application. These fields have **Character Limits.**

'Characters' include letters, spaces and punctuation marks.

It is important that you stay within the character limit as OASIS will not allow you to enter more than the limit. You will be not be able to complete and submit your application until you have removed the additional characters.

> **! Attention !**
>
> All information entered in free text fields must be clear, concise, relevant, and must not exceed the character limit.

4. OASIS registration

STOP !

It is recommended that OASIS be accessed using Internet Explorer or Firefox. Other browsers such as Safari and Opera are not supported and may not work as expected.

Before beginning an application for an Australia Awards Scholarship, applicants must request access to OASIS. The first step is to register in OASIS as this will enable you to logon, create and complete an application.

If you have submitted an application for a previous intake round you will already be registered in OASIS, and you will not need to register again.

If you cannot remember your password you will be able to reset your password by entering your email address, selecting Register New Account, and entering your answer to the 'reminder question'. This will send a temporary password to your email address.

If you cannot reset your password please send an email to australiaawardsdelivery@dfat.gov.au to request a password reset.

To register and receive an OASIS password and logon for the first time, follow these steps:

1. Open your internet browser and navigate to https://oasis.dfat.gov.au. On the home page menu select **Logon/Register** and **Register New Account**.

Home Menu

News

Logon / Register

If you have not yet registered then you will need to do so first before proceeding. Click below to register a new account.

Register New Account

2. Complete the New User Registration screen and select **Save**.

New User Registration

Email*:

Please be aware that the email address you nominate will be used as a key identifying attribute if you request your OASIS password to be reset. Any unauthorised access to your nominated email account may result in unauthorised access to your OASIS account.

Confirm Email*:

Family Name*:

Given Names*:

Date of Birth (d mmm yyyy)***:

Contact Number:

Save

! Attention !

All fields that have an * next to them are **mandatory**.

These fields must be completed.

---

3. You will be redirected to the **Registration Confirmation** screen and an email will be sent to you containing a temporary password.

Registration Confirmation

Thank you for registering on the DFAT Scholarships system.

An email has been sent to you containing your initial password, which you can use to logon to the system. Please allow up to half an hour to receive your email. If you do not receive an email, please contact the Scholarships Support HelpDesk.

You will be required to change your password upon first logon to the system.

4. The following email will be sent containing a temporary password.

Jane Applicant,

This is an automatically generated message from OASIS. Please do not reply.

This message is to confirm that you have successfully registered a new account on the OASIS system using the following email address: Applicant@email.com.au.

You have been allocated a temporary password for use when you first logon to the system. You will be required to change this password immediately. Your temporary password is: Vtv5kbrt8w

User: Applicant, Jane (Applicant@email.com.au)

5. Return to OASIS https://oasis.dfat.gov.au and select **Logon / Register** again.

6. Enter the exact email address that you used to register. In the password field enter the temporary password you were sent and then select logon.

Email Address*:

Applicant@email.com.au

Password*:

●●●●●●●●●

Forgotten your password?

☐ Remember me on this computer

Logon

7. You will now be required to change your password.

8. Enter your temporary password in the **Old Password** field.

Create a new password and enter it in the **New Password** and **Confirm Password** fields and then select **Save**.

Change Password

You are about to change the password for **Applicant@email.com.au (Jane Applicant)**. You are required to change your password:

- the first time you log onto the system, as you are only provided with a temporary password; or
- after your password has been reset by the Help Desk; or
- if your password expires.

Please enter your temporary password, followed by your new password and a confirmation.

Your new password must be a *strong* password that you have not used recently. It must be between 6 and 16 characters in length, and must combine three of the four different types of character: uppercase (A-Z), lowercase (a-z), numerals (0-9), and symbols.

It is advised that you use a password that you will easily remember. If you must write down your password, ensure it is stored in a secure location. **Do not** share your password with others as this may potentially allow them access to view your personal information.

Temporary Password*:

New Password*:

Password Strength: Not Rated

Confirm Password*:

Save

! Attention !

Your new password must be between 6 and 16 characters in length and must combine three of the four different types of character: uppercase (A-Z), lowercase (a-z), numerals (0-9) and symbols.

Now that you have registered on OASIS and created your password you will be able start your online application.

You do not need to start, finish and submit your application all at once; you can complete your application in stages over a period of time. However, you must remember to submit your application by the deadline on **29 April 2022**. It recommended that you submit your application prior to the deadline as OASIS will experience large traffic closer to the deadline and this may result in your application not being submitted.
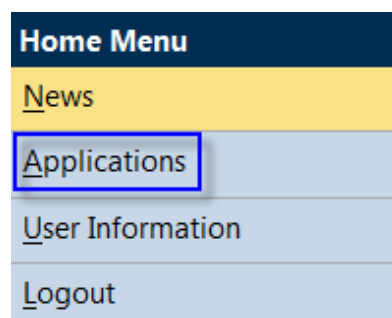
5. Creating a new application

STOP !

Not all participating country programs use OASIS to receive applications for the Australia Awards Scholarships. Don't forget to check the Participating Country profile **before** beginning an application in OASIS.
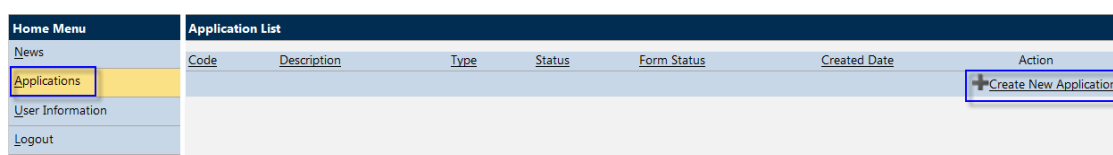
Once you have registered in OASIS, you can create a new online application by following the steps below.

1.   Log on to OASIS.

2.   Select Applications on the Home Menu.

This will open the **Applications** screen.

3.   Select **Create New Application**.

This will open the Add Application screen

4.   Select the **Australia Awards Scholarships** from the drop down menu and then select **Next**.   The Intake will be the automatic default to the current Intake. Select **Next** to continue, and the **Personal Details** screen will open.

Add Application

⊙ Help

You **must** read the **Handbook** and your country profile before proceeding.

Your should be aware that giving false or misleading information is a serious offence under the **Criminal Code Act 1995** of the Commonwealth of Australia.

Select the Scheme that you wish to create and submit a new application for.

Required fields are marked with an *.

Scheme*:
[⌄]

[Next]   [Cancel]

! Attention !

The options available in the Scheme drop-down list are: *Australia Awards Scholarships, Australia Awards Pacific Scholarships* and *ACIAR John Allwright Fellowship*. You must select Australia Awards Scholarships. <u>ACIAR John Allwright Fellowships</u> are a different type of award, with different eligibility requirements and a different application process.

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5. Complete the fields on the **Personal Details** screen.

Fields marked with an * are mandatory fields and must be completed before OASIS will allow you to move to the next screen.

Entering a passport number is not mandatory, however if you have entered a passport number you must also enter the date of issue and expiry date.

Title*:
[⌄]

If you do not have a separate family name and given name, enter your one name in both fields.
Family Name*:
[   ]
Given Names*:
[   ]

Date of Birth (d mmm yyyy)*:   Place of Birth (State/Province)*:   Gender*:
[🗓]   [   ]   [⌄]
Country of Citizenship*:   Ethnic Group:
[⌄]   [   ]
Do you have dual Citizenship*?
[⌄]
Which country are you living in now*?
[⌄]
Have you applied or are you intending to apply for permanent residency or citizenship in Australia or New Zealand*?
[⌄]
National Identity Number (Provide if applicable to your country):
[   ]
Passport Number:
[   ]

[Save]   [Cancel]

When you are finished completing the fields, select Save to create a record of your application and to continue.

! Attention !

At this point a record of your application has been created in OASIS, you can now logout and return to your application at a later time to continue.

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6. Application checklist

Once you have entered and saved your personal details, OASIS will display a Checklist. This Checklist shows each of the remaining pages of the application and indicates which parts of the application are complete.

The Checklist will enable you to navigate within the draft application by selecting the section you would like to review, update or complete.

Here is an example of the Checklist:

Reading the Checklist

The Checklist will indicate with a ✔ symbol that a section of the application has been completed.

An ✖ symbol will indicate that a section of the application is incomplete.

The ➡ symbol will indicate a section you are in the process of completing.

! Attention !

Each section of the application must be completed with a tick box shown before your application can be submitted.

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7. Completing an application

This section of the Guide will take you through the remaining steps you need to action to complete your application.

Each of these steps will allow you to complete one of the sections listed in the Checklist.

To check your progress, simply refer to the Checklist.

<div style="background-color:#c55a11; color:white; text-align:center; padding:10px;">

STOP !

Remember to select **Next** at the bottom of each page to save your information and move to the next screen.

</div>

Section 1 – Personal Details

You have already completed Section 1 of the Checklist by entering your personal details when you created your new application.

Section 2 - Contact Details

Use this section to enter your current residential address, phone and email details.

If your 'Mailing Address' is the same as your Residential Address, tick the box to confirm this. If not please enter your mailing address as well.

1. Complete these fields:

Required fields are marked with an *.

Current Residential Address

Address Line 1*:	Address Line 2:
Address Line 3:	Town/City*:
State/Province*:	Post Code:
Country*:	

☐ Is your Mailing Address the same as your Current Residential Address?

Mailing Address

Address Line 1*:	Address Line 2:
Address Line 3:	Town/City*:
State/Province*:	Post Code:
Country*:	

Phone and Email

Home Phone*:	Mobile Phone:
Primary Email:	Work Phone:
Fax:	Alternate Email:

[Previous] [Undo Changes] [Next]

2. When you have finished, select Next to save your information and move to the next screen – Spouse Details.

STOP !

Please check that the contact details you entered are correct. If you cannot be contacted your application may not proceed.

Section 3 - Spouse details

Use this section to enter the details of your spouse.

A spouse is a person you are married to, or in a de-facto relationship with.

If you have a spouse you should provide their details, even if they will not be accompanying you to Australia.

1a. If you do not have a spouse, select the Not Applicable checkbox.

OR

1b. If you do have a spouse, complete the fields with their details. If you enter a passport number you will be required to add the issue and expiry date of the passport.

Required fields are marked with an *.

If your spouse does not have a separate family name and given names, enter the one name in both fields.

Family Name*:

Given Names*:

Gender*:

Date of Birth (d mmm yyyy)*:

Passport Number:

Country of Citizenship*:

Will your spouse be accompanying you to Australia*?

Previous	Undo Changes	Next

2. When you have completed **either** step 1a or 1b, select **Next** to save your information and move to the next screen – **Children Details**.

! Attention !

The Australia Awards Scholarship does not provide any financial support for accompanying dependants; spouse or children.

Section 4 - Children details

Use this section to enter the details of your dependent children.

A dependent child is your or your spouse's child or stepchild, who is under 18 years of age, and is not married or in a de-facto relationship.

You should provide details of all dependent children and indicate if they will join you in Australia.

1a. If you do not have any dependent children, select not applicable.

OR

1b. If you do have any dependent children, select the **+ Add** icon.

The **Add Children Details** screen will appear. Complete all the fields with your child's details, then press **Save**.

2. If you have more than one child you will need to enter each child's details individually.

   When you have entered the details of one child, select **Save** to save the information. Then repeat steps 1 and 2 to add the next child.

3. When you are finished adding all dependent children, select Next to save your information and move to the next screen – **Emergency Contact Details**.

<div style="background-color:#C15A00; color:white; text-align:center; padding:10px;">

STOP !

Don't forget to indicate if you plan for your dependent children to join you in Australia.

</div>

Section 5 - Emergency contact details

Use this section to enter the details of your emergency contact.

An emergency contact is a person that can be contacted in case of an emergency. This is often a relative or a friend.

1. Complete these fields:

Personal Details

Title*:
[▾]

Family Name*:   Given Name*:
[   ]   [   ]

Relationship to you*:   Gender*:
[   ]   [▾]

Contact Details

Home Phone*:   Work Phone:
[   ]   [   ]

Mobile Phone: Fax (if any):
[   ]   [   ]

Primary Email: Alternate Email:
[   ]   [   ]

Current Residential Address

Address Line 1*:   Address Line 2:
[   ]   [   ]

Address Line 3:   Town/City*:
[   ]   [   ]

State/Province*:   Post Code:
[   ]   [   ]

Country*:
[▾]

[Previous] [Undo Changes] [Next]

2. When you have finished, select **Next** to save your information and move to the next screen – **Previous Scholarships**.

Section 6 - Previous scholarships

Use this section to enter details of any current or previous scholarships or fellowships that you have been awarded.

You should enter all post-secondary school scholarships or fellowships, undertaken in any country, in any field.

Entering this information will not have any effect on the outcome of your Australia Awards Scholarships application.

1a. If you have not been awarded a scholarship or fellowship before, select the *Not Applicable* checkbox.

You may indicate below if this entire section is applicable to your application

☐ **Not Applicable**

List any previous or current scholarships or fellowships you have been awarded.

Award Title	Start Date	End Date	Qualification	Institution	Country	Action
						➕Add

Previous   Undo Changes   Next

OR

1b. If you have been awarded a scholarship or fellowship previously, select +Add icon to bring up the **Add Previous Scholarship** screen.

If the scholarship did not lead to a formal qualification, enter **Not Applicable** in the qualification field.

Complete all the fields then press **Save**.

Required fields are marked with an *.

Award Title*:

Start Date (d mmm yyyy)*:

End Date (d mmm yyyy)*:

Qualification:

Institution:

Country*:

Save   Cancel

~continued next page~

2. If you have been awarded more than one scholarship or fellowship you will need to enter award individually.

   When you have entered the details of one award, select Save to save the information. Then repeat steps 1 and 2 to add the next award.

3. When you have completed either step 1 or 2-3, select Next to save your information and move to the next screen – Scholarship Applications.

Section 7 - Scholarship applications

Use this section to enter details of any other scholarships you are currently applying for and to indicate if you have previously applied for an Australia Awards Scholarship or any other scholarship offered by DFAT (formerly AusAID).

1. Complete these fields as required:

Required fields are marked with an *.

What other scholarships are you currently applying for?

Have you previously applied for a DFAT (formerly AusAID) scholarship but were unsuccessful*?

| Previous | Undo Changes | Next |

2. When you are finished, select Next to save your information and move to the next screen – Proposed Study Program.

> **! Attention !**
>
> Applying for more than one scholarship does not make you ineligible to apply for an Australia Awards Scholarship.

Section 8 - Proposed study program

It is your responsibility as an applicant to research study options in Australia.

Use this section to indicate your proposed study program, i.e. the course you would like to study.

> **STOP !**
>
> Please select your proposed study program carefully. Please consider the information below before you add course preferences.

Please check that the contact details you entered are correct. If you cannot be contacted your application may not proceed

There are a number of factors that will impact on your choice of a study program.

Australia Awards Scholarships may be available for the following types/levels of courses:

- Vocational Education and Training (VET) courses
- Bachelor degree (undergraduate) courses
- Master degree courses
- Doctorate degree (PhD) programs

However, DFAT will only consider offering you an Australia Awards Scholarship if:

- your proposed course of study is in a "priority sector for your country" that will contribute to the development needs of your country, and
- the type/level of course is available for study by Australia Awards Scholarship recipients from your country.

Information on the priority development sectors and type/level of courses available can be found in your Participating Country profile.

In addition, Australia Awards Scholarships are available only for courses that are listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official Australian Government website that lists all Australian education providers that offer courses to people studying in Australia on student visas.

You must add two course preferences to your application. You are encouraged to choose courses at two different institutions.

1. To enter your course preferences, start by selecting the +Add icon on the Proposed Study Program screen.

Enter the proposed study program							
Preference	CRICOS	Institution	Course	Level Of Study	Type Of Study	Duration	Action
							✚Add

[Previous] [Undo Changes] [Next]

This will open the **Add Proposed Study Program** screen.

2. The **Add Proposed Study Program** screen looks like this. See the following pages for instructions to complete this screen.

CRICOS Course Details
Please enter CRICOS code then click the magnifying glass to generate course information.

CRICOS Code*:

Course Title*:

Institution*:

Type of Study*:

Level of Study*:

Course duration (weeks)*:

Field of Study*:

Institutions minimum English language proficiency required for the course (IELTS, TOEFL or PTE Academic):

Preference*:

Research Proposal Details

Complete this section if the studies will be by Research or a combination of Research and Coursework (e.g. Doctorate or Masters by Research)

☐ Not Applicable

Research Title*:

Objectives*:
[1000 chars left]

Significance and possible application of your research to your country's development*:
[1000 chars left]

Proposed research methodology*:
[1000 chars left]

Does your proposed Research include fieldwork*?

Save   Cancel

University   - Bachelor of Education

Course Details | Institution Details | Contact Details

Course Name: Bachelor of Education
CRICOS Course   The CRICOS course code will appear here.
Code:
Dual Qualification: No
Field Of Education -

! Attention !

The CRICOS course code can be obtained in the Course Search section of the CIRCOS Website. Each course on CRICOS has a number of codes; please ensure that you are copying the "course code".

3. Adding a course

To add a course you will need to enter the CRICOS code.

Type the CRICOS code into the field and select the look up 🔍 icon.

OASIS will then automatically enter the following information:

- Course Name
- Type of Study
- Level of Study
- Duration in Weeks
- Field of Study

You must select the Institution from the drop-down list.

You must also indicate if this is your first, second, or third preference.

4. When you have entered the details of your course preference, select **Save**, to save the information. Then repeat steps 1, 2 and 3 to add another preference.

5. Research programs

If you have selected a research program (i.e. a PhD or a Masters by Research), in the Add Proposed Study Program screen you must also complete the questions relating to your research.

When you have entered the details of your research program, select **Save** to save the information.

6. When you are finished adding all course preferences (and research program details if required), select Next to save your information and move to the next screen – Qualifications.

Section 9 - Qualifications

Use this section to record all your previous academic qualifications.

List all qualifications, complete or incomplete, by level of study starting with the highest.

You will need to enter each academic qualification one at a time.

If you have not completed your studies please list the expected completion date.

1. Select the **+Add** icon to open the **Add Qualifications** screen.

2. Enter the details of your academic qualifications.

3. When you have entered the details of your academic qualification, select **Save** to save the information. Then repeat steps 1 and 2 to add another qualification.

4. When you are finished adding all of your academic qualifications, select **Next** to save your information and move to the next screen – **English Language Details**.

Section 10 - English language details

Use this section to enter the details of your English language proficiency.

Awardees must meet the English language requirements of the Australia Awards Scholarships. Full details can be found in the Australia Awards Scholarships Policy Handbook.

DFAT will accept the following English Language test results: IELTS; TOEFL; PTE Academic.

This section allows you to enter information about your English language proficiency and to indicate if you have already taken an academic English language test.

1. Complete these fields:

Please ensure you review the English Language requirements listed in your country profile on the DFAT website before completing this section. If you do not include a valid English Language Test score in your application and this is a requirement listed in the country profile, your application may be considered ineligible and will not be shortlisted.

Is English your first language*?
No

Was English the language of your highest level of study*?
If selecting 'Yes', please upload a statement from the institution verifying the language of instruction at the 'Documentary Evidence' section.

Have you taken one of the following tests*?
None

Expected test to be taken*:

Expected date of test (d mmm yyyy)*:

[Previous] [Undo Changes] [Next]

If you have taken an English language test you will be asked to enter your test scores into the following fields.
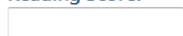
Date Test Taken (d mmm yyyy)*:   **Overall Score*:**
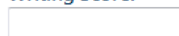
Reading Score: **Writing Score:**

Listening Score: **Speaking Score:**

2. When you are finished, select **Next** to save your information and move to the next screen – **Computer Literacy Details**.

> ### ! Attention !
>
> Please check the Participating Country profile and the Australia Awards Scholarships Policy Handbook, to make sure you are familiar with the requirements for English language testing.

Section 11 - Computer literacy details

Use this section to enter details relating to your computer literacy.

Australian tertiary courses require a high degree of computer literacy. Completing this section of your application will assist Australian tertiary institutions to determine if you will require additional computer skills to undertake your proposed study program.

1. Complete these fields:

Required fields are marked with an *.

Are you computer literate*?
Yes

How regularly do you use a PC*?
Daily

Do you have experience with:

☑ Word processing software (e.g. Word)   ☑ Spreadsheet software (e.g. Excel)

☑ Databases software (e.g. Access)   ☑ Operating systems (e.g. Windows 2000)

☑ Presentation software (e.g. PowerPoint)   ☑ Email software (e.g. Outlook)

☑ Internet Browsers (e.g. Internet Explorer)   ☑ Statistical packages (e.g. SPSS or Minitab)

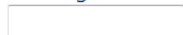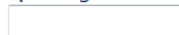[Previous] [Undo Changes] [Next]

2. When you are finished, select **Next** to save your information and move to the next screen – **Computer Training Details**.

3. Complete these fields:

Required fields are marked with an *.

Are you computer literate*?
Yes

How regularly do you use a PC*?
Daily

Do you have experience with:

☑ Word processing software (e.g. Word)   ☑ Spreadsheet software (e.g. Excel)

☑ Databases software (e.g. Access)   ☑ Operating systems (e.g. Windows 2000)

☑ Presentation software (e.g. PowerPoint)   ☑ Email software (e.g. Outlook)

☑ Internet Browsers (e.g. Internet Explorer)   ☑ Statistical packages (e.g. SPSS or Minitab)

[Previous] [Undo Changes] [Next]

4. When you are finished, select **Next** to save your information and move to the next screen – **Computer Training Details**.

5. If you have undertaken formal computer courses select the +Add icon to open the **Add – Computer Training Details** screen.

    Complete the fields.

    Required fields are marked with an *.

    Course Name*:

    Start Date (d mmm yyyy)*:

    End Date (d mmm yyyy)*:

    | Save | Cancel |

6. When you have entered the details of your computer training, select **Save** to save the information.

    Repeat steps 1 and 2 to add any additional computer courses/training.

7. When you are finished, select **Next** to save your information and move to the next screen – **Current Employment**.

Section 12 - Current employment

Use this section to enter details your current employment.

Information about your current employment helps DFAT to determine the development impact you would be likely to have after completing an Australia Awards Scholarship.

1. If you are not currently employed please select the Not Applicable checkbox.

OR

2. Complete the fields to record your current employment details.

☐ Not Applicable

Required fields are marked with an *.

Position Title*:

Organisation Name*:

Organisation Address:
[300 chars left]

Date Commenced (d mmm yyyy)***:**

Sector/Organisation Type*:

Current Duties/Responsibilities*:
[500 chars left]

Do you intend to return to this organisation after completing your scholarship in Australia*?

| Previous | Undo Changes | Next |

3.

3. When you are finished, select **Next** to save your information and move to the next screen – **Previous Employment**.

> **! Attention !**
>
> Current employment may include work experience and voluntary work.

Section 13 - Previous employment

Use this section to enter details of your previous employment.

Only provide details of previous employment that is relevant to your application. Employment history may include relevant work experience, community work and voluntary work.

1a. If you do not have a previous employment record, please select the not applicable checkbox.

You may indicate below if this entire section is applicable to your application

☐ **Not Applicable**

List details of any previous employment

Position Title	Start Date	End Date	Organisation	Duties/Responsibilities	Action
					➕Add

[Previous] [Undo Changes] [Next]

OR

1b. If you have previous employment records select the +Add icon to open the **Add – Previous Employment** screen.

Complete the fields.

Required fields are marked with an *.

Position Title*:

Organisation*:

Start Date (d mmm yyyy)*:

End Date (d mmm yyyy)*:

Duties/Responsibilities*:

[Save] [Cancel]

2. When you have entered the details of your previous employment, select **Save** to save the information.

3. Repeat steps 1b and 2 to add any additional previous employment.

4. When you are finished, select **Next** to save your information and move to the next screen – **Supporting Statements**.

Section 14 - Supporting statement

Use this section to enter statements to support your application.

Please prepare your supporting statements carefully. Your answers will be considered by the Australia Awards Scholarships selection panel when shortlisting candidates for interview and when making a decision on the outcome of your application.

Please ensure that your supporting statements are clear, concise and relevant.

> **! Attention !**
>
> Each field has a character limit of 2000 characters; characters are defined as letters, spaces and punctuation marks. Any characters which exceed the limit may not visible to the selection panel and will not be included in your response.

1. Please complete these fields:

Required fields are marked with an *.

How did you choose your proposed course and institution*?

How will the proposed study contribute to your career*?

How have you contributed to solving a challenge and to implementing change or reform? (Be specific and include: what aspect/s of your leadership knowledge, skills and practice you consider to be well established and effective; which people or organisations you worked with to solve the problem; and what creative methods were used.)*:

**Please:- a) give up to three practical examples of how you intend to use the knowledge, skills and connections you will gain from your scholarship. Possible tasks can be personal and/or professional; and
b) list any possible constraints you think may prevent you from achieving these tasks.*:**

Please indicate one Development theme that is most relevant to your application, even though it may be relevant to more than one.*:

Do you currently have any connection or relationship to any staff employed at DFAT Posts or with DFAT's managing contractors*?

Are you subject to any criminal or civil proceedings that are currently awaiting legal action*?

Disability status

This Supporting Statement Section also asks you to indicate if you are a person with disabilities.

> **! Attention !**
>
> Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms. DFAT strongly encourages applications from people with disabilities and encourages applicants with disabilities to identify themselves. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating an accessible barrier-free learning environment. More information on support for applicants or awardees with disabilities can be found in the
> <u>Australian Awards Scholarships Policy Handbook.</u>

2. Please use this box to indicate your disability status.

Do you identify as having a disability*?

3. When you are finished all fields on the Supporting Statement screen, select **Next** to save your information and move to the next screen – **Professional Memberships**.

Section 15 – Professional memberships

This is the section where you can tell DFAT about any professional memberships you have.

Only include memberships of relevant professional associations or voluntary organisations. This could include community, cultural, political, scientific, professional or educational organisations.

1a. If you do not have professional membership record, please select the not applicable checkbox.

List details of current or past memberships to professional organisations.

Organisation	Highest Position Held	Start Date	End Date	Action
				╋Add

Previous	Undo Changes	Next

OR

1b. If you do have any current or past memberships to professional organisations select the +Add icon to open the **Add – Professional Memberships** screen.

Complete the fields and then press **Save**. Your information will appear as a list on the Professional Memberships screen.

Required fields are marked with an *.

Organisation name*:

Start Date (d mmm yyyy)*:

End Date (d mmm yyyy):

Highest Position Held (if any):

Save	Cancel

2. If you have more than one professional membership you will need to enter each one individually.

   When you have entered the details of each professional membership, select Save to save the information. Then repeat steps 1 and 2 to add the next membership.

3. When you are finished, select **Next** to save your information and move to the next screen – **Communication**.

Section 16 – Communication

Use this section to indicate where you first learnt of the Australia Awards.

This information is important because it helps DFAT ensure eligible candidates are aware of the Australia Awards Scholarships program.

1. Select an option from the drop-down list.

Required fields are marked with an *.

Where did you first learn of the Australian Awards*:

[Previous] [Undo Changes] [Next]

2. When you are finished, select **Next** to save your information and move to the next screen – **Documentary Evidence**.

Section 17 – Documentary evidence

Use this section to upload all required documentary evidence.

In addition to the application form, Australia Awards Scholarship applicants are required to upload copies of a number of documents to support their application. Please read this screen carefully and ensure that you have uploaded all mandatory documents.

> ### STOP !
>
> Most documents will require certification before they are attached. Please refer to Australia Awards Scholarships Handbook for guidance on certifying documents and the participating country profile to ensure that you have included all mandatory documents.

1. On the **Documentary Evidence** screen select the +Add icon.
   The **Upload Document** screen will open.

Please ensure you review the documentation requirements in your country profile on the **DFAT website** and upload all required documents.
If you do not upload all required documents your application may be considered ineligible and will not be shortlisted.

As a minimum you must upload:

- Proof of citizenship/identity i.e. birth certificate/passport if available and photographic identification i.e. student card drivers licence if passport is not available.
- Certified copies of previous academic transcripts. Where they are not in English please provide an English translation.

You may also upload:

- Certified copies of post- secondary and tertiary certificates/degrees. Where they are not in English please provide an English translation
- IELTS, TOEFL or PTE Academic results
- Statement from university or school that English is the language of instruction
- Referee Reports
- List of relevant publications (research applicants only)
- A Curriculum Vitae
- Other documents specified in the country profile
- Any other relevant documents in support of your application

Type	File Name	Description	Action
			+Add

[Previous] [Undo Changes] [Next]

2. On the **Upload Document** screen select document type, add the description and upload the document and save.

   Repeat these steps to upload additional document. All uploaded documents will appear as a list on the **Documentary Evidence** screen.

Required fields are marked with an *.

Document Type*:

Description*:

File*:

Please note that the maximum upload file size is 2 MB.

[Spell Check]   [Save] [Cancel]

3. When you are finished, select **Next** to save your information and move to the next screen – **Declaration**.

> ! **Attention** !
>
> There is a 2MB limit per document uploaded. OASIS will accept only the following documents types: .doc, .docx, rtf, .pdf, .gif, .jpeg, .jpg, .tiff, .png, .bmp, .txt.

Section 18 - Declaration

Applicants for an Australia Awards Scholarship are required to declare that the contents of their application are true and correct, and to acknowledge that DFAT has the right to vary or reverse any decision regarding an Australia Awards Scholarship made on the basis of incorrect or incomplete information.

This section allows applicants to make that declaration.

1. Complete the Declaration and Acknowledgement section by reading the screen carefully and ticking the box. Then select Submit to complete and submit your application.

Authorisation

DFAT must comply with the *Privacy Act 1988* in relation to the personal information you have provided in this form.

By submitting this form I authorise DFAT, or its appointed managing contractor, to access and/or obtain information, including copies of any of my relevant academic records/reports from the education institution(s) that I have attended for the following purposes:

*   for use in the selection process for an Australia Award
*   to monitor my academic performance at my host institution while studying under an Australia Award
*   to brief relevant Australian officials, Ministers and members of Parliament.

I consent for DFAT, or its appointed managing contractor, to share this application form and supporting documents with the government of my country of citizenship, if the government is involved in the Australia Awards scholarship selection process.

Should I receive an Australia Award, I consent:

a. to the Australian Government using and disclosing extracts of my application (relating to my academic background and achievements, leadership skills and my proposed study program in Australia) in promotional material in hardcopy and on the Internet. I note that promotional material may include, but is not limited to, media releases and information circulated to DFAT's offshore Posts and Australian education institutions, concerning the Australia Awards.
b. to my personal information and that of my family members and dependants, including sensitive information as defined by the Privacy Act 1988, being collected, handled, used and disclosed by and exchanged between DFAT, other government agencies including Australian immigration authorities, Australian education institutions, partner organisations (including managing contractors and sub-contractors), medical insurers, medical practitioners, case managers, the home government (where applicable) and other parties, in the circumstances outlined, and for the purposes indicated, in the Australia Awards Scholarships Policy Handbook as updated from time to time.

I authorise DFAT to disclose the personal information collected in this form to other Australian Government departments and Australian education institutions for the purpose of promoting and managing the Australia Awards.

Understanding

I understand and confirm that:

- I have read and complied with the Scholarships Handbook and that the contents of my application are true and correct
- DFAT has the right to vary or reverse any decision regarding a scholarship made on the basis of incorrect or incomplete information
- Decisions of the selection panel are final and confidential and no correspondence regarding outcomes of the selection process will be entered into.

Agreement

If successful in gaining an Australia Award, I agree that I will:

- undergo a police or character check before my Australia Award is confirmed
- immediately provide DFAT with details of any incident that may reflect badly on the prestige of an Australia Award
- act in a manner befitting a recipient of an Australia Award
- use the funds for the purposes granted
- acknowledge the assistance given by the Australian Government in any written reports, publications or publicity associated with the Award.

Declaration and acknowledgement

☐ **I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.**

I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* of the Commonwealth of Australia.

[Previous] [Undo Changes] [Submit]

8. Submitting your application

Once you have pressed **Submit** on the **Declaration** screen you have completed all the tasks in the Application Checklist and submitted your application for consideration by DFAT.

Submission Deadline

All online applications must be submitted in OASIS, with all relevant documents attached, by **midnight Australian Eastern Standard Time on 29 April 2022**.

OASIS will close to all applicants at that time. After this time applicants will no longer be able to view, edit or submit applications. There is no exception to this rule.

! Attention !

OASIS will become very busy in the few days before 29 April 2022. To avoid the possibility of not being able to submit your application we **strongly advise** applicants applying online to submit their applications well before the closing date. OASIS experiences peak usage in the days leading up to the closing date and applicants may experience delays.

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9. Making changes after submission

All applications may be edited while they are in Draft before they have been submitted. In practice this means applicants can log in and out of OASIS and make changes to Draft applications at multiple times up until they have hit Submit on the Declaration screen.

Once an application has been submitted, it has to be un-submitted in order to make changes. Un-submitting allows applicants to edit and resubmit an amended application.

1. To un-submit your application; open your application in OASIS select **Un-submit Application** on the **Application Menu**.

   This will open the **Un-Submit Application** screen.
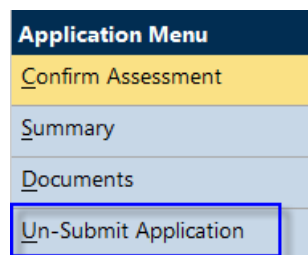
2. The **Un-Submit Application** screen will open with a verification confirming that the application is about to be recalled.

   Select **Un-Submit** and the status of the application will change back to **Draft**.

STOP !

Remember to re-submit your application when you have completed your changes and before the submission deadline **midnight Australian Eastern Standard Time on 29 April 2022**.