



How to apply online with RMIT



Contents

How to apply online with RMIT

Step 1 Register an account with RMIT	3
Step 2 Start the application process	5
Step 3 Add in your personal details	6
Step 4 Search for your program	7
Step 5 Add more preferences (if you have more than one)	9
Step 6 Add in any previous education experience	10
Step 7 Add in any previous work experience	11
Step 8 Uploading supporting documents	12
Step 9 Review your application	13
Step 10 Application submitted	14

How to view previous applications

Step 1 Login using previous credentials	16
Step 2 View application status / Add supporting documents / Resume application	17

Step 1

Register an account with RMIT

Go to <https://rmit.service-now.com/rmit-apply/> and click **Register**.

Once you've clicked **Register**, you will be prompted to fill out a form. Please enter your details and take note of the **email address** and **password** used for the account.

N.B: Within a few minutes of registering your details, you should receive an email confirmation.


RMIT UNIVERSITY | Admissions

Home Register Login


Apply online

Start your future here


We're looking forward to having you at RMIT.
Get started on your application below.




Apply in 20 minutes



Save and return later



Track progress in real-time



Apply to multiple programs

Register [Need help?](#)

- ✓ International applicants
- ✓ VTAC applicants
- ✓ Higher Degree by Research applicants

Already registered your personal email?

Login

Current or recent RMIT student?

Login

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Register

Complete your registration

Register to complete, submit and track the status of your application

Enter your Given and Family name; including any Middle or other names as per any government documentation you hold (e.g. passport or other travel document).

Please note that fields with an * are mandatory

Given name *

Middle name

Family name *

Enter email *

Confirm email *

Enter password *

At least 8 characters including 3 of the following:

- one uppercase character
- one lowercase character
- one digit
- one special character

Confirm password *

Privacy statement

RMIT University collects and uses your personal information to enable pre-selection, enrolment and provision of educational services. Your personal information will be held securely by the University and can be accessed by you on request. The University may be required to disclose information in certain circumstances, for example to the Department of Education to assess your entitlement to Commonwealth assistance. For more information please refer to the RMIT University's [privacy statement](#).

Applicant declaration

I agree that:

- I have read and understood RMIT University's privacy statement and accept its conditions
- I will be bound by the statutes, regulations, standards of conduct and policies of the University as amended from time to time
- I consent to receiving information electronically from the University.

I acknowledge that:

- it is my responsibility to ensure that the information I supply as part of my submission is correct and complete
- the submission of incorrect or incomplete information may result in the withdrawal of any offer and/or cancellation of enrolment at any stage
- it is my responsibility to provide all relevant and required documentary evidence of my qualifications
- my responses to questions and any work submitted as part of my submission is my own original work.

I authorise RMIT University to:

- obtain further information with respect to my submission from other organisations
- provide information to government, educational, health and other relevant institutions, in the processing of, or in conjunction with my application.

☐ I agree to these terms

☐ I'm not a robot



REGISTER

Additional information

- > [Important information on how to apply](#)
- > [Staff login](#)

Already registered
your personal email?

Login

Current RMIT student?

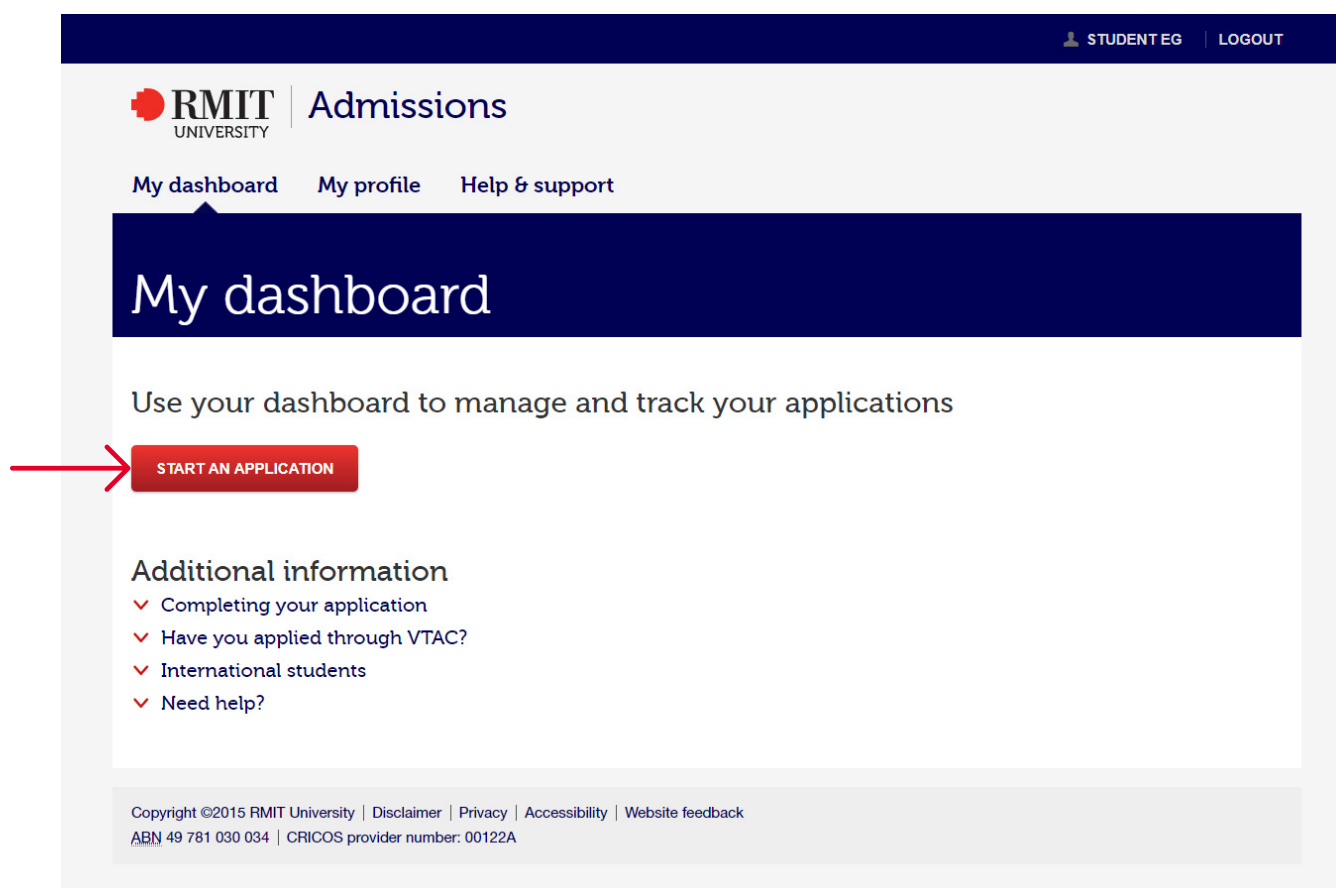
Login with student number

Step 2

Start the application process

To begin the application of your course/program, click the red **start an application** button.

N.B: At any stage during the application process, you may click on save and go to dashboard to save your progress and resume at a later date.



Step 3

Add in your personal details

Complete the form and be sure to include all information marked with an asterisk (*).

Once you've filled out the required fields, press **save and continue**.

RMIT UNIVERSITY | Admissions

My dashboard My profile Help & support

Personal details

1 Personal details 2 Program search 3 Education 4 Work experience 5 Supporting documentation 6 Review and submit

Please review the information you provided at registration and complete all other mandatory fields

My details

Title

Given name *

Middle name

Family name *

Date of birth *

Gender *

Citizenship *

Aboriginal and Torres Strait Islander *

Year 12 * I am currently studying year 12

Contact details

Email address *

Preferred number *

Address *

Address 2

Address 3

Address 4

City / suburb *

State *

Postcode *

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Step 4

Search for your program

Search for the course you want to apply for by either name, keyword or course code.

Click the **search button**, and then select your desired course.

After pressing **select**, a small pop-up window will appear, confirming the course details. Click **add this preference** if this is the right course.

The screenshot shows the RMIT Admissions 'Program search' page. At the top, there's a navigation bar with 'STUDENT EG' and 'LOGOUT'. Below it, the RMIT logo and 'Admissions' header are visible, along with links for 'My dashboard', 'My profile', and 'Help & support'. The main section is titled 'Program search' and features a progress bar with six steps: 1. Personal details (checked), 2. Program search (highlighted with a red circle), 3. Education, 4. Work experience, 5. Supporting documentation, and 6. Review and submit. Under 'My preferences', it instructs users to select programs in order of preference. The 'Select a program' section includes a search input field with the placeholder 'Search for a program by name, keyword or code.' and a 'Search' button. Red arrows indicate the workflow: arrow 1 points to the search input field, arrow 2 points to the 'Search' button, and arrow 3 points to the 'SAVE AND CONTINUE' button at the bottom right. Other buttons at the bottom include 'GO BACK', 'SAVE AND GO TO DASHBOARD', and 'SAVE AND CONTINUE'. The footer contains copyright information for 2015 RMIT University and CRICOS provider number 00122A.

Program search



Personal details



Program search



Education



Work experience



Supporting documentation



Review and submit

My preferences

Select your program(s) in order of preference. Your first preference should be the program you would most like to study. You can select up to five preferences.

Select a program

Search for a program by name, keyword or code.

Can't find the program you are looking for? Visit [Info Corner](#)

Level of study	Program	Plan	
Master by coursework	MC162 - Executive Master of Business Administration	MC162P17 - Executive Master of Business Administration	<input type="button" value="Select"/>
Master by coursework	MC199 - Master of Business Administration	MC199KPX19 - Master of Business Administration	<input type="button" value="Select"/>
Master by coursework	MC199 - Master of Business Administration	MC199EXE15 - Master of Business Administration	<input type="button" value="Select"/>

3 of 3 programs

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Admissions

[My dashboard](#)
[My profile](#)

Program search

[Personal details](#)
[Program search](#)
[Education](#)
[Work experience](#)
[Supporting documentation](#)
[Review and submit](#)

My preferences

Select your program(s) in order of preference. Your first preference should be the program you would most like to study.

Select a program

Program preference

Level of study: Master by coursework
 Program: MC199 - Master of Business Administration
 Plan: MC199KPX19 - Master of Business Administration
 Attendance mode: External
 Campus: Online
 Fee type: Online
 Study load: Part-time
 Intake: online study

Step 5

Add more preferences (if you have more than one)

The course you searched for in **Step 4** should now be displayed as 'Preference 1'.

If you are ready to continue with the application, click **save and continue**.

If you wish to add in more preferences (up to 5 max.), type in the program name, keyword or code and click **search**. Follow the process in **Step 4** to add these additional preferences.

Once your preferences have been added, click **save and continue**.

The screenshot shows the RMIT Admissions 'Program search' page. At the top, there's a navigation bar with 'STUDENT EG' and 'LOGOUT'. Below it, the RMIT University logo and 'Admissions' header are visible, along with links for 'My dashboard', 'My profile', and 'Help & support'. A progress bar indicates the current step is '2. Program search', with other steps being '1. Personal details', '3. Education', '4. Work experience', '5. Supporting documentation', and '6. Review and submit'.

My preferences
Select your program(s) in order of preference. Your first preference should be the program you would most like to study. You can select up to five preferences.

Preference 1

Level of study	Master by coursework	Fee type	Online	Edit
Program	MC199 - Master of Business Administration	Campus	Online	Remove
Plan	MC199KPX19 - Master of Business Administration	Study load	Part-time	
Attendance mode	External	Intake	online study	

Select a program
Search for a program by name, keyword or code.

Master of Business Administration

Can't find the program you are looking for? Visit [Info Corner](#)

Level of study	Program	Plan	
Master by coursework	MC162 - Executive Master of Business Administration	MC162P17 - Executive Master of Business Administration	Select
Master by coursework	MC199 - Master of Business Administration	MC199KPX19 - Master of Business Administration	Select
Master by coursework	MC199 - Master of Business Administration	MC199EXE15 - Master of Business Administration	Select

3 of 3 programs

[GO BACK](#) [SAVE AND GO TO DASHBOARD](#) [SAVE AND CONTINUE](#)

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Step 6

Add in any previous education experience

Fill out the necessary form fields and click **save and continue** once you're ready.

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My dashboard | My profile | Help & support

Education

Progress: 1. Personal details (✓) 2. Program search (✓) 3. Education (3) 4. Work experience (4) 5. Supporting documentation (5) 6. Review and submit (6)

Please list all Australian and overseas education previously attempted, completed or currently studying, including Year 12.

Education details

ADD EDUCATION | ☐ I have no education details to add.

Exclusion

Exclusion * Have you been excluded or expelled from RMIT University or any other college or university?

YES **NO**

GO BACK **SAVE AND GO TO DASHBOARD** **SAVE AND CONTINUE**

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Step 7

Add in any previous work experience

Fill out the necessary form fields and click **save and continue** once you're ready.

STUDENT EG | LOGOUT

RMIT UNIVERSITY

Admissions

[My dashboard](#) | [My profile](#) | [Help & support](#)

Work experience

✓

✓

✓

4

5

6

Personal details

Program search

Education

Work experience

Supporting documentation

Review and submit

Please list your relevant work experience and details of memberships to professional associations including trade organisations.

Employment details

ADD EMPLOYMENT

☐ I have no relevant employment details to add.

Professional association details

ADD PROFESSIONAL ASSOCIATION

☐ I have no relevant professional associations to add.

GO BACK

SAVE AND GO TO DASHBOARD

SAVE AND CONTINUE

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Step 8

Uploading supporting documents

Use this part of the application to upload any supporting documents such as: National Police Certificate, Working with Children Check, Employment references, etc.

If the entry requirements for the course you're applying for require a **personal statement** please upload this to the **personal statement** section.

Once you're ready, click **save and continue**.

N.B: Ensure each file is less than 10MB and include a description of each file in the description box.

The screenshot shows the 'Supporting documentation' page in the RMIT Admissions portal. At the top, a progress bar indicates six steps: Personal details, Program search, Education, Work experience, Supporting documentation (highlighted with a red circle and the number 5), and Review and submit (highlighted with a red circle and the number 6). The main heading is 'Supporting documentation'. Below this, a message states: 'Supporting documentation is used to assess your application. You can provide documents now or return and submit them later.'

The 'Other documents' section allows users to upload documents in support of their application, with examples listed: Working with children check, National Police Certificate, and Employment references. It features a 'File upload' section with a 'Choose file' button (indicated by red arrow 1), a 'Description' text area (indicated by red arrow 2), and an 'Upload file' button (indicated by red arrow 3). A note specifies 'Each file must be less than 10MB' and 'Include username and password if applicable.' There are also 'ADD FILE' and 'ADD URL' links.

The 'Personal statement' section includes instructions: 'The personal statement is only mandatory for some programs. Please check the entry requirements for the programs you have selected as preferences.' It further states: 'The personal statement should demonstrate your motivation and commitment to study, your knowledge of the program and include any relevant work experience information. You can also provide details of any volunteer work you may have undertaken.' and 'Statement - Maximum 2500 characters.' It also has 'ADD FILE' and 'ADD URL' links.

At the bottom, there are three buttons: 'GO BACK', 'SAVE AND GO TO DASHBOARD', and 'SAVE AND CONTINUE' (indicated by red arrow 4). The footer contains copyright information: 'Copyright ©2015 RMIT University | Disclaimer | Privacy | Accessibility | Website feedback' and 'ABN 49 781 030 034 | CRICOS provider number: 00122A'.

Step 9

Review your application

Use this opportunity to review your application and ensure that all your details and documents are correct.

If you'd like to return to a certain section of the application, you may click on **Personal details**, **Program search**, **Education**, **Work Experience** or **Supporting documentation**.

Alternatively, you may click **Edit** after each section.

Once you've reviewed the information below, tick the box and click **submit application**.

N.B: once you've submitted your application, you will still have access to uploading supporting documents and editing contact details. You may not edit your preferences, education or work experience.

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My dashboard My profile Help & support

Review and submit

Personal details Program search Education Work experience Supporting documentation **Review and submit**

Review the information you have entered before submitting your application.

Personal details Edit

Title	Miss	Citizenship	Australian Citizen
Given name	Student	Aboriginal and Torres Strait Islander	Neither
Middle name			
Family name	Eg	Email address	hello@travelledmatt.com
Date of birth	31/12/1990	Mobile phone number	+61 416656656
Gender	Male	Address	24 Moffat Rd, South Yarra, 24 Moffat Rd, South Yarra, VIC, 3004, AUS

Program details Edit

Preference 1

Level of study	Master by coursework	Fee type	Online
Program	MC199 - Master of Business Administration	Campus	Online
Plan	MC199KFX19 - Master of Business Administration	Study load	Part-time
Attendance mode	External	Intake	online study

Education details Edit

I have no education details to add

Excluded No

Employment history Edit

I have no relevant employment details to add

Professional associations Edit

I have no relevant professional associations to add

Supporting information Edit

Documents not available? No

☐ I understand that I will only be able to change my contact details and add supporting documentation after clicking submit

GO BACK **SUBMIT APPLICATION**


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Step 10

Application submitted

This page will confirm the submission of your application. Please take note of your **application reference** and check your email for a confirmation.


[STUDENT EG](#) | [LOGOUT](#)

 **Admissions**

[My dashboard](#) | [My profile](#) | [Help & support](#)

Application submitted

Confirmation

 **Your application has been submitted**
Your application reference is APL0231967. You will receive a confirmation email shortly.

You can view your dashboard at any time to:

- track the status of your submitted applications
- submit any incomplete selection tasks
- submit additional supporting documents
- view a summary of your submitted applications
- update your contact details.

More information about the application and selection process is available under [Help & support](#).

Feedback please!

We value your feedback and would like to know what you thought of our application process.

Take our 2-minute survey so that we can continue to improve.

[Take survey](#)

[RETURN TO DASHBOARD](#)

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Viewing
previous
applications

Step 1

Login using previous credentials

To view the progress of your application or resume an incomplete application, visit <https://rmit.service-now.com/rmit-apply/> and click **login**.

You will then be prompted to enter the email address and password used when you registered for **Applying online with RMIT** in **Step 1 Register an account with RMIT**.

RMIT UNIVERSITY | Admissions

Home Register Login

Apply online

Start your future here

We're looking forward to having you at RMIT. Get started on your application below.

- Apply in 20 minutes
- Save and return later
- Track progress in real-time
- Apply to multiple programs

[Register](#) [Need help?](#)

- ✓ International applicants
- ✓ VTAC applicants
- ✓ Higher Degree by Research applicants

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Home Register Login

Login

Email address

Password

[LOGIN](#) [Forgot password?](#)

Current RMIT student?

[Login with student number](#)

- ✓ International applicants
- ✓ VTAC applicants
- ✓ Higher Degree by Research applicants

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Step 2

View application status / Add supporting documents / Resume application

From **My dashboard**, you may either **View application**, **Add supporting documents**, **Withdraw application** or **Resume application** (option only available if you've previously saved an application without submitting it)

RMIT UNIVERSITY | Admissions

[My dashboard](#) [My profile](#) [Help & support](#)

My dashboard

Applications submitted

Preference	Program	Plan	Assessment status	Actions
1	MC199	Master of Business Administration	Under assessment	View application Add supporting documents Withdraw application

Reference APL0231967 Submitted 14 May 2019

[START AN APPLICATION](#)

You can only have one application in progress

Additional information

- ✓ Completing your application
- ✓ Have you applied through VTAC?
- ✓ International students
- ✓ Need help?