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# How to apply online with RMIT



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# 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.*

The screenshot shows the RMIT Admissions website. At the top left is the RMIT University logo and the word 'Admissions'. Below this are navigation links for 'Home', 'Register', and 'Login'. A dark blue banner with the text 'Apply online' is prominent. The main content area is divided into two columns. The left column is titled 'Start your future here' and contains the text 'We're looking forward to having you at RMIT. Get started on your application below.' followed by four icons: 'Apply in 20 minutes', 'Save and return later', 'Track progress in real-time', and 'Apply to multiple programs'. Below these icons is a dark blue 'Register' button with a red arrow pointing to it, and a link for 'Need help?'. Below the 'Register' button is a list of applicant types: 'International applicants', 'VTAC applicants', and 'Higher Degree by Research applicants'. The right column is titled 'Already registered your personal email?' and contains a 'Login' button. Below this is the text 'Current or recent RMIT student?' and another 'Login' button. At the bottom of the page is a footer with copyright information: 'Copyright ©2015 RMIT University | Disclaimer | Privacy | Accessibility | Website feedback' and 'ABN 49 781 030 034 | CRICOS provider number: 00122A'.

# 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 digit  
• one lowercase character • 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  reCAPTCHA  
Privacy - Terms

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.*

The screenshot shows the RMIT Admissions website interface. At the top right, there are links for 'STUDENT EG' and 'LOGOUT'. The main header includes the RMIT UNIVERSITY logo and the word 'Admissions'. Below this, there are navigation links for 'My dashboard', 'My profile', and 'Help & support'. A large dark blue banner contains the text 'My dashboard'. Below the banner, a message reads 'Use your dashboard to manage and track your applications'. A prominent red button labeled 'START AN APPLICATION' is highlighted with a red arrow pointing to it from the left. Underneath, there is a section titled 'Additional information' with four expandable items: 'Completing your application', 'Have you applied through VTAC?', 'International students', and 'Need help?'. At the bottom of the page, there is a footer with copyright information: 'Copyright ©2015 RMIT University | Disclaimer | Privacy | Accessibility | Website feedback' and 'ABN 49 781 030 034 | CRICOS provider number: 00122A'.

# 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**.

STUDENT EG | LOGOUT

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.

STUDENT EG | LOGOUT

**RMIT UNIVERSITY** | Admissions

My dashboard My profile Help & support

### 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.

**1** ↓ **2** ↓

**3** ↓

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

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# Program search



## 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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STUDENT EG
LOGOUT

## Admissions

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

# Program search

**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**.

**STUDENT EG** | **LOGOUT**

**RMIT UNIVERSITY** | **Admissions**

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

### Program search

1  2  3  4  5  6

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.

Preference 1			
Level of study	Master by coursework	Fee type	Online
Program	MC199 - Master of Business Administration	Campus	Online
Plan	MC199KPX19 - Master of Business Administration	Study load	Part-time
Attendance mode	External	Intake	online study

[Edit](#) [Remove](#)

#### 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	<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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# 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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**RMIT UNIVERSITY** | Admissions

My dashboard | My profile | Help & support

### Education

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

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

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.*

STUDENT EG | LOGOUT

RMIT UNIVERSITY | Admissions

My dashboard | My profile | Help & support

### Supporting documentation

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

Supporting documentation is used to assess your application. You can provide documents now or return and submit them later.

**Other documents** You may upload other documents in support of your application, for example:

- Working with children check
- National Police Certificate
- Employment references.

**Files**

**1** → **File upload**

Each file must be less than 10MB

**2** → **Description**

Include username and password if applicable.

**3**

or

**Personal statement**

The personal statement is only mandatory for some programs. Please check the entry requirements for the programs you have selected as preferences.

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.

Statement - Maximum 2500 characters.

or

**4**

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# 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.*

**RMIT UNIVERSITY | Admissions**

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@travelledmail.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.

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STUDENT EG | LOGOUT

RMIT UNIVERSITY | 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.

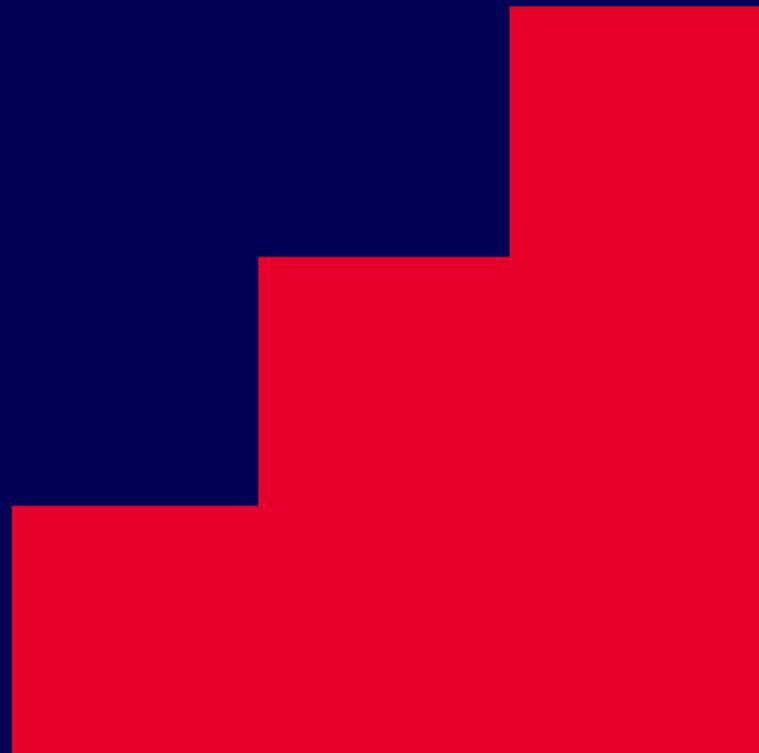
[Take survey](#)

[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

Already registered your personal email?

[Login](#)

Current or recent RMIT student?

[Login](#)

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RMIT UNIVERSITY | Admissions

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)

STUDENT EG | LOGOUT

RMIT UNIVERSITY | Admissions

My dashboard | My profile | Help & support

### My dashboard

#### Applications submitted

Master of Business Administration

Preference	Program	Plan	Assessment status	Actions
1	MC199	Master of Business Administration	Under assessment	<a href="#">View application</a> <a href="#">Add supporting documents</a> <a href="#">Withdraw application</a>

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?