

# Apply for postgraduate study with UNSW Online



Everything you need to know



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# What you'll need to apply

- Proof of Citizenship/ residency in the form of a current Australian passport, Australian birth certificate or Australian citizenship certificate.
- Official academic transcripts\*
- Official proof of completion certificates for any previous study\*
- Evidence of any incomplete studies
- Up-to-date Curriculum Vitae including month and year service dates

\*Note, if your official documents or academic transcripts are not in English then you must provide the original language documents along with a complete English translation of each document. Please see further information about accepted translations at Certification and translation of documents submitted directly to UNSW.

## Need some assistance?

Our Student Enrolment Advisors are on hand and happy to walk you through the application process, no matter what stage you may be at.

[Get in touch](#) →



# Accessing the application portal

Applications are submitted through the UNSW Apply Online portal

Home

**Welcome to UNSW Apply Online!**  
If you are applying to UNSW for the first time, you will need to register for a new account.  
Click the 'Register Now' button to get started.  
[Agent? Click here!](#)

**Can I apply online?**

**Application Closing Dates**

**Apply through UAC**  
All Domestic applicants applying for an Undergraduate program apply via the [Universities Admissions Centre \(UAC\)](#)  
Domestic applicants interested in applying for a Postgraduate program click on 'Can I Apply Online?' for information on where to apply.

**Login to UNSW Apply Online**  
Email Address  
  
Apply Online account Password  
  
 I have read and accept the [Terms and Conditions](#).  
[Login](#)  
[Forgot Password?](#)

Register a UNSW Apply Online account to submit applications to study at UNSW.  
[Register Now](#)

Privacy Policy | Copyright & Disclaimer | Accessibility | Sitemap | Technical Help | FAQ

www.enquiry.unsw.edu.au  
UNSW, Sydney, NSW, 2052, Australia  
Authorised by Deputy Vice-Chancellor Academic, UNSW  
Provider Code: 00098G | TEQSA Provider ID: PRV12055 | ABN: 57 195 873 179

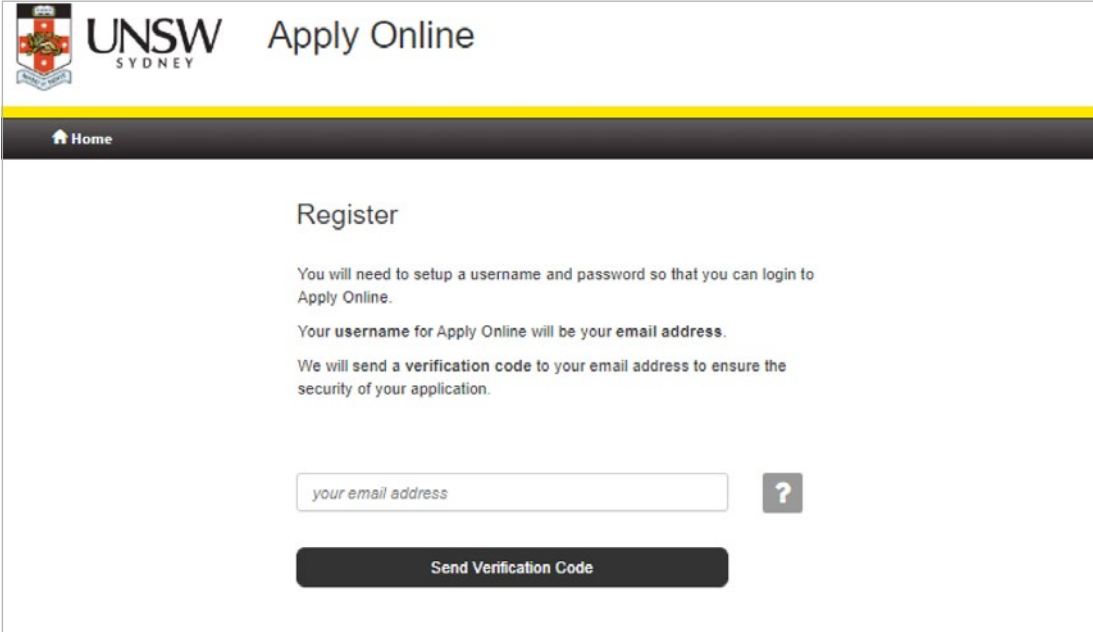
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[Back to top](#)

# New applicants

If this is your first time applying to UNSW Online, click “Register Now” and accept the Terms & Conditions.

You will need to verify your email address before continuing with your application.



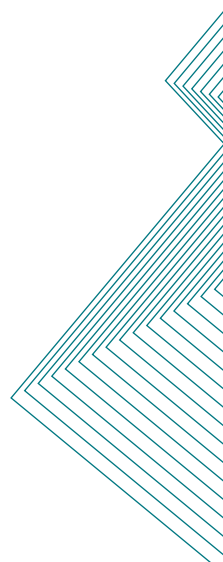
The screenshot shows the UNSW Sydney 'Apply Online' registration page. At the top left is the UNSW Sydney logo. Below it is a navigation bar with a 'Home' link. The main heading is 'Register'. The text below reads: 'You will need to setup a username and password so that you can login to Apply Online. Your username for Apply Online will be your email address. We will send a verification code to your email address to ensure the security of your application.' There is a text input field containing the placeholder 'your email address' and a question mark icon to its right. Below the input field is a dark button labeled 'Send Verification Code'.

# Returning applicant

If you are a current UNSW student, alumni or are returning to an application, log into your account using your username (email address) and password.

# Resume or view your application

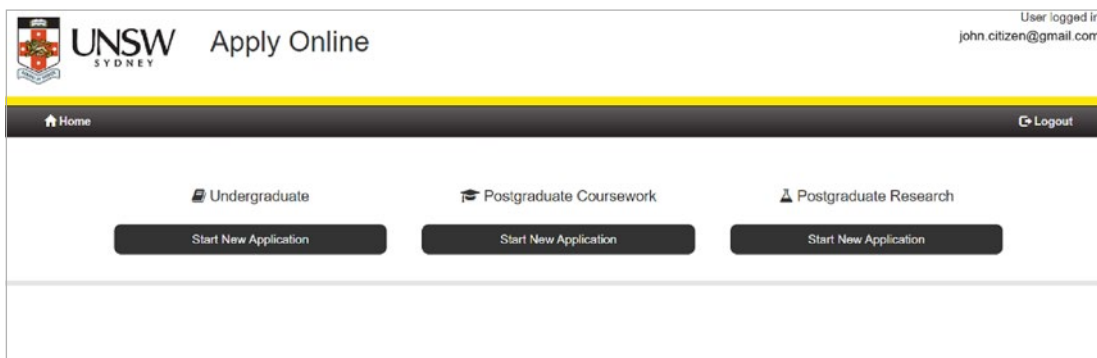
If you already started an application, you will see this under the “My Applications” heading. To recommence your application, click the button under the “Actions” column.



# Step One:

## Select your program type

You will be asked to select from three options: undergraduate, postgraduate coursework and postgraduate research. For any UNSW Online program you wish to apply for, click the “Start New Application” under the Postgraduate Coursework banner.



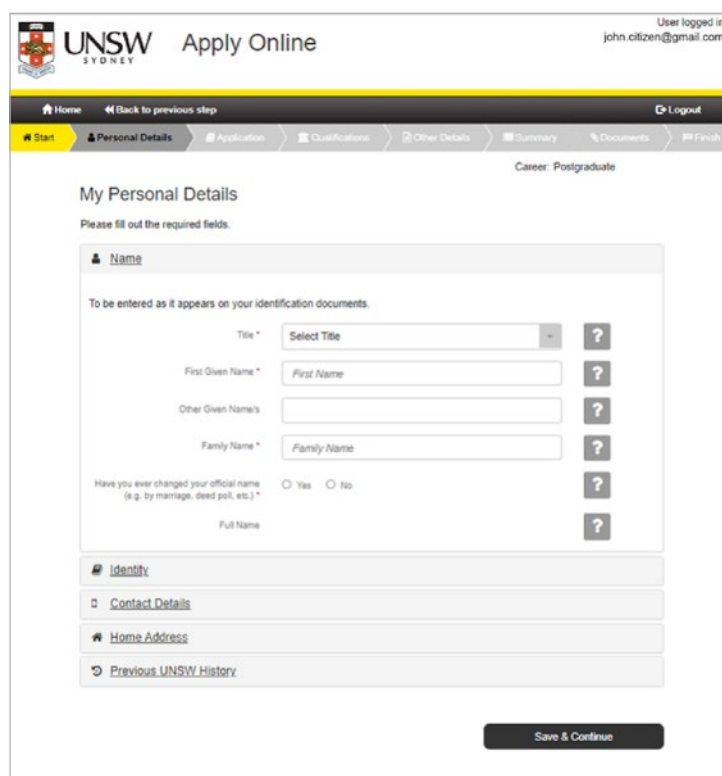
The screenshot shows the UNSW Apply Online homepage. At the top left is the UNSW Sydney logo and the text 'Apply Online'. At the top right, it says 'User logged in john.citizen@gmail.com'. Below the header is a navigation bar with 'Home' and 'Logout'. The main content area features three large buttons: 'Undergraduate', 'Postgraduate Coursework', and 'Postgraduate Research'. Each button has a 'Start New Application' link below it.

# Step Two:

## Fill out your personal details

In this section you will be asked to supply your:

- Name
- Identity including your birth date, citizenship status, country of birth, Indigenous and gender identification
- Contact details
- Address and mailing address
- Any previous history with UNSW



The screenshot shows the 'My Personal Details' form in the UNSW Apply Online system. The user is logged in as 'john.citizen@gmail.com'. The form is titled 'My Personal Details' and includes a breadcrumb trail: 'Start > Personal Details > Application > Qualifications > Other Details > Summary > Documents > Finish'. The current step is 'Personal Details', and the user is applying for 'Career Postgraduate'. The form asks the user to 'Please fill out the required fields.' and includes a section for 'Name' with the following fields: 'Title \*' (a dropdown menu), 'First Given Name \*' (text input), 'Other Given Name/s' (text input), 'Family Name \*' (text input), and a radio button question 'Have you ever changed your official name (e.g. by marriage, deed poll, etc.) \*' with 'Yes' and 'No' options. Below the name section are expandable sections for 'Identity', 'Contact Details', 'Home Address', and 'Previous UNSW History'. A 'Save & Continue' button is located at the bottom right of the form.

# Step Three:

## Select your program

Here you will identify the program you wish to study with UNSW Online. Input the four digit code for the program you wish to study, or alternatively type in the name of your program and click the magnifying glass to search.

The screenshot shows the 'My Application' page in the UNSW Apply Online system. At the top right, it indicates 'User logged in Mr. John Citizen john.citizen@gmail.com'. The navigation bar includes 'Home', 'Back to previous step', and 'Logout'. The main content area shows the applicant's name and career level, followed by a section titled 'My Application' with instructions on how to search for a program. A search bar is provided with a magnifying glass icon and a help icon. A 'Save & Continue' button is located at the bottom of the form.

<b>Analytics</b>	<b>Code</b>
Master of Analytics	8437
Master of Analytics (Marketing)	8437
Graduate Diploma in Analytics	5437
Graduate Certificate in Analytics	7457

<b>Applied Finance</b>	
Master of Applied Finance	8436
Graduate Diploma in Applied Finance	5436
Graduate Certificate in Applied Finance	7430

<b>Cyber Security</b>	
Master of Cyber Security	8649
Graduate Diploma in Cyber Security	5649
Graduate Certificate in Cyber Security	7649

<b>Data Science</b>	
Master of Data Science	8646
Graduate Diploma in Data Science	5646
Graduate Certificate in Data Science	7446

<b>Financial Technology</b>	<b>Code</b>
Master of Financial Technology	8433
Graduate Diploma in Financial Technology	5433
Graduate Certificate in Financial Technology	7434

<b>Human Resource Management</b>	
Master of Human Resource Management	8451
GC in Diversity, Equity and Inclusion	7458
GC in Human Resource Analytics	7453
GC in Human Resource Management	7452
GC in Leadership and Organisational Development	7454

<b>Management</b>	
Master of Management	8431
Graduate Certificate in Business	7413

# Step Four: Study preferences

## Starting Term

Select the Hexamester you would like to commence your study. The Hexamester refers to the time of year you would like to begin your study.

At UNSW Online, we offer six starting points a year and the application portal will highlight the start date of each Hexamester, but typically:

- Hexamester 1 commences in January
- Hexamester 2 commences in March
- Hexamester 3 commences in May
- Hexamester 4 commences in July
- Hexamester 5 commences in August
- Hexamester 6 commences in October

The screenshot shows a form titled "Starting Term" with a calendar icon. Below the title is a question: "When do you intend to commence your studies?". A dropdown menu is open, displaying the following options:

- Select Start Term
- Hexamester 1 2023 (Begins 09/01/2023)
- Hexamester 2 2023 (Begins 06/03/2023)
- Hexamester 3 2023 (Begins 08/05/2023)
- Hexamester 4 2023 (Begins 03/07/2023)
- Hexamester 5 2023 (Begins 28/08/2023)

There are three question mark icons to the right of the dropdown menu.

Key dates, including application deadlines and start dates can be found in the Academic Calendar.

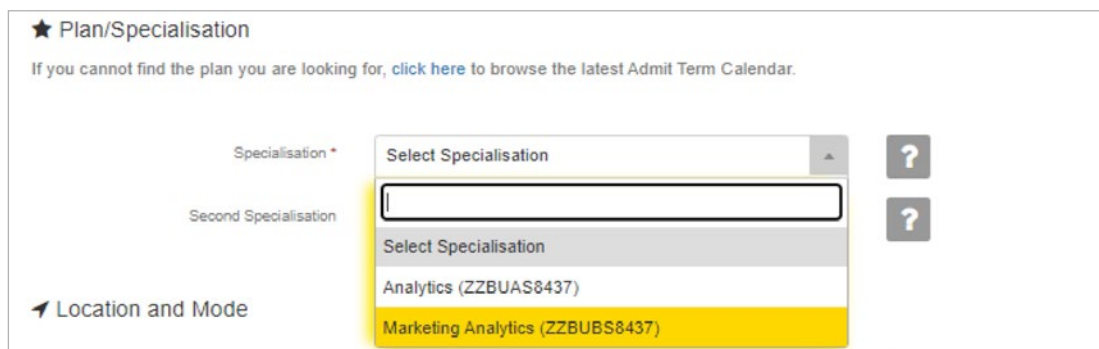
[Access Academic Calendar →](#)



# Specialisation

If your program offers different specialisations, for example, Master of Cyber Security (Management and Leadership) or the Master of Analytics (Marketing), these will appear in the drop down.

*Example: Master of Analytics specialisation options*

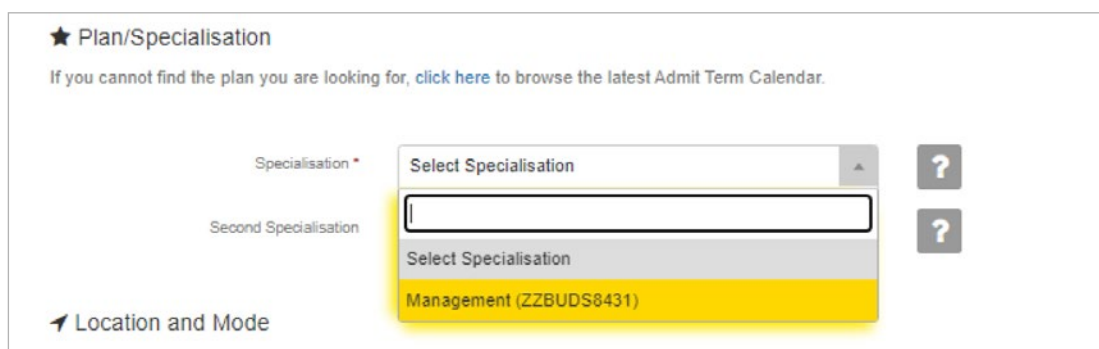


The screenshot shows a web form titled "★ Plan/Specialisation". Below the title is a link: "If you cannot find the plan you are looking for, [click here](#) to browse the latest Admit Term Calendar." There are two dropdown menus: "Specialisation \*" and "Second Specialisation". The "Specialisation \*" dropdown is open, showing a list of options: "Select Specialisation", "Analytics (ZZBUAS8437)", and "Marketing Analytics (ZZBUBS8437)". The "Marketing Analytics (ZZBUBS8437)" option is highlighted in yellow. To the right of each dropdown menu is a question mark icon. Below the dropdowns is a section titled "Location and Mode" with a left-pointing arrow icon.

Select your specialisation to continue.

If your program does not offer a specialisation, there will be the only choice that appears in the dropdown.

*Example: Master of Management*



The screenshot shows a web form titled "★ Plan/Specialisation". Below the title is a link: "If you cannot find the plan you are looking for, [click here](#) to browse the latest Admit Term Calendar." There are two dropdown menus: "Specialisation \*" and "Second Specialisation". The "Specialisation \*" dropdown is open, showing a list of options: "Select Specialisation" and "Management (ZZBUDS8431)". The "Management (ZZBUDS8431)" option is highlighted in yellow. To the right of each dropdown menu is a question mark icon. Below the dropdowns is a section titled "Location and Mode" with a left-pointing arrow icon.

Select your program to continue.

## Location and Mode

Once you have selected your specialisation, the Location and Mode section will be prefilled.

Note. Disregard the Full-time or Part-time option, this is only relevant to on-campus programs. Due to the accelerated model of UNSW Online programs and the Hexamester structure, you will study one course at a time.

# Official Sponsorship Funding

Please select 'No' for this part of the application process.  
This is only relevant for on-campus programs with UNSW.

The screenshot shows the UNSW Apply Online interface. At the top left is the UNSW Sydney logo. To its right is the text 'Apply Online'. In the top right corner, it says 'User logged in Mr. John Citizen john.citizen@gmail.com'. Below this is a navigation bar with 'Home', 'Back to previous step', and 'Logout'. A secondary navigation bar shows the application progress: 'Start', 'Personal Details', 'Application' (highlighted), 'Qualifications', 'Other Details', 'Summary', 'Documents', and 'Finish'. The main content area displays applicant information: 'Applicant Name: Mr. John Citizen', 'Application ID: W0000837927', 'Program code: 8431', and 'Career: Postgraduate'. The title 'Official Sponsorship Funding' is centered. Below it is a question: 'Will your tuition fees be paid directly to UNSW by an official sponsor? \*'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A yellow checkmark icon is positioned to the right of the 'No' option. At the bottom right of the form is a 'Save & Continue' button.

# Step Five:

## Previous Studies Summary

This section will ask you for any study history.

Note depending on what you select here, you will be asked to provide more information including institution, qualification type, commencement year and completion year.

TIP! Make sure to list any study (complete or incomplete) that you have listed in your resume or linkedin profile. If there is discrepancies, admissions will request supporting documentation.

Later in the application process you may be asked to supply supporting documentation including official transcripts for complete or incomplete studies.

UNSW SYDNEY Apply Online

User logged in  
Mr. John Citizen  
john.citizen@gmail.com

Home Back to previous step Logout

Start Personal Details Application **Qualifications** Other Details Summary Documents Finish

Applicant Name: Mr. John Citizen  
Application ID: W0000837927  
Program code: 8431  
Career: Postgraduate

### My Qualifications

#### Previous Studies Summary

As an applicant to UNSW, you have a responsibility to provide information regarding any formal education you have previously undertaken, complete or incomplete. The following section will guide you through the information you must provide.

I have started or completed the following types of education:


Higher Degree Research (e.g. Doctor of Philosophy, Master by Research, Master of Philosophy) *	<input type="radio"/> Yes <input type="radio"/> No	?
Postgraduate Coursework (e.g. Master by Coursework, Graduate Diploma, Graduate Certificate) *	<input type="radio"/> Yes <input type="radio"/> No	?
Undergraduate (e.g. Bachelor's Degree) *	<input type="radio"/> Yes <input type="radio"/> No	?
Post-Secondary (e.g. Diploma) *	<input type="radio"/> Yes <input type="radio"/> No	?
Secondary (e.g. High School, Foundation) *	<input type="radio"/> Yes <input type="radio"/> No	?

Save & Continue

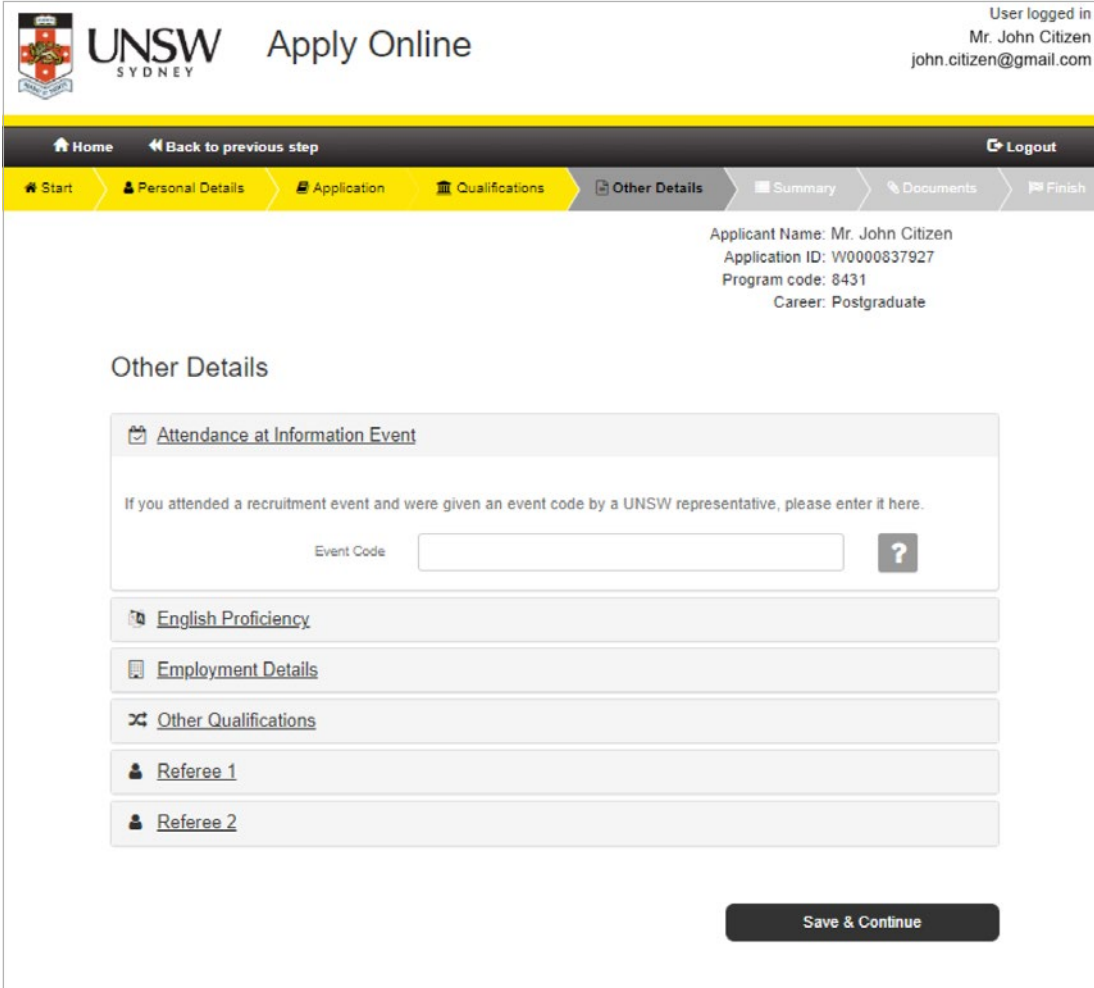
# Recognition of Prior Learning

If you would like to apply to transfer credit for subjects you have already studied, select 'Yes' to 'Are you seeking credit for any of the above studies' which will appear if you answer yes to any of the questions in this section.

See the Applying for Recognition for Prior Learning section of this guide for more information.

Are you seeking credit for any of the above studies? \*  Yes  No 

## Step Six: Other details



UNSW SYDNEY Apply Online


User logged in  
Mr. John Citizen  
john.citizen@gmail.com

Home Back to previous step Logout


Start Personal Details Application Qualifications **Other Details** Summary Documents Finish


Applicant Name: Mr. John Citizen  
Application ID: W0000837927  
Program code: 8431  
Career: Postgraduate


### Other Details


 [Attendance at Information Event](#)


If you attended a recruitment event and were given an event code by a UNSW representative, please enter it here.


Event Code  

 [English Proficiency](#)

 [Employment Details](#)

 [Other Qualifications](#)

 [Referee 1](#)

 [Referee 2](#)

Save & Continue

*Continued on next page.*

We recommend submitting work experience as part of your application in case your academic experience falls short of the entry requirements. Additionally, some UNSW programs require work experience as an entry requirement. To confirm if you need to submit work experience as part of your application, refer to your program webpage or brochure.

All UNSW Online programs have an English language prerequisite that applicants must meet to gain admission. If English is not your first language, you may be asked to supply evidence that you meet the minimum requirements for UNSW Online programs. We advise you to submit any relevant documentation to your application to reduce potential processing time.

[View more on UNSW English language requirements](#) →

## Application checkpoint

Your application is almost done! Confirm all the information you have submitted so far is correct and select continue to attach your supporting documentation.

### You're Almost done!

Is the above information correct?

The next steps will use the information you have provided to determine which documents you need to attach.

Select **Continue** to attach documents, pay an application fee (if applicable) and submit your application.

**Continue**

# Supporting documentation checkpoint

By supplying supporting documentation, you are giving your application the best chance of achieving a successful outcome.

Here is where you will upload your supporting documentation. This section will be populated with areas you selected “yes” to in the Previous Studies Summary section. For any file you upload, there is a size limit of 10MB.

## Official Academic Transcripts

If you have completed a program previously (either at UNSW or another institution) or have completed a few courses but never finished the qualification, you must upload proof of your transcripts here. Only Official Transcripts from your institution will be accepted.

If you do not have access to your Official Transcript, we recommend contacting your institution and requesting they send you an electronic copy of your transcript.

If your official transcripts and completion certificates are not in English then you must provide the original language documents along with a complete English translation of each document. Please see further information about accepted translations here.

## Curriculum Vitae

Applicants who do not meet the academic requirement of UNSW Online programs may still be considered based on any relevant work experience they may have. Each program has different entry requirements, refer to the program guide or UNSW Online webpages if you are unsure of the entry requirements.

Tip! We recommend tailoring your CV. Just like you would when applying for a new job, tailoring your CV will best represent your experience. Be sure to include relevant work experience (paid or voluntary) and include month/year service dates outlining the time you spent in your role. This helps our Admissions team estimate the amount of the tenure of your relevant work experience. Here is an annotated example of a good CV.

Need help figuring out what to include?

Get in touch with our team of Student Enrolment Advisors.

## Proof of Australian Citizenship

Copies of your valid Australian passport, Birth Certificate or Citizenship will be accepted. Note expired passports will not be accepted.



Home

Logout

Start

Personal Details

Application

Qualifications

Other Details

Summary

Documents

Finish

Applicant Name: Mr. John Citizen  
Application ID: W0000823696  
Program code: 8431  
Career: Postgraduate

Please see below a checklist of documents required for the assessment of your application.  
Please attach your documents using the buttons in the table.

Official Academic Transcripts

Official Academic Transcripts  
(Maximum number of documents allowed: 5)  
(Max document size: 10MB)  
Document types allowed: JPEG, JPG, PDF, PNG

+ Add Document

Please forward official academic transcripts of your qualifications, including subjects taken, grades obtained and the grading system used. These must be provided in English and the original language.

Proof of Completion UG Degree

Proof of Completion UG Degree  
(Maximum number of documents allowed: 5)  
(Max document size: 10MB)  
Document types allowed: JPEG, JPG, PDF, PNG

+ Add Document

Please forward proof of completion. Your enrolment at UNSW may be withdrawn if you have not provided this documentation before the census date of your commencing semester, or if you do not complete your studies.

Curriculum Vitae

Curriculum Vitae  
(Maximum number of documents allowed: 2)  
(Max document size: 10MB)  
Document types allowed: JPEG, JPG, PDF, PNG

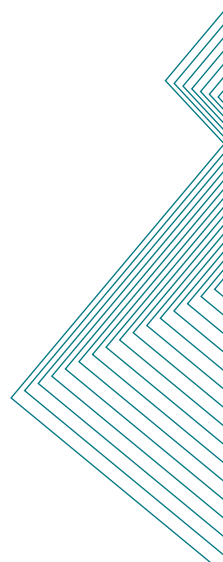
+ Add Document

Proof of Aust Citizenship

Proof of Aust Citizenship  
(Maximum number of documents allowed: 2)  
(Max document size: 10MB)  
Document types allowed: JPEG, JPG, PDF, PNG

+ Add Document

Finish application



# Application submitted

Congratulations! Your application has been submitted.

## What's next?

Once you have submitted your application and have provided all supporting documentation, you can expect to receive an update from our Student Admissions Team within 5 business days as well as an email containing your online application reference number shortly after you finish your application.

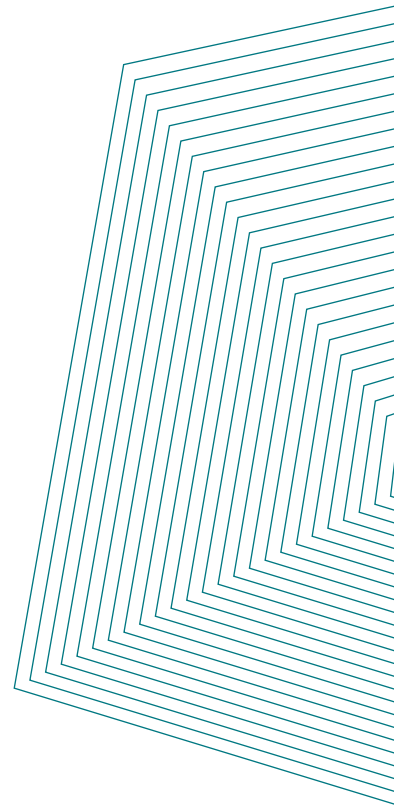
If successful in your application, you will receive an offer by email. This email will outline the next steps and how to accept your offer. Should you need assistance accepting or enrolling, our team of Enrolment Advisors would be happy to guide you through the process.

## Applying for Recognition of Prior Learning

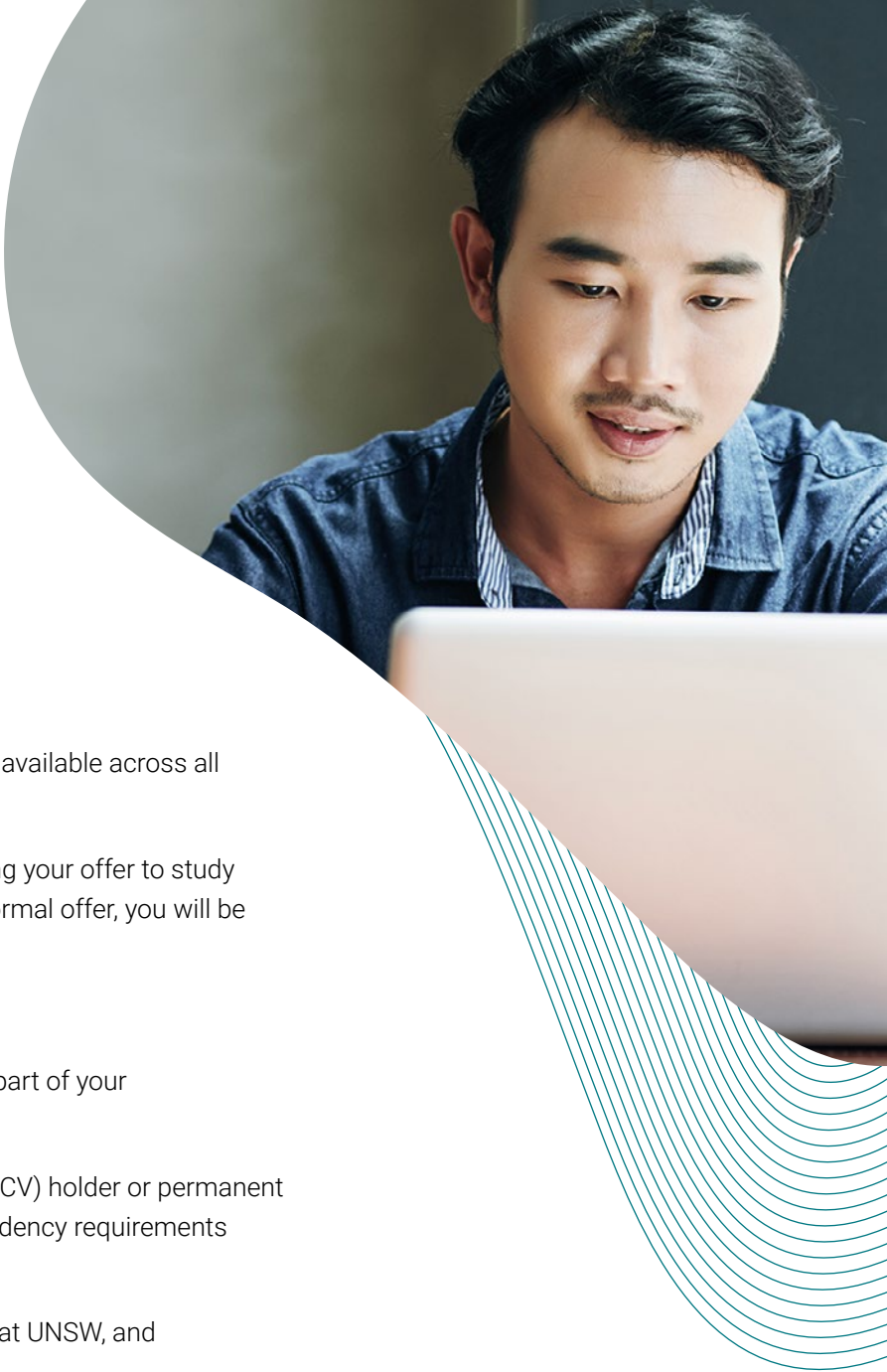
Your previous studies can be acknowledged as credit towards your online postgraduate studies provided that they meet relevant course requirements. If you are eligible for admission and you have undertaken previous studies at another institution, you may be eligible to apply for Recognition of Prior Learning (RPL) if it is permitted in your selected UNSW Online program. If you wish to apply for RPL after you have submitted your application, please reach out to our team of Student Enrolment Advisors on 1300 974 990 or by email [future-student@studyonline.unsw.edu.au](mailto:future-student@studyonline.unsw.edu.au).

If you would like to apply for RPL, after you have submitted your application, please get in touch with our Student Enrolment Team. You must ensure all relevant supporting documents are submitted for assessment if requested by Admissions, including course outlines from the same year they completed the relevant course/s as content may change over time.

Find out more about RPL and credit transfer at UNSW. Speak with a Student Enrolment Advisor to learn more about additional requirements and to receive guidance around the RPL process.







# FEE-HELP

FEE-HELP is a government loan scheme and is available across all UNSW Online programs to eligible students.

You can apply for FEE-HELP as part of accepting your offer to study with UNSW Online. Once you have received a formal offer, you will be sent a form to complete.

To get a FEE-HELP loan, you must:

- Be an Australian citizen and study at least part of your course in Australia, or
- Be a New Zealand Special Category visa (SCV) holder or permanent humanitarian visa holder and meet the residency requirements (see below), and
- Be enrolled in a domestic fee-paying place at UNSW, and
- Be enrolled in an eligible course of study (program) at UNSW by the census date, and
- Submit the Request for FEE-HELP form to UNSW by the census date, and
- Not have already borrowed up to your HELP loan limit.

[Find out more about FEE-HELP →](#)

# Ready to get started?

Applications are now open.

[I'm ready to apply →](#)

## Get in touch

For further enquiries, contact our  
Student Enrolment Advisors for advice.

 1300 974 990

 [future-student@studyonline.unsw.edu.au](mailto:future-student@studyonline.unsw.edu.au)

 [studyonline.unsw.edu.au](http://studyonline.unsw.edu.au)

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