

## Tracking an application to a postgraduate program – video script

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Target audience – Direct postgraduate applicants

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Welcome to this short video titled “Tracking an application to a postgraduate program”.

If you have applied to undertake postgraduate study at Griffith University, you can track your application on-line.

If you have not yet applied, please view the video “Applying for admission to a postgraduate program “ which is available from this website.

The following topics will be covered in this video:

- Accessing the submitted applications
- Application status
- Supporting documentation
- Further support

### **Accessing the submitted applications**

If you have already submitted one or more applications, you can view these applications by choosing the *Track your application button* on the confirmation email.

Alternatively, navigate to Degree Finder by choosing Future Students and then Degree Finder. Login and choose *My shortlist* and the *My applications* tab.

Login with the email address you used when you created the Future Student account, enter your password and choose *Login*.

If you are unsure of the email address you used or whether you used your snumber, please contact a student centre or phone 1800 677 728.

If you cannot remember your password, refer to the video titled “*What happens if you have forgotten the Future Student password?*”

### **My applications**

In My applications you will be able to view all the applications which you have commenced or submitted.

### **Incomplete applications**

The heading *Incomplete applications* will only appear if you have any applications which are not completed.

If you wish to continue an application which you previously commenced, choose the small red arrow next to the heading *Incomplete applications*. The window will change to show all the applications which you have commenced.

You can choose to continue completing these applications by choosing *Continue*, or alternatively you can delete the application by choosing *Remove*.

## Submitted applications

*Submitted applications* will only appear if you have submitted any application under the account which you have used to log in.

Choose the small red arrow next to *Submitted applications* to view the applications which you have successfully completed.

Choose the *Track* button.

The Track your application window will be displayed.  
You will be able to see the status for your application.

## Application status

The following statuses may be displayed.

*Submitted* will be displayed immediately the application has been submitted.

*Ready for initial review* means that the application has been successfully submitted, and is ready for the initial review to ensure it meets the entry requirements.

If you listed more than one program on your application, the subsequent preferences may have a status of *Pending*. This is because your subsequent preferences are only assessed if you are unsuccessful in your first preference. They will be pending until the assessment of the first application is finalised.

A status of *Outstanding requirements* means that the application has been submitted without all the required documentation. If this status is displaying, you should also have received an email advising that not all required documentation was submitted.

If the application has been reviewed but the documentation was insufficient, a status of *Further information requested* will be displayed. A message will display on this page, and you should have received an email advising that there are either outstanding requirements or further information is requested.

Once the additional information has been received by the University, you will receive an email advising that your application will continue to be assessed.

If you are uncertain as to what information is outstanding or further information required, please contact a Student Centre.

Once an offer has been made, the status will be updated to *Admitted* and you should receive an email within a few days about starting study at Griffith, with a username and password to begin accessing Griffith's online services.

*Conditional Admit* means that you have been offered a place in the program providing specific conditions are met. For example, you may need to successfully complete your Bachelor program before commencing Masters. An email will provide information about the conditions that you will need to meet in order for you to be admitted to the University.

If your application is waitlisted, then the status will display as *Wait*.

Unsuccessful applicants will receive a Not Approved status and should receive communication from Griffith explaining the reason for their unsuccessful application.

## **Supporting documentation**

If there are any outstanding documentation required for your application, you may submit these online.

A green tick will be displayed adjacent to all the documents which you provided when you submitted your application.

To upload a document, choose *upload*.

Documents which you upload may be standard Microsoft documents (eg Word), PDF and most image and media formats (eg jpg).

Please note, there is a 10MB limit for each uploaded document.

Choose *browse*, navigate to the saved documents, and select the relevant document. Choose *Open*. The file will be attached and you will be returned to the supporting documentation page. Repeat for all other required documents.

Please note, a red symbol means that the document must be attached before your application can be processed.

If there is a yellow orange symbol, this document must be provided to complete your application.

After you have uploaded a document, a green tick will display indicating that the upload was successful.

If you do not have access to a scanner to create an electronic copy of the required documents, it is possible to submit the application with no documentation, and using the coversheet, submit the required documentation at a campus Student Centre.

While supporting documentation can be uploaded, it is important that you retain all original or certified copies as the University will verify the records. The submission of false, fraudulent, incorrect, incomplete or misleading information may result in withdrawal of an admission offer or cancellation of your enrolment.

## **Referee reports**

If your program required the nomination of referees, you can monitor the status of each referee request.

If one of your referees decline, you can choose to add an additional referee with the *Add referee* button.

## **Further support**

If you require any assistance while completing your application, please contact our admission staff on 1800 677 728 (this is a toll free phone call.)

If you experience any technical issues, please contact IT Help on 3735 5555 (in Brisbane) or 5525555 (for the Gold Coast).

The following videos are also available:

- Creating a Future Student account
- What happens if you have forgotten the Future Student password
- Applying for admission to a postgraduate program through the Postgraduate Admissions website
- Applying for admission to a postgraduate program through Griffith University Degree and Career Finder, and
- Tracking a postgraduate program application

A detailed workbook is also available which provides written instructions on applying for a postgraduate program.

We look forward to you studying at Griffith University.