

Advanced Standing

Quick guide to applying online

Step 1 – Log in

Go to: <https://myuws.uws.edu.au/> to log into the E-Forms system.

You will need to use your MyUWSAccount username (student ID number) and password to login.

Step 2 – Find the form

Find the Advanced Standing e-form by clicking the 'Find Forms' button. All the e-forms that are currently available will be displayed.

Click on the Advanced Standing tile. The form will then open.

Hint: Sometimes it can take up to one minute for the form to open. Please be patient!

Step 3 – Complete the form

You need to complete all the sections outlined below before submitting it.

A) Checklist

The first part of the Advanced Standing form is a checklist that you need to answer in order to proceed.

If you answer 'yes' to some of the questions, further questions may appear that you also need to answer. This is to make sure that you are aware of all the information and documentation you need to complete the form successfully.

B) Personal details

The personal details section of the form will be pre-populated with information from your student record. If you are enrolled in more than one course at UWS you need to select your course code. If the 'Preferred daytime contact number' field is blank, you need to fill this in before you can proceed.

C) Additional information

The form then asks you a series of questions about your application which helps us prioritise urgent applications.

Note: Only check the three boxes if they are relevant to you. If not, just click on the 'Next' button at the bottom of the page.

D) Basis of Claim for Advanced Standing

The form will then ask you on what basis you are claiming Advanced Standing.

If it is based on previous formal study, you need to select 'Yes' at this question. If you select 'No' the form will take you on to the next question.

Enter details of previous study

You need to select an institution from the list, which is in alphabetical order and contains most of the Australian institutions and popular overseas institutions. There is also a search capability if you cannot immediately find your institution.

Once you have selected your institution, please complete the other questions on the page, namely:

- Field of Study (if displayed)
- Level of Study (if displayed)
- Whether you completed the qualification
- What your final year of study is

You can add up to three institutions by using the 'Add institution' button.

Claiming on the basis of work experience

If you are claiming on the basis of work or other experience (such as professional qualifications such as certified practising accountant, enrolled nurse etc) then you complete this information at question 4 of the form.

Claiming on the basis of 'other'

If you are claiming on the basis of 'other' (for example professional qualifications), you need to select the 'other' button on this page.

E) Amount of credit sought

You then need to enter the units (subjects) at UWS you would like to be given Advanced Standing for. If you do not know what you would be entitled to or what you want to claim, answer 'No' to this question and the form will take you to the next question. The University will determine what units you are eligible for and advise you with the outcome of your application.

If you select 'yes' to the question, you will need to enter the unit code or unit title and click the 'UWS Code Lookup' button. A unit search box will appear. Select the unit that you wish to gain credit for and press the 'Select' button.

The unit you have chosen will then appear on the form. You will then have to complete the Institution/Other box to let us know what your basis of claim is. If you wish to add more units, use the 'Add credit' button to continue adding units that you wish to gain credit for.

Electives

If you are seeking credit for one or more electives, you need to type in '9990' in the Unit Code box. A look up box with a number of values will appear. Please highlight the most appropriate value and press the 'Select' button.

The unspecified unit will now be included on your form. The amount of CP (credit points) awarded will be set to '0' as a default. The staff member assessing your form will change this to the correct amount. You then need to press the 'Next page' button.

F) Supporting documentation needed

The next section of the form advises you of the documentation that you will need to submit to support your application. It also asks you to indicate whether you will be submitting the documentation electronically with the application, or sending hard copies to the University once you have submitted your form. You do not need to provide copies of your transcripts or Unit Outlines if your previous study was at UWS.

G) Declaration

The next section of the form is a declaration that you must agree to in order to continue and submit the form:

H) Submit/Save form

If you are ready to submit the form now, you must select the 'Submit button'.

Saving incomplete forms

If you wish to save your incomplete form, and complete it later, you should press the 'Save' button. You can press the 'Save' button at any point throughout the form, as it appears on the bottom of every page.

If you click the 'Save' button you will get a notification screen advising you that the form has been saved. This page also contains a link to your saved form.

Step 4 – Supply your supporting documents

Upload your documents electronically with your application

If you selected that you were going to upload supporting documents electronically with your application, the next step in the process after pressing the submit button is to attach the required documentation. A page will open showing you what you have indicated that you have and how to attach it electronically.

Note: You do not need to provide copies of your transcripts or Unit Outlines if your previous study was at UWS.

You need to select the 'Attach a file' option to browse your computer to select a file. You can still change your mind and nominate to deliver the documents manually by selecting the 'I will deliver manually' option on the page next to each entry.

If you select the 'I will attach a file' option, you will be given a screen that allows you to browse your computer (or the internet) to attach a file. Please note that you can only attach the following file formats:

- PDF
- MSWord
- MSEXcel
- JPEG

Any other files may not be able to be opened by the staff member assessing your application.

Note: Use the 'Enter a description' field to describe the document, especially if the document name is not self evident.

Once you have completed attaching all of your files, you need to press the 'Attachments Completed' button. This button is greyed out until you have either attached all documents, or selected the 'I will deliver manually' option as an alternative.

Mail your documents to Admissions

If you nominated that you were going to mail your documents to Admissions you will receive an email with a coversheet attached. This coversheet **must** be attached to your documents before you send them to the University.

Step 5 – Receipt

Once you have submitted your documents or nominated to send in hard copies, you will receive a receipt page with a receipt number. You also receive an email with a copy of the form you submitted as a receipt. Please make sure that you keep this receipt number (also called a submission ID number). You will need this number if you need to follow up or contact us about your application.

Step 6 – Log out

As a final step, don't forget to log out of e-Forms!

If you are on the receipt page, please press the 'View Form Submissions Online' link, which will take you back to the home page area of e-Forms. You can then log out by pressing the 'Log out' button on the top right hand side of the screen.