Tips to Ensure Quick Turnaround of Your Applications

SENDING DOCUMENTS

Whenever possible, upload documents directly using Sydney Student. If a document cannot be uploaded, you may send it by email to international.admissions@sydney.edu.au.

When communicating to us about any student, please include the following details on the subject header of the email:

- The student's 9-digit SID (Student ID number)
- The student's full name
- The student's date of birth
- The student's course name
- For example: 468075311 - LEE, Ming Jie - 01 Jan 1991 - Bachelor of Science

Please make sure to attach only documents related to the captioned student in each email. Kindly be mindful that **emails are filed in an individual student's record**, so ensure that these emails do not include anything that may breach another individual's right to privacy (such as details about or documents belonging to another student).

Each attachment must be in **PDF format of less than 10 MB in size**. File formats such as .gif and .jpeg, .bmp .txt and .tiff files should be converted to .pdf format wherever possible and if scanning several documents, it may be necessary to split into separate files to keep within the size limit.

FEE WAIVERS

If your application is eligible for a fee waiver approved through a recruitment event, please ensure that you have **the fee waiver approval attached to the application** before submitting the application.

If evidence of your fee waiver is not present at the time you submit the application, the fee waiver request will be rejected.

PASSPORT

In order for the University to process acceptances within a short timeframe, please ensure you provide a copy of the passport biodata page before the applicant accepts their offer.

Where possible, you should include a scan of the passport when lodging the application.