



### Step 1 Create new application

**Step 1:** To create a new application, access your Dashboard at <https://agent.apps.monash.edu/agent/>, and select

 New application

### Step 2 Complete form

**Step 2:** Agents are requested at minimum to enter the applicant given name, family name & email address for new applications. Drafts can be saved at any time.

The remaining fields can be completed by the Agent, or referred to the student by selecting



### Step 3 Attach documents

**Step 3:** Required supporting documentation can be uploaded and attached to the application by either the Agent or student.

To add new files, select



### Step 4 Student declaration

**Step 4:** The only compulsory requirement for students is the student declaration which can be completed online any time after an Agent grants the student access to the application (see step 2 above).

Students complete the declaration by selecting



### Step 5 Agent declaration

**Step 5:** The Agent declaration can only be completed after the student declaration.

The agent declaration can then be completed within each application by selecting



### Step 6 Submit application

**Step 6:** Applications can be submitted to Monash by an Agent providing all fields in the application form are completed, both the Student & Agent declarations are completed & all required supporting documentation is attached.

To submit an application, access the Agent declaration page and select



### Step 7 Application assessment

**Step 7:** The submitted application will be received by the Monash Admissions team and the student will be emailed an application receipt.

You can view the assessment status of your submitted applications through the dashboard.

### Step 8 Application outcome

**Step 8:** Following completion of the assessment, the status of an 'In Progress' application will be changed to 'Completed', and an outcome status (i.e. offer, rejection) will be displayed.

For successful applications, an offer letter will then be sent to the student by email with a copy to the Agent.