

Applying for Single Subject Study

The following guide will walk you through how to apply to study a single subject at the University of Melbourne. If you have any questions about this process at any stage, please don't hesitate to contact one of our Student Support Consultants on +61 (3) 8344 0149 or study-online@unimelb.edu.au

Before you start your application

There are some things that you need to consider before you make an application:

Which subject and when do you wish to study?

If you're not sure which subject you wish to study, you can find all online single subject information and availabilities here: <https://online.unimelb.edu.au/professional-development-subjects>

Key dates for each study period can be found on this website:

<https://online.unimelb.edu.au/key-dates>

What mode do you wish to study your single subject in?

There are two modes to study a single subject at the University of Melbourne:

Assessed mode and non-assessed mode.

Assessed mode means you receive access to all learning materials, participate in webinars, complete assessment tasks, have your work graded and receive an official transcript for your studies.

Non-assessed mode means you receive access to all learning materials, participate in webinars and discussions, but you are not required to complete assessment, you will not have your work graded and will not receive a transcript.

If you intend to credit your single subject towards future study, you must choose assessed mode.

Do you have the required documentation for your application?

All applicants are required to provide completed and official transcripts from prior study undertaken outside of the University of Melbourne. You may also be required to provide your CV.

Now that you've considered this, you're ready to get started with your application.

We recommend using **Google Chrome** as your browser to complete your application.

Step 1.

- If you have **never applied** at the University of Melbourne open the following website to access the application portal:

<https://prod.ss.unimelb.edu.au/student/SM/eApplications/eAppLogin.aspx?r=&f=%23UM.EAP.CI2LOGIN.WEB>

Then proceed to step 2.

- If you **have applied previously** to the University of Melbourne and you know your Student ID number, please skip to Step 6.
- If you have applied previously to the University of Melbourne but you are unsure of your Student ID number, please contact the Student Support team.

Step 2.

Enter your personal details and when you have completed this, click “Proceed with Registration” at the bottom right-hand-side of the screen.

Step 4.

Enter your education details. You can add your previous study details by selecting “Add a record of previous study.” When you have completed this, click “Proceed with Registration” to continue.

Step 5.

Confirm that your personal details are accurate and click “Proceed with Registration” to continue. You will receive an email to your nominated email account that contains your Student ID number. You are not required to proceed any further in the application portal

Step 6.

Send an email to study-online@unimelb.edu.au with the following details:

- Your full name and best contact phone number
- Student ID number
- The subject name that you wish to apply for
- The study period that you want to study your single subject
- Your mode of study (assessed or non-assessed)

Please also attach the relevant documentation to your email. This may include transcripts, a CV or personal statement.

The Student Support team will confirm that your application has been received. Please continue to monitor your email for any further requests and for the outcome of your application. If you have any questions about your application please do not hesitate to contact the Student Support team on +61 (3) 8344 0149 or study-online@unimelb.edu.au