

# SUBMIT YOUR APPLICATION ONLINE NOW

## M0502 – UNDERGRADUATE CERTIFICATE OF AGED CARE HEALTH ESSENTIALS

We're pleased to invite you to submit your Monash University application via the [MY.APP](#) portal. The below outlines information about what to expect and tips to help you get through the application process:

- There are 9 steps in the application and if you have your documentation ready, it takes approximately 10-15 mins to complete
- You can save and exit your application and return at any time
- You'll need to upload relevant documentation in Step 6, so have the below scanned and saved ahead of time:
  - Proof of residency / citizenship: Australian or NZ passport, or Australian birth certificate, or a copy of your permanent residency
  - Change of name certificate or marriage certificate (if applicable)
  - Results or transcripts for your highest level of education such as; your Year 12 high school certificate, diploma or degree (must be evidence of completion, not just enrolment)
  - If you're applying for credit for your prior studies, you'll need to upload course outlines and handbooks for the relevant course/s you've completed
  - A copy of your CV. This can be a basic one-page outline, but you will need to upload it. You won't need to include a letter of reference or proof of employment letter.

### GET STARTED

Select 'sign-up' in the [MY.APP](#) portal and follow the prompts. You'll receive an automated email so you can create a password and log in to start your application.

- If you've already completed a course in Aged Care, you can apply for credit towards our course by selecting 'I wish to apply for credit' in Step 4, and you'll upload your documentation in Step 6 as outlined above
- When you get to 'Sponsorship' at Step 5, select 'No, I don't have a sponsor or a proxy'
- There are **no** application processing fees for Domestic students.

- When you're ready, make sure you complete the declaration and click submit so your application can be processed. Please allow up to 2 weeks processing time.
- Forgot to upload something? You can email it to [mu.documents@monash.edu](mailto:mu.documents@monash.edu) and make sure you include your application ID number in the email.

## WELCOME TO MY.APP

Here you can apply and accept offers to join Monash.  
To continue, please login or register.

Email

Password

**Log in**

Forgotten your password? [Reset it.](#)

Don't have an account yet?

**Sign up**

## Steps

- ✓ PRIVACY DECLARATION
- ✓ PERSONAL DETAILS
- ✓ STUDY PREFERENCES
- ✓ EDUCATIONAL HISTORY
- ✓ SPONSORSHIP / PROXY
- ✓ DOCUMENTS
- ✓ REVIEW
- ✓ PROCESSING FEE
- 9 STUDENT DECLARATION**

Select your course: when you see this screen, you will see two questions:

1. Where do you wish to study? Select 'Australia'
2. What sort of study did you want to do? Select 'An English language or preparatory course for later entry into Monash University'.

## STUDY WITH MONASH

Monash University has a number of locations and programs that you can choose from.  
Please select your desired location and program of study below.

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### Where and what do you want to study?

Where do you wish to study? \*

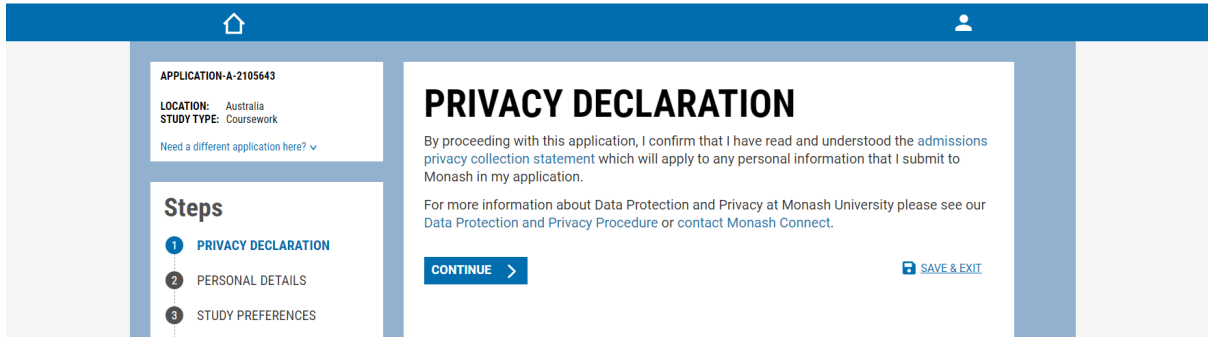
Australia ▾

What sort of study did you want to do? \*

An English language or preparatory course for later entry into Monash University ▾

**START COURSEWORK APPLICATION**

You will go to the next screen, **Privacy Declaration**



APPLICATION-A-2105643  
LOCATION: Australia  
STUDY TYPE: Coursework  
[Need a different application here?](#)

## Steps

- 1** PRIVACY DECLARATION
- 2 PERSONAL DETAILS
- 3 STUDY PREFERENCES

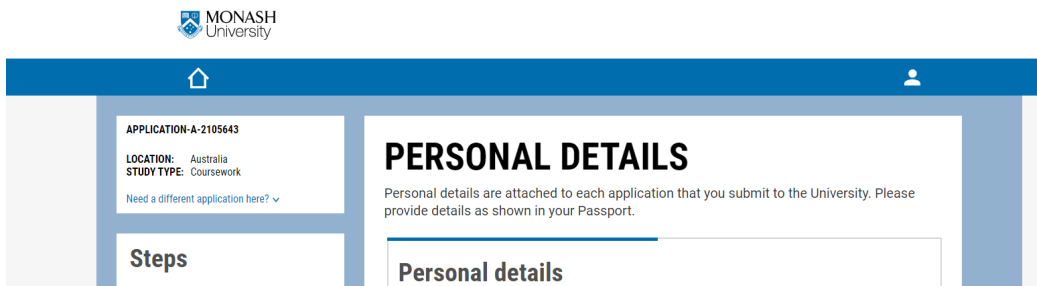
# PRIVACY DECLARATION

By proceeding with this application, I confirm that I have read and understood the admissions privacy collection statement which will apply to any personal information that I submit to Monash in my application.

For more information about Data Protection and Privacy at Monash University please see our [Data Protection and Privacy Procedure](#) or [contact Monash Connect](#).

[CONTINUE >](#) [SAVE & EXIT](#)

Continue to **Personal Details** and complete that information.



MONASH University

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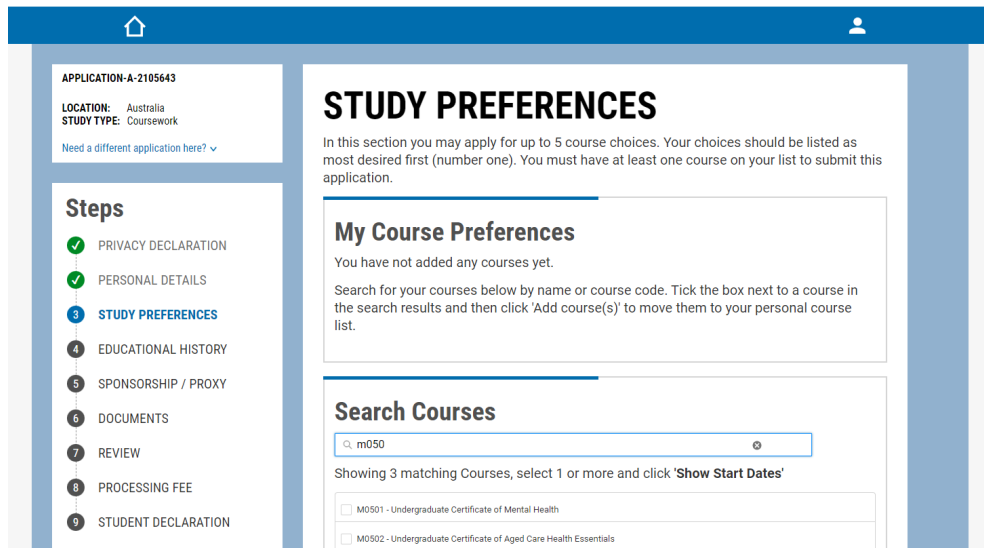
# PERSONAL DETAILS

Personal details are attached to each application that you submit to the University. Please provide details as shown in your Passport.

## Personal details

The next screen will be **Study Preferences** where you will select the course:

- Input 'M0502' into the search bar
- Check the box beside 'M0502 - UNDERGRADUATE CERTIFICATE OF AGED CARE HEALTH ESSENTIALS'
- Click 'Show Start Dates'
- Now check the box beside 'Semester 1' or 'Semester 2'
- Click 'View Course Options'
- Select your preference (Full-time or Part time study mode)
- Click 'Add to Application'



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- 3** STUDY PREFERENCES
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- 5 SPONSORSHIP / PROXY
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# STUDY PREFERENCES

In this section you may apply for up to 5 course choices. Your choices should be listed as most desired first (number one). You must have at least one course on your list to submit this application.

## My Course Preferences

You have not added any courses yet.

Search for your courses below by name or course code. Tick the box next to a course in the search results and then click 'Add course(s)' to move them to your personal course list.

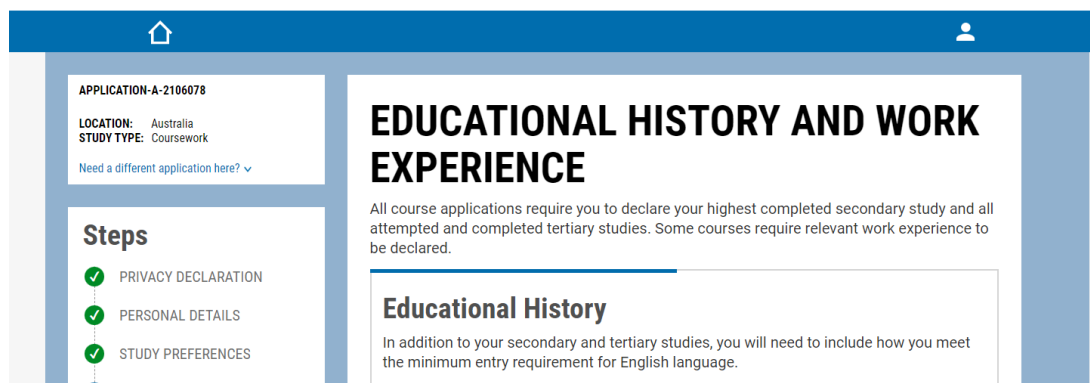
## Search Courses

Showing 3 matching Courses, select 1 or more and click 'Show Start Dates'

- M0501 - Undergraduate Certificate of Mental Health
- M0502 - Undergraduate Certificate of Aged Care Health Essentials

The next screen will ask for your Educational Experience.

- Complete the question about education using the drop down menus and manual responses.
- Part 2 - Have you completed at least six years of schooling in an English medium institution in an English-speaking country prior to the age of 19?
- Credit Intention – select this box if you are seeking credit.
- If you are seeking credit for work experience, the next section will ask you for relevant information



APPLICATION-A-2106078  
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Need a different application here? ▾

**Steps**

- ✓ PRIVACY DECLARATION
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- ✓ STUDY PREFERENCES

## EDUCATIONAL HISTORY AND WORK EXPERIENCE

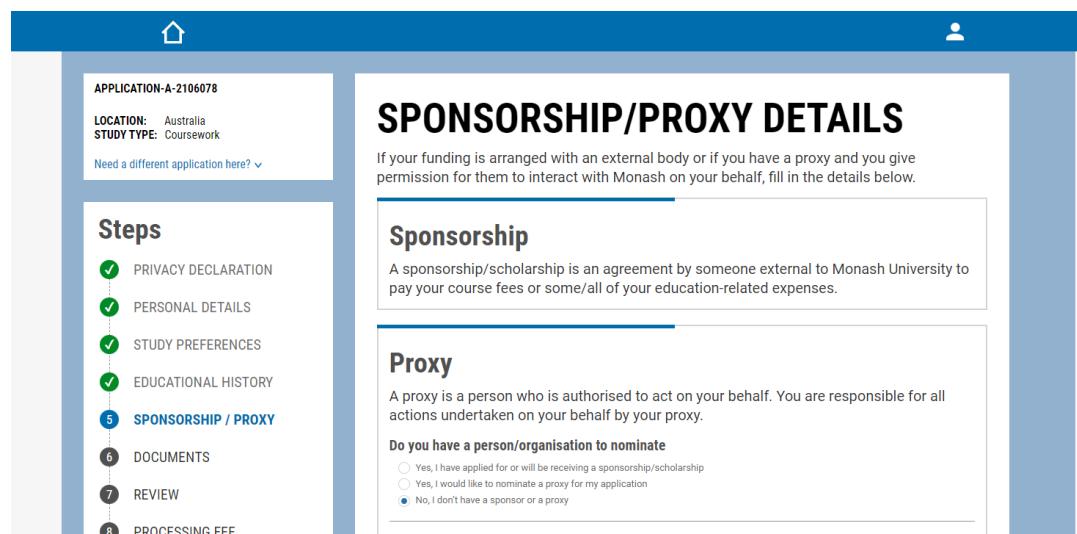
All course applications require you to declare your highest completed secondary study and all attempted and completed tertiary studies. Some courses require relevant work experience to be declared.

### Educational History

In addition to your secondary and tertiary studies, you will need to include how you meet the minimum entry requirement for English language.

The next screen will ask for **Sponsorship/Proxy details**

- Select 'No, I don't have a sponsor or a proxy'

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## SPONSORSHIP/PROXY DETAILS

If your funding is arranged with an external body or if you have a proxy and you give permission for them to interact with Monash on your behalf, fill in the details below.

### Sponsorship

A sponsorship/scholarship is an agreement by someone external to Monash University to pay your course fees or some/all of your education-related expenses.

### Proxy

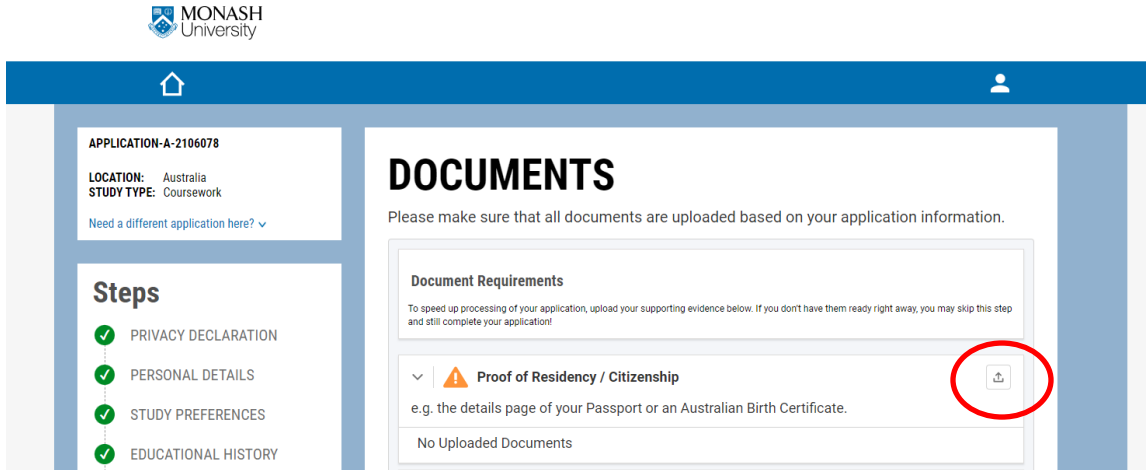
A proxy is a person who is authorised to act on your behalf. You are responsible for all actions undertaken on your behalf by your proxy.

**Do you have a person/organisation to nominate**

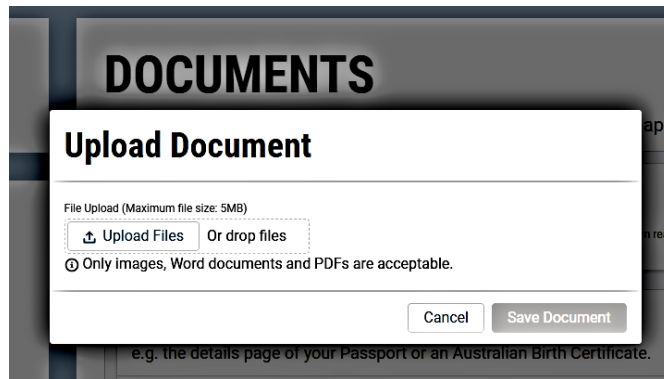
- Yes, I have applied for or will be receiving a sponsorship/scholarship
- Yes, I would like to nominate a proxy for my application
- No, I don't have a sponsor or a proxy

**NOTE:** Commonwealth Supported Places (CSP) are available for eligible students. In 2023 and 2024, study grants will be provided to students with CSP, that is equivalent to the student contribution amount, so that there are no fees payable by students who complete the course in 2023 or 2024.

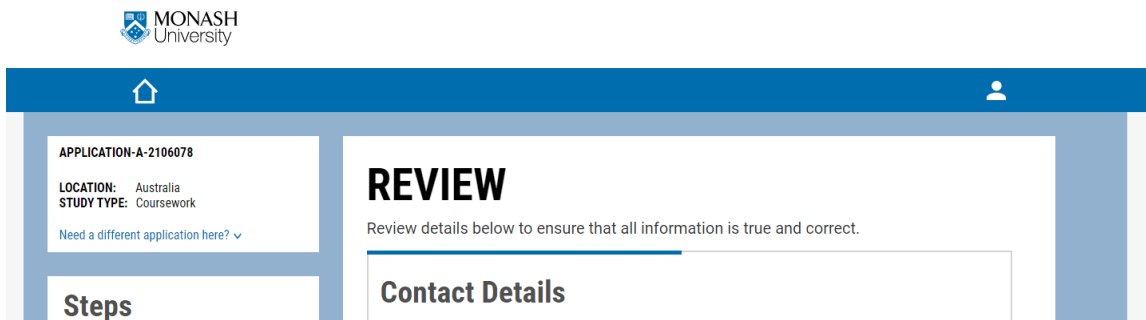
The next screen will ask you to upload supporting **Documents**



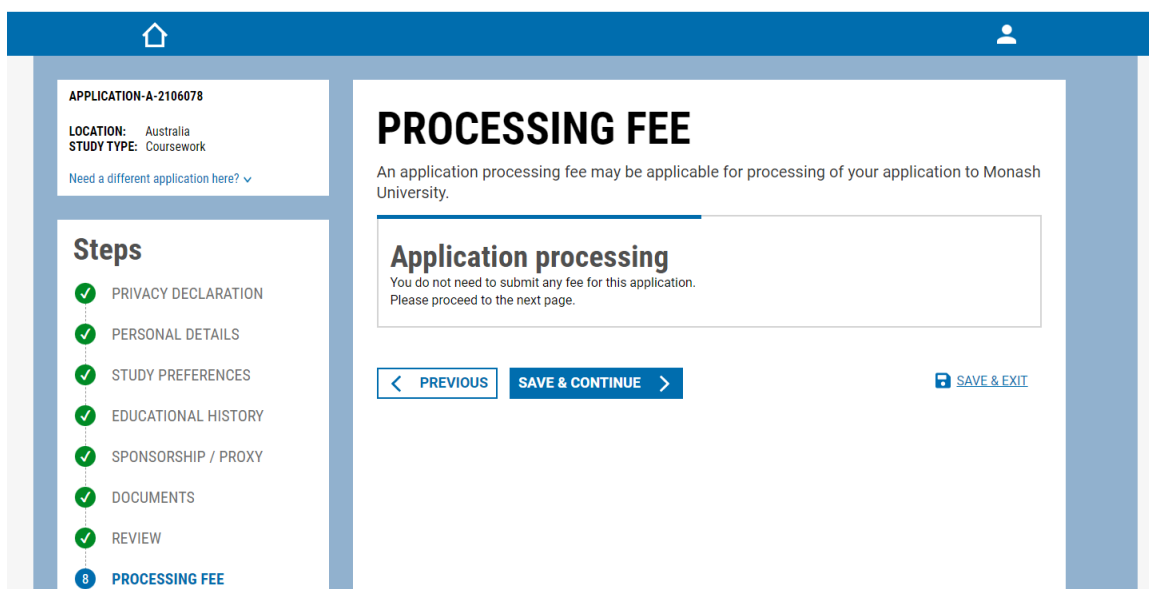
- Select the arrow on the right for each document and you will be shown options on how to upload the files.



**Review** stage – you are ready to check your application.



## Processing Fee - there are no application processing fees for Domestic students



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## PROCESSING FEE

An application processing fee may be applicable for processing of your application to Monash University.

### Application processing

You do not need to submit any fee for this application.  
Please proceed to the next page.

[← PREVIOUS](#) [SAVE & CONTINUE >](#) [SAVE & EXIT](#)

## STUDENT DECLARATION – please read the statement and proceed to the final step.



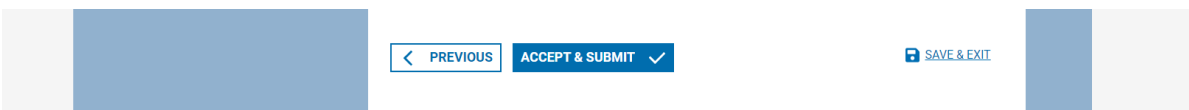
APPLICATION-A-2106078  
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## STUDENT DECLARATION

You must read, understand and agree with the statement below to submit your application.  
If you have questions about, do not understand, or do not consent to any statement below, save your draft and contact [Monash Connect](#) prior to submitting.

## FINAL STEP

Here you can 'Accept and submit' if you are ready, *or exit if you want to save it for later.*



[← PREVIOUS](#) [ACCEPT & SUBMIT ✓](#) [SAVE & EXIT](#)

## TROUBLESHOOTING MY.APP

Sometimes workplace firewall systems and other issues interfere with the MY.APP account set up, so you can try using a personal email rather than a work email, or follow the below tips to troubleshoot:

Outlook email users may find the password setup link fails if they open it directly in the Outlook application. To avoid this, please access your email from a web browser.

If you complete the sign up and don't receive the password email, check your 'Junk Mail', or give it some time and try signing up again. First, clear your 'Cookies' and 'Cached':

- In a Google Chrome browser, select the 3 vertical dots in the top right corner
- Scroll down to 'More Tools' and then select 'Clear Browsing Data',
- Make sure 'Cookies' and 'Cached' are selected and click 'Clear Data'
- Now you're ready to complete the sign-up again.

We hope this makes things easier and we are happy to take your questions at any time at [mnhs- studentrecruitment@monash.edu](mailto:mnhs-studentrecruitment@monash.edu).

We wish you all the best in your application and hope to see you at Monash soon.

Warm regards,

Monash Medicine, Nursing and Health Sciences Student Recruitment