STAGE 1. Registering an Application for Higher Degree Research at Macquarie University

1. Go to HDRapplications.mq.edu.au to find the application portal.

   Please ensure that you have prepared the necessary documentary requirements for your application. The list of documents needed for a complete application are listed at https://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/submit-your-application

2. Fill in the registration page.

   A. Enter your **Surname**

   B. Enter your **Given Name**

   C. Enter your **Date of Birth** in DD/MM/YY format

   D. Select your **Gender** from the drop-down

   E. Enter your **Email address** to receive an acknowledgement of application

   F. Select a **Nationality** from the drop-down menu. If you intend to apply for a student visa, and study in Australia, you should choose ‘Temporary Entry Permit’

   G. Enter a **Password**

   H. **Re-enter the password** you entered in the previous step

   I. Read the **Terms and Conditions** and click the box next to I **agree**

   J. Select **Register**

3. Click on **Continue with your application**. You will receive an email with your registration details, so that you can log back into the system, to complete your application should you wish to save and come back at a later date.

   **Thank you for registering with Macquarie University.**

   Your username and password have been emailed to you

   **Continue with your application**
STAGE 2. Submitting an Application for Higher Degree Research at Macquarie University

1. Click on Applicant Portal on the bottom left

2. Under My Applications click on Add a new application

3. Click on the search bar and type PHD and click on the magnifying glass to search for PHD courses, type MPHIL for Master of Philosophy courses, MRES for Master of Research courses, and BPHIL for Bachelor of Philosophy courses. Read the entry criterion to make sure you are eligible for the course you are applying for. So for example a PhD in Engineering you can search for Engineering, and select PHD;ENGG for a PhD in English Language, search for English and select PHD;ENG and for a PhD in Educational Studies, search for education and select PHD;EDST
4. Select **Add to application** for the course you wish to apply for.

5. Click on **Next** on the top right.

6. Scroll through the scholarship list to find a scholarship, should you wish to apply for one. Take note of the word **Eligible** or **Ineligible**, as this will assist in making your choice. If you want to apply without scholarship, just skip to 8.

7. Click on **Add to application**.

8. Click on **Next** on the top right.


**NB:** This page scrolls down. Make sure that all mandatory sections have been filled.
10. Click on Next on the top right

11. Fill in your Educational Background

**NB:** This page scrolls down. Make sure that all mandatory sections have been filled.

12. Click on Next on the top right

13. Choose each section within Step 5 (Requirements) and click Respond. Answer the questions and upload the documents that apply to this question.

**NB:** Repeat for every MANDATORY section

14. Click on Next on the top right

15. Review the application details

16. Click Submit Application on the top right. You will receive an automated email confirming your application submission.