


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

1. Go to [HDRApplications.mq.edu.au](https://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**



Already registered as an existing student?  
[Forgot password?](#) [Log on](#)

Register as a New Student - Please register with the name as it would be on your Passport. If you intend to apply for a student visa, and study in Australia, you should choose 'Temporary Entry Permit' under Nationality.

A Family Name\* 80

B Given Name

C Date of Birth\*

D Gender

E Email\*

F Nationality\*

G Password\*

H Confirm Password\*


I have previously applied or studied here

I agree to the [terms and conditions](#)

I

J 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.



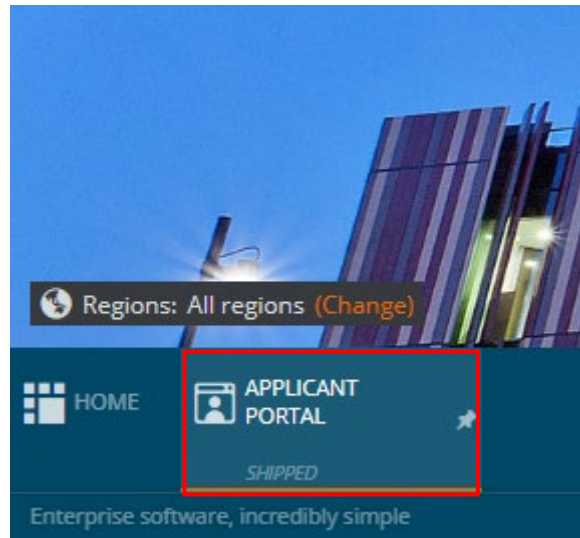
Thank you for registering with Macquarie University.

Your username and password have been emailed to you

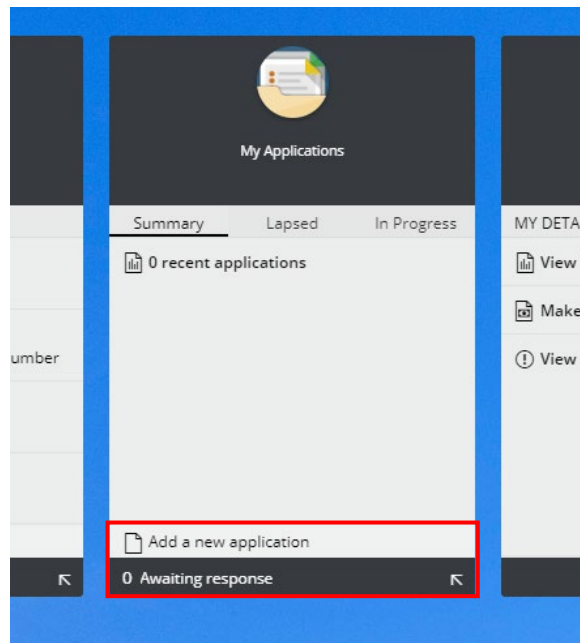
[Continue with your application](#)

## STAGE 2. Submitting an Application for Higher Degree Research at Macquarie University

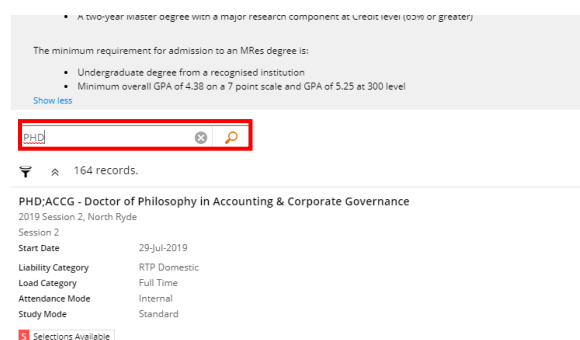
1. Click on **Applicant Portal** on the bottom left



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

PHD:ACCG - Doctor of Philosophy in Accounting & Corporate Governance  
2019 Session 2, North Ryde  
Session 2  
Start Date 29-Jul-2019  
Liability Category RTP Domestic  
Load Category Full Time  
Attendance Mode Internal  
Study Mode Standard

3 Selections Available Add to application

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

More Previous Next

+ Select another course

in your selected courses.  
finished searching for courses.

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.

Select Scholarship

Select 'Add to application' for the scholarship you wish to apply for.  
Select 'Next' to continue to the next step when you are finished searching for scholarships.  
[Show less](#)

Search

8 records.

**BPhil Applicants (BPhil Year 1)**  
BPhil Applicants (BPhil Year 1)  
Online Application Dates 1-Jan-2019 to 31-Dec-2019 2020 Year Offered 2020 Owing Organisation Unit Macquarie University  
Description HDR Scholarship  
Eligible Add to application

7. Click on **Add to application**

Select Scholarship

Select 'Add to application' for the scholarship you wish to apply for.  
Select 'Next' to continue to the next step when you are finished searching for scholarships.  
[Show less](#)

Search

8 records.

**BPhil Applicants (BPhil Year 1)**  
BPhil Applicants (BPhil Year 1)  
Online Application Dates 1-Jan-2019 to 31-Dec-2019 2020 Year Offered 2020 Owing Organisation Unit Macquarie University  
Description HDR Scholarship  
Eligible Add to application

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

More Previous Next

9. Fill in your details.

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

Step 1 Selected Courses ✓  
Step 2 Selected Scholarships ✓  
Step 3 Applicant Details  
Step 4 Educational Background  
Step 5 Requirements  
Step 6 Review and Submit

**Applicant Details**

**Personal Details**

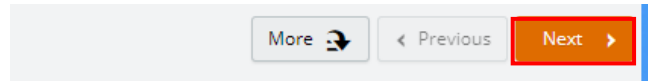
Title Mr  
Family Name\* Wayne  
Given Name Bruce  
Preferred Name Batman  
Middle Names  
Date of Birth\* 13-Dec-2007  
Gender Male

**Contact and Address Details**

Contact Details  
Phone\* 735-185-7301  
Email\* bruce@waynemanor.com

Address Details  
Country\* UNITED STATES OF AMERICA  
Address\* 1007 Mountain Drive  
Line 2  
Line 3  
City/Town\* Gotham  
State  
Postcode\*

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

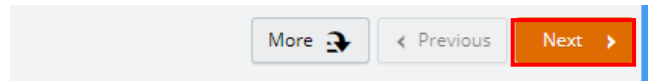


11. Fill in your **Educational Background**

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

A screenshot of the 'Educational Background' form. The form is enclosed in a red border. On the left, there is a sidebar with steps: Step 1 (Selected Courses), Step 2 (Selected Scholarships), Step 3 (Applicant Details), Step 4 (Educational Background), Step 5 (Requirements), and Step 6 (Review and Submit). The main content area is titled 'Educational Background' and contains a message: 'Your educational details are displayed below. This step is optional, however if you provide an answer where it applies to you this may help us assess your application faster.' Below this, there are three sections: 'Australian (or Equivalent) Study' with a checked 'Completed Year 12' box, fields for Year (2012), Student ID (Batman), School (Killara High School), State (New South Wales), and Year 12 Result Type (NSW Higher School Certificate); 'Highest Level of Participation' with a red 'X' icon, fields for Participation Level (Incomplete Course) and Year (2013); and 'Previous Study Details' with a red 'X' icon and fields for Institution, Country, and Institution. There are '+ Add' buttons for each section.

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

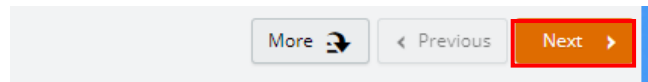


13. Choose each section within **Step 5 (Requirements)** and click **Respond**. Answer the questions and upload the documents that apply to this question.

A screenshot of the 'Proof of Citizenship' section. The title is 'Proof of Citizenship' and it includes the text: '1 question must be answered' and 'At least 1 supporting document must be provided'. A yellow 'MANDATORY' label is in the top right corner. A red 'Respond' button is in the bottom right corner.

**NB: Repeat for every MANDATORY section**

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



15. Review the application details

A screenshot of the 'Application Details' section. The section is enclosed in a red border. At the top, it shows '45080941 - Bruce Banner' and 'Application ID 14376'. Below this, it says 'Australian | 12-Dec-2007 (11)' and 'Submitted Not recorded'. The main content area is titled 'Application Details' and lists three items: 'PHD;ACCG (1) - Doctor of Philosophy in Accounting & Corporate Governance 2019 Session 2, North Ryde', 'Doctor of Philosophy in Accounting & Corporate Governance', and 'HDRBPHIL - BPhil Applicants (BPhil Year 1)'. Each item has a small icon to its left.

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

