Once your application has been submitted successfully via Apply Online, you will be emailed an application receipt letter within 2 to 4 working days. It is your responsibility to ensure that your supporting documents meet our requirements so that your application is not delayed in the assessment process.

For details of document requirements please refer to Step 2 and Step 3 on our website: http://research.unsw.edu.au/how-apply-enrol-research-degree.

Application related documents should be uploaded via Apply Online at the time of application. If you need to upload documents after an application has been submitted, you will need to upload them via the myUNSW Application Tracking system. Please refer to instructions below:

STEP 1.
If this is your first time using myUNSW please set-up your UniPass in order to access the application tracking service. To set-up your UniPass, please go to UNSW Identity Manager (IDM): http://idm.unsw.edu.au/idm/user/login.jsp. Please follow the set-up instructions by clicking on the ‘Start here’ link, as displayed below:

New to UNSW? Start here...

Please retrieve your UNSW student ID from your application receipt letter (eg. 1234567). This ID is individual to you and will remain yours throughout your entire candidature at UNSW.

STEP 2.
Access the myUNSW Application Tracking website: http://apply.unsw.edu.au/apply/onlineAppTrackInfo.html. Click on the ‘Upload documents’ button, as displayed below:
STEP 3.
Using your UNSW student ID (ie. z1234567) and UniPass please login and select the ‘My Applications’ tab in the top left corner. Here you will be able to view your application details as well as upload any outstanding documents. Please see example below:

You will be able to upload any outstanding documents by clicking on the ‘Document Details’ button (see above).

Please note that if you have uploaded a document and the checklist status is marked as:
- Initiated: your documents have not been checked yet.
  - If the status is ‘Received’, the document will be reviewed by GRS shortly.
  - If the status is ‘Rejected’, click ‘more’ for reason why the document was rejected.
- Received: your document has been checked.
  - If the status is ‘Verified’, your document meets the requirements and has been marked as received.

Please check the Application Tracking website regularly. The GRS run reports to receive newly uploaded documents, so if the checklist status is ‘Initiated’ and the status shows ‘Received’, your documents will be reviewed as soon as possible.

Any submitted documents that do not meet their requirements will be rejected and remain as ‘Initiated’. A comment will be provided by GRS Admissions staff with details of why the
document was not accepted. It is important that all applicants check these comments to avoid the application being delayed in the assessing process.

An email to the GRS (domestic.grs@unsw.edu.au or international.grs@unsw.edu.au) is only necessary if your uploaded documents are marked as 'initiated' for two weeks or more.

Please note the following:
- If you are currently enrolled in a degree, the ‘Proof of completion of PG Degree’ & ‘Official current semester results’ will both remain as ‘initiated’ on your checklist until you have completed the degree and can upload the official final documents. They will only be marked as ‘received’ on your checklist once these have been received and verified by the GRS staff.