In order to complete the online application you must have the following documents:

- Supplementary form with principal’s report on it (this can be downloaded from the USSC website [http://ussc.edu.au/study/high-school](http://ussc.edu.au/study/high-school))
- Latest School Report
- Photo ID (Photo page of your passport would be best, but a school ID will work also)
Please read through these instructions before applying online.

**Step 1:** Please go to the non-award study page on the university of Sydney website: [http://sydney.edu.au/courses/Arts-Undergraduate-Non-Degree](http://sydney.edu.au/courses/Arts-Undergraduate-Non-Degree)

**Step 2:** Please click the blue ‘Apply Now’ Box
Step 3: for Australian citizens please use the left hand side to apply. Please make sure you have selected the right semester and year (Semester 1, 2015) and then click apply.

If you are an international student applying please use the right hand side of the screen and contact the international office or Amelia Trial at Amelia.trial@sydney.edu.au

Step 4: Please click the ‘New Applicant’ button
Step 5: Please enter your personal details and create a username and password. Please make sure you keep your username and password in a safe place as you can use these to log back into the system to change anything about your application before submitting as well as track the status of your application once it has been submitted.

Also, please make sure the email address you are using for the application is one that you will be checking frequently. This is the email address that the University of Sydney and the US Studies Centre will use to contact you.

Once you are done, please click proceed.
Step 6: Please review your details and make sure everything is correct. Then please click proceed.

Step 7: Please review all material and then click continue.
Step 8: Under ‘Unit of Study Selection’ please type in the course code, which is USSC1011 and the unit of study name, which is America: Prophecy, Power, Politics

At this point you can either save and return later (by using the login details that you just created) or save and continue
Step 9:

Please fill in your personal details. Please make sure all information is correct.

Please don’t upload any documents to this section unless you have legally changed your name.
Step 10:

Please continue to fill out your personal details, making sure all of the details are correct. At the bottom of this page please upload your photo identification. This can be your passport photo page, driver’s license or school ID. Also, if you need to show proof of your permanent residency, please do so here as well.
Step 11:

Please finish this page by selecting ‘No’ for both of these questions.

Reminder: At any point during the application process you can click ‘Save and Return Later’ or continue with your application.

Step 12:

Please enter ‘No’ for both of these questions. The scholarships for this course are on offer by the US Studies Centre and not the University of Sydney. Each student will be assessed for a Merit scholarship based on their most recent school report and Principal’s recommendation. If any students have equity considerations, please email them to Amelia Trial at Amelia.trial@sydney.edu.au to be considered for an equity scholarship.
**Step 13:**

Please answer all questions. You don’t need to worry about uploading any documents in regards to English proficiency if your high school classes are taught in English.

For the bottom section labelled 'Highest Qualification Details' please select High school for highest level of education and the current year for last year of participation.
Step 14:

Please leave the secondary school studies section blank

In the academic qualifications area, please enter all the details you can as indicated by the arrows. In the area where it asks you for start and finish dates for starting and finishing high school, please estimate to the best of your ability.
Step 15:

In this section you need to upload the remaining documents. The first arrow in this section indicates where you need to upload your most recent school report.

The second arrow indicates where you need upload the supplementary document which you downloaded and printed from our website (the form with the principal’s report on it).

Please leave all other fields blank.
Step 16:

Please read through and click approve at the bottom of this section and click ‘Submit’

Step 17:

This is what your screen should look like when you are done with the application. You should in the next 24 hours get confirmation from the University of Sydney letting you know your application has been submitted and that you can log back on to track your application status.
Next steps:

Please make sure that you are checking your email. Applications close on 21 November and you will hear from the University of Sydney and the US Studies Centre that following week about the outcome of your application.

If you have any questions about the application process, please contact Amelia Trial at amelia.trial@sydney.edu.au or call 02 9036 5086.