



Australia Awards

2015 Australia Awards Scholarships

Electronic Application Form
Instructions



Electronic Application Form Instructions

Before you begin to fill in the form, be sure to establish a reliable email address. Your application will be submitted by email, and all correspondence with Australia Awards - PNG Facility will be via email. Use the same address for all correspondence with the facility. Record this email in the email address in the Personal Contract Details section of this form. This email is your registered email address. The registered email address must be an account to which only you have access – DO NOT use an account that you share with others.

To complete the electronic application form:

- Open the form in a PDF Reader program, such as Adobe Acrobat Reader.
IMPORTANT: If you are using Acrobat Reader as your PDF reader program, you must upgrade to Acrobat Reader version XI to be able to save your filled-in form.
- Complete ALL the Eligibility Criteria. If you are ineligible for any of the reasons listed, your application cannot be considered. If you do not complete ALL Eligibility questions, your Application will be NON-COMPLIANT.
- Complete ALL the required details in ENGLISH.
- You can use the **Submission Checklist** at the end of this form to make sure you have completed all required fields.

To submit your application:

Once you have confirmed that the application is complete, save your completed application form to your hard disk or USB flash drive.

Submit your application using the **Submit Application** option in the Submission Checklist at the end of the application form.

If you are unable to submit your application using the **Submit Application** option, you can attach the saved file to a new email message and send it to **applications@scholarshipspng.org** using your registered email address (i.e. the email address you provided in the application form). When you send a completed application form (or application data file) to this address, the data is extracted to add your application to the 2015 Australia Awards Scholarships database. This is an automated process, so comments or questions you may add in messages sent to this address are NOT READ.

Submitting Supporting Documents

Supporting documents must be emailed in electronic format to **applications@scholarshipspng.org**. This mailbox is used only for automated processing of applications and supporting documents. When you send a supporting document as an attachment to this address, it is added to our document library and forms part of your application.

1. Scan each supporting document to convert to an electronic file.
2. Give the scanned file a meaningful name that indicates its contents; e.g. 'Academic Transcript', 'Passport'.
3. AFTER the form is filled in, print this page: 'Signatures and Commitments', sign and date the Signatures and Commitments page.
4. You are not required to complete the employment endorsement page of the application or have an employer sign and date the Signatures and Commitments page.
5. Scan the printed and signed page.
6. Email the scanned signed documents to applications@scholarshipspng.org using your registered email account.
7. We recommend you use the Submission Check List at the end of the application form to submit and keep track of your supporting documents.

We recommend you send each supporting document in its own email. Use the subject of this email to clearly describe the attached document. If you use the Attachment icons that are placed throughout the application form to send your supporting documents, the descriptive email subject is created for you. However, you may include as many attachments in one message as you like. In this case, name each of the attached documents clearly to indicate what it is, for instance 'Your Name_Certified Birth Certificate'.

Note that an individual mail message cannot be greater than 30Mb in size. Messages over this limit will be rejected.

Make sure that each unique document we receive from you has a unique name. If we receive two documents with the same name from the same sender, the second will replace the first.

File Formats

We can accept supporting documents in the following file formats:

- PDF
- JPG
- TIF
- GIF
- BMP
- DOC or DOCX (Microsoft Word)

Word documents can be accepted; however if you are using Office 2007 or 2010, we recommend you save the document as PDF and send that PDF file to us.

Compressed Files

To reduce the size of your email, you may include any of the above files types in a compressed archive file. We accept archives of type:

- ZIP
- ZIPX
- RAR

File Formats NOT accepted

We **DO NOT** accept macro-enabled Word documents - .DOCM. Create a PDF from this file and send that PDF file.

Email as Attachment

A file with extension .EML is an email message added as an attachment to another email message.

EML files cannot be accepted. **Forward** the original email – do not attach it.

Links

- We **DO NOT** accept files submitted as web-links to a “sky-drive” or “dropbox”. The supporting document must be an attachment to the email message.
- We **DO NOT** accept files submitted as web links using **yousendit** or equivalent services.

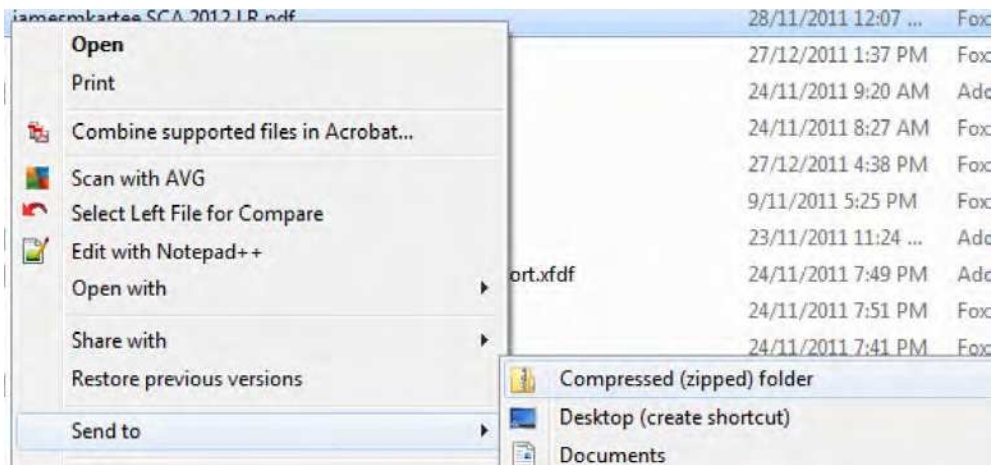
Printed Applications

Do **NOT** print electronic application form, scan it, then email the scanned copy. The scanned copy will not be recognized as an application. Instead, complete the form on your computer, save it, and send the saved filled-in form as an attachment.

If you are having difficulty sending your supporting documents, consider reducing the size of the mail message by:

- sending attachments one at a time;
- using JPG format rather than BMP or PDF as the format for scanned documents. Refer to the documentation for your scanner and scanning software for details.
- compressing your file into a ZIP file before sending.

In windows, you can easily “zip” your file by right-clicking on the file name in Windows Explorer and selecting “Send to => Compressed (zipped) folder...” from the popup menu.



Frequently Asked Questions

Can I print and scan the e-Application, then send the whole application scanned?

No. Print, scan and sign only the Signatures and Commitments page, and the Statutory Declaration, as explained above. Save the filled-in e-Application and send the saved file. This allows us to extract the information you have entered in the form.

Can I send all my documents in one email?

You can send as many documents on one email as you like, provided the total size is not over 20Mb. You may also send as many separate email messages as you like, provided they are all sent using your registered email account.

Can I “zip” my documents?

Yes, you can compress your documents as ZIP or RAR format archives. This may reduce the size of the files and make them easier to send. You may include as many files in a single archive as you wish.

I cannot edit the document in Acrobat Reader.

Upgrade to Adobe Acrobat Reader XI. This is a free upgrade available from <http://get.adobe.com/reader/>

Note that this is a large download, and may take some time to complete depending on the speed of your internet connection.

I fill in my form and save it, but when I re-open, the filled-in text is gone.

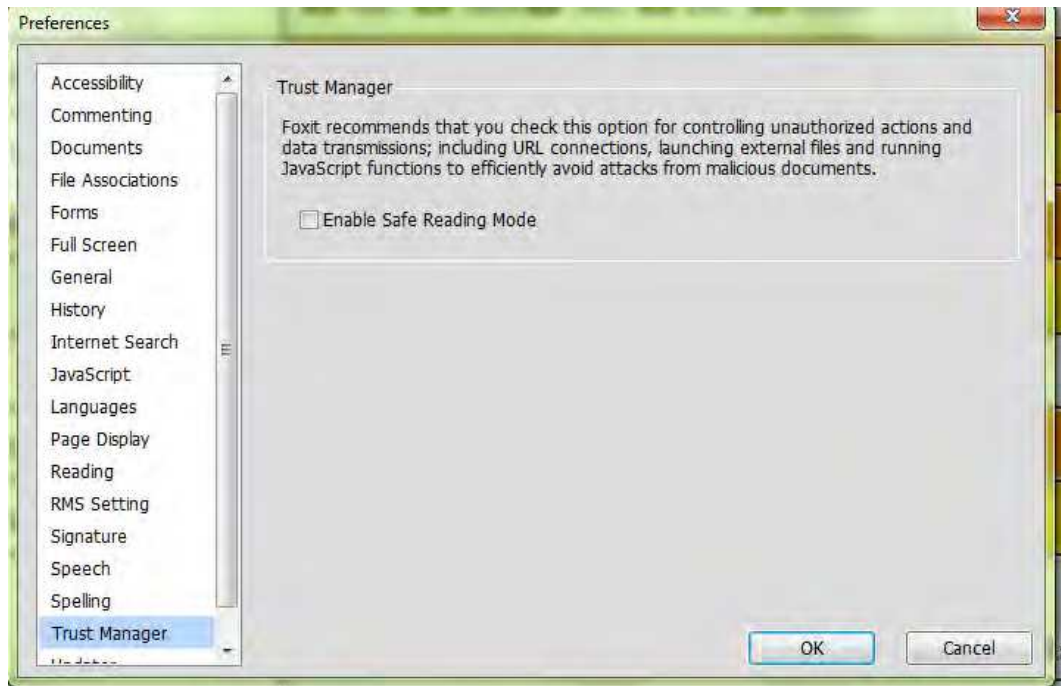
You are using a version of Acrobat Reader earlier than version X1. Upgrade to Adobe Acrobat Reader XI. This is a free upgrade available from <http://get.adobe.com/reader/>

When I click on the attachment icons, or the Check Application button, or the Submit button, nothing happens.

Most likely, Javascript is not enabled in your PDF Viewer.

If you are using Acrobat Reader: Be sure to save the form to your hard disk, then open it from the hard disk. If you open the PDF file directly from the email message, Acrobat may stop the “macros” in the form from executing.

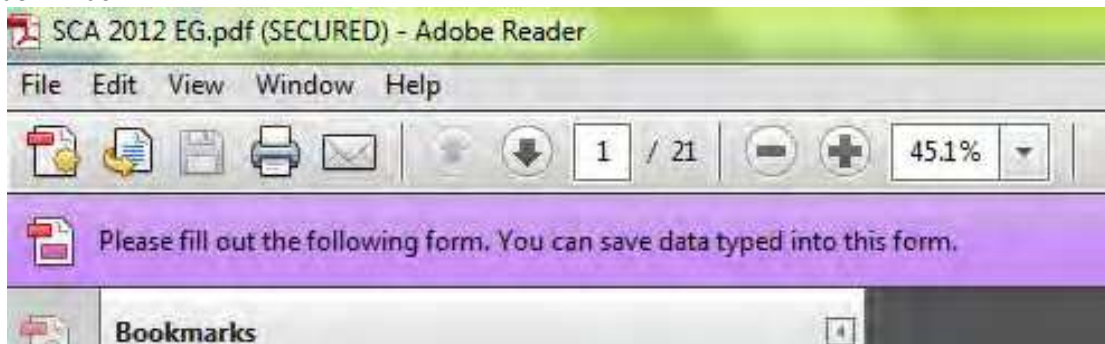
If you are using Foxit PDF Reader: In Tools/Preferences, go to Trust Manager, and make sure the option Enable Safe Reading Mode is NOT checked.



I cannot type text into the form.

If you are using Adobe Reader:

- First, make sure you are using version XI of Adobe Acrobat Reader.
- If the document can be edited and saved, you will see this message at the top of the Reader window.



If you have started to edit and save the document using another PDF Reader – such as Foxit Reader – you may no longer be able to edit the document in Acrobat after you save it in Foxit. Continue to complete the form using Foxit Reader, or else, start again with a fresh version of the form.

My document has become very large. How can I make it smaller?

If you are using Foxit Reader:

- From the menu, select File/Save As, and save the document under a new name. this will generally remove unneeded space in the PDF file.

If you are using Acrobat Reader:

- From the menu, select File/Save As/PDF, and save the document under a new name.

I cannot save the form.

Most likely, you have opened the form directly from the email message on which you received it. Use File/Save As to save the file to your hard disk (or to a flash drive).

My documents are on my sky-drive. Can I just send you the link?

No. We do not accept documents submitted as links to any skydrive, dropbox or other internet location. The document must be submitted as an attachment to an email message.

If I have any further issues relating to the form, can I contact Australia Awards – PNG Facility?

Yes, you can contact the Australia Awards – PNG Facility on email **scholarships@australiaawardspng.org** or telephone +675 3211 766 and speak with an Australia Awards Scholarships Coordinator.

