



## Master of Teaching How to Apply 2018

Applications must be made online by clicking on the appropriate link below. In addition to the online application process, applicants must upload a **supplementary form** and **supporting documentation**.

Online application process:

1. Access the online application process by clicking on the appropriate link below. Please note, it will not be possible to commence the online application process before **Friday 25 August 2017**.

[Master of Teaching \(Early Childhood\)](#)

[Master of Teaching \(Health and Physical Education\)](#)

[Master of Teaching \(Primary\)](#)

[Master of Teaching \(Secondary\)](#)

[Master of Teaching \(School Counselling\)](#)

2. Select your entry year and click *Apply*.
3. If this is your first application, select *New Applicant*. If you have previously applied online for another course at Sydney University, select *I have an applicant ID*.
4. Enter in your personal details, create a username and password, agree to the terms and conditions, and click *Proceed*.  
*Please record and keep your username and password in a safe place. You will need to enter these details in order to access your application and accept your offer.*
5. Read the important information on the following pages and click *Proceed*.
6. Document upload – the following page will present a list of supporting documentation to upload. Please note, **you do not need to upload all of the documentation listed**. The only documentation needed for the Master of Teaching application is:
  - a. **Proof of your identity and residency status**, such as your passport photo page, birth certificate, citizenship certificate and visa details.
  - b. **A full official transcript of your academic records for each course attempted** (not applicable if your previous study was completed at the University of Sydney).  
**Please note:** *E-records and statement of results are not accepted*
  - c. **Evidence of satisfying the University's English language requirement**, such as a valid IELTS or TOEFL test results (**if the majority of your undergraduate study was completed in a country where English is not the first language**).
  - d. **Additional document - completed Master of Teaching Supplementary Form** (available to download from the [Supplementary Application Forms website](#)).
  - e. **Additional document - personal statement (max. 250 words)** responding to the questions under section 3 of the Master of Teaching Supplementary form.

Please note, failure to submit all of the above-required documents before the published cut-off dates will result in the application being rejected.

7. Your course options – **Please note**, preferences will not be assessed. Please lodge a second separate application for any course preferences, and click *Save and Continue*.
8. Your personal information – enter your details, mailing address, home address, contact details, residency details, course applications and enrolment status, and click *Save and Continue*.  
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9. Scholarships – enter any applicable scholarships or sponsorships details, and click *Save and Continue*.
10. Your qualifications – enter your English language proficiency, record of exclusion, highest qualification details, secondary school studies, academic qualifications, and academic prizes or awards, and click *Save and Continue*.
11. Further References – please ignore this step and click *Save and Continue*. These details are not considered when assessing Master of Teaching applications.
12. Declaration – read and agree to the declaration and click *Submit*.

## **What happens after I submit my application?**

After you submit your application, and provided you have submitted all the required documentation (see step 6 above), your application will be forwarded to the School for assessment.

On-time offers will be sent by email by **mid-November 2017**. If you receive an offer by email, please ensure you login to the application portal to accept your offer.