



Australian Government



Australia Awards

AUSTRALIAN DEVELOPMENT SCHOLARSHIPS

How to apply for a Short Course Award

You may submit your application in **one of two** ways: either *electronically*, or in *hardcopy* format by post or courier. We encourage all applicants to submit their applications electronically if possible. You should not submit your application using both methods.

Please note that we **DO NOT ACCEPT** applications that come via any method other than the electronic submission system or in hardcopy format by post or courier. Please do not submit your application by fax, or by an email that is not the electronic submission system. Such applications will not be acknowledged or processed. You must also be consistent in your application method; for example, please do not submit some documents by hardcopy and others electronically.

NOTE:

- Please note that you should apply for only **ONE** type of award per year. For example, if you have applied for a Short Course Award, you should **NOT** apply for a Long term award.

1. To submit your application electronically

Navigate to www.adsafrica.com.au, choose “Short Course Awards” as the kind of award you are interested in, go to your course’s page and read the Desired Applicant Profile (DAP) and associated information carefully. Once you are sure that you meet the DAP, navigate to the bottom of the webpage and click the button titled “Click Here to Apply” and complete the online form to receive an electronic application form via email. Please fill in the form and submit it using the instructions provided. Supporting documents should be in MS Office format (at least Office 97-2003) where possible, or scanned into PDF or JPG format. Supporting documents should be submitted using the instructions provided. Failure to adhere strictly to the instructions may cause your application or supporting documents to be rejected. In this circumstance, your application will either not be received, or will be marked as ‘non-compliant’ and not processed further.

2. To submit your application by hardcopy

Please download, print and complete the Preliminary Application Form (PAF) from the URLs given below, following the instructions given in the PAF.

<http://www.adsafrica.com.au/documents/SCAHardcopyPAF2012Intake.pdf>

Please **do not** scan and send completed forms by email. Such submissions will not be valid and will not be considered further.

Once you have filled the form in completely and assembled all supporting documents as required, please submit your application by **Post** or **Courier** to the relevant address given on your country’s webpage. The default submission address is the AAA office, unless otherwise noted.

Please note that we do not take into account the date of posting or date of submission to the courier company. Your application must **arrive** on or before the final date of submission. You must therefore post or courier your documents sufficiently in advance to meet the application deadline of 16 December 2011. Applications received after this date will not be considered.



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We recommend that you send your application by courier. You should check with your courier company on their expected transit time to the address above, and add an additional three days just to be sure. For example, if your courier company informs you it will take between three and five working days to deliver, assume it will take five working days and add an additional three. Thus you should make sure you courier your application at least eight full working days before the cut-off date (i.e. ten calendar days).

If you are sending your application by courier, you **must** use the courier address. Courier companies cannot deliver to a Private Bag or PO Box address and should not accept your order if you specify one.

Please do not complete the hardcopy Word 97 form electronically and submit it via email or fax. It will be rejected.