

Overview

In myRMIT, you can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps.

Before you begin

• Refer to the *myRMIT Login and Navigation* Quick Reference Guide for login instruction.

Navigation

From myRMIT Home Page, Click the Submit Request tile.

∽ myRMIT								
Tasks	Personal Details	Enrolment	my Timetable					
Academic Records	Financial Account	Scholarships	Graduations					
Canvas	Important Dates	Submit Request	FAQs					

My Forms

- My Forms page displays. The side menu on the left provides options to:
- 1. Fill out a new form
- 2. View all existing forms or view groups of forms by status. The **Forms** area displays the list of forms with **Approval status**, **Created** and **Submitted datetime**.

< myRMIT			My Forms			ώ	Q	:
Fill out a new form	6	Forms Form 0	Approval Status 🗘	Created Datetime \Diamond	Submitted Datetime 🗘			
All	12	Domestic Insurance Waiver	Initial	09/13/23 1:06PM	09/13/2023 1:06PM			>
Cancelled	1	Student Card Photo	Approved	09/13/23 12:05PM	09/13/2023 12:05PM			>
Denied	3	Domestic Insurance Waiver	Initial	08/28/23 6:09PM	09/13/2023 10:35AM			>
Initial	2	Domestic Insurance Waiver	Approved	07/26/23 8:25PM	07/26/2023 8:25PM			>
Approved	3	Domestic Insurance Waiver	Denied	07/17/23 7:37PM	07/17/2023 7:37PM			>
Pending Approval	3	International Insurance Waiver	Pending	07/26/23 8:31PM	07/26/2023 8:31PM			>
		International Insurance Waiver	Denied	07/17/23 7:49PM	07/17/2023 7:49PM			>
		International Insurance Waiver	Denied	07/17/23 7:38PM	07/17/2023 7:38PM			,

Fill out a new form

Step 1.	Click Fill out a new form button. The pop-up screen displays.
	Select the relevant form to start. For example, click Student Card Photo form.

Fill out a new form		Forms					
*View By Status ~	-/	Form O		Approval Status 0	Created Datetime 0	Sut	mitted Datetime
All	12	Do		Select a form to fill ou	ıt	×	/2023 1:06PM
Cancelled	(1)	Still Apply for	Candit				2023 12:05PM
Denied	3	Do Use this fo	rm to submit an application for Credit	(also known as Recognition of	Prior Learning)	>	2023 10:35AM
nitial	2	Do Change o Use this fo		>	2023 8:25PM		
Approved	3	Do Confirma	ion of Enrolment				2023 7:37PM
Pending Approval	(3)	Int Use this fo	rm to request a Confirmation of Enrol	ment letter.		~	2023 8:31PM
		Int Use this fo	Insurance Waiver rm to request a waiver of your Domes	tic Medical Insurance.		\rightarrow	2023 7:49PM
		Int Equitable Use this for mental here	Learning Plan rm to provide Equitable Learning Sen alth condition on your studies and regi	vices information about the impr ster for an Equitable Learning P	ect of your disability, long-term illness and/or -	,	2023 7:38PM
		Internatio Use this fo	nal Insurance Waiver rm to request a waiver of your Interna	tional Medical Insurance.		>	
		Program Use this fo	Cancellation rm to cancel your program enrolment	and withdraw from all studies.		>	
		Student C Use this fo	ard Photo rm to submit a photo to be used on yo	our student card.		,	

- **Step 2.** The **Student Card Photo** form displays with your personal details pre-populated. You are required to:
 - 1. Click the **submission instructions** link which has specific instructions relevant to each form and read carefully before completing the form
 - 2. Complete any additional questions on the form
 - 3. If supporting documentation is required, click **Save** and then the **Add Attachment** button to upload
 - 4. Click the **Submit** button (top right corner) to complete submitting your request.

🕻 My Forms		Student Card Photo				<i>ଲ</i> ସ		
Approval Status	Initial		Created	Dn	Save	Submit		
		Read the submission insu	ucuons carefully before completing this form	· · · · ·				
Personal Details								
Name			Student	ID				
Contact Phone No.			Camp	us RMIT Vietnam Saigon Sout				
*Program Code	BP327		Program Nar	ne B Fash (Enterprise)				
student Card Photo Requirements								
RMIT allows you to submit a photo whi When submitting your photo, it is impo- To the photo must be a small passport The fife must be no larger than 2MB The background should be clear and in for The photo should be clear and in for The photo must centered and of you Airoid wearing hats or head covering How to submit a photo:	ch will be used to print on your studen tant that the photo meets the following skyle photo. and the file type must be JPG, 15 ght-coloured, us, e whole face and shoulders, is that obscure your face, unless worm alrements using the 'Add Attachment' 1	t card. requirements for approval: for religious reasons. button on this form.	J					
Attachments								
There is no attachment uploaded.						D		
Add Attachment						0.0		