**myRMIT Guide**

(text only version)

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# myRMIT Login and Navigation

myRMIT is the self-service platform for you to easily manage your student-related activities from enrolment, through to graduation. myRMIT is accessible on mobile devices, laptop, and desktop.

## myRMIT Login Instructions

Complete the following 5 steps.

1. You can find the link to myRMIT from www.rmit.edu.vn/students/my-studies/myrmit
2. The myRMIT login page displays
3. Enter RMIT Student number in the User ID field (i.e. S123456).
4. Enter password in the Password field.
5. Click Sign In.

## Navigation

The myRMIT Home Page displays information logically grouped by your key tasks using tiles and visuals.

# MyRMIT Home Page

The myRMIT Home page contains 12 tiles:

1: **Tasks Tile:** Lists any pending actions or holds assigned to your account. This tile will be used to complete the Pre-Enrolment Checklist prior to enrolling and shows any holds on your account such as overdue debt, visa expiring etc.

**2: Personal Details tile:** Allows you to view, verify and update your personal information including preferred name, address, phone number and emergency contact details.

3: **Enrolment tile:** Allows you to enrol/drop courses, update majors, minors, view enrolment history and download statement of enrolment.

4: **myTimetable tile:** Opens myTimetable, where you can plan, select and view your class schedule.

5: **Academic Records tile:** Where you can view your Enrolment History, Course Results, Academic History and Statement of Enrolment.

6: **Financial Account tile:** Allows you to view tuition charges and fees, provide bank account details, make payments, and view payment history along with invoices.

7: **Scholarships tile:** Allows you to apply for Scholarshipsapplications along with supporting documents and view, accept or decline offered scholarships. You can also communicate with the Scholarship team for further eligibility and application related assessments.

8: **Graduations:** Allows you to view the status of your graduation applications, apply to graduate and change your graduation options including graduation ceremonies

9: **Important Dates:** Opens the Important Date page to a new window where you can easily find all key academic dates including semester breaks, last day to drop classes, assessment periods, results release and census dates

10: **Canvas tile:** Opens Canvas in a new window and you will remain logged in to myRMIT

11: **Submit Request:** You can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps.

12: **FAQ tile**: Launches to a new window for information on how to use myRMIT

1. Tasks tile

The **Tasks** tile contains 3 pages:

1. **To Do list** (this page may not appear if there are no pending tasks)
2. **Holds** (this page will not appear if there are no Holds on your account)
3. **Completed Agreements** (this page will appear once you have completed any agreement as part of an action item, e.g. the RMIT Privacy Statement)

## To Do list – Select Pre-Enrolment Checklist

If you are a new student, you might observe that there is one pending action requiring your attention to complete the **Pre-enrolment Checklist**.

From the **To Do List** section, click the **Pre-Enrolment Checklist** row to open the checklist.

## Read the Introduction

A quick introduction is provided. Once you have read it, click Next to continue.

## Accept the RMIT Privacy Statement

Complete the following 2 steps:

1. Click **Accept** to declare agreement to RMIT’s Privacy Statement. This will add a stamped record of agreement to the ‘Completed Agreements’ section under the Tasks tile.
2. Click Next to progress.

## Check and Edit Student Information

### Check and Edit Personal Details

To edit your personal details (name), compete the following 8 steps:

1. Click **Primary Name** to view your legal name. RMIT policy requires you to enrol under your verified full legal name.
2. Verify **Primary Name** details.
3. Click the **Close** icon.
4. Click **Preferred Name** to edit or provide your preferred name.
5. Edit fields. You can enter a Preferred Name and Name Order, different to your legal/primary name. The Preferred name provided on this page will also be used by Canvas and myTimetable.
6. Click **Save**.
7. Click **Confirm** to verify personal details.
8. Click **Next** to proceed.

## Check and Edit Contact Details

The **tick** icon against an email or phone information indicates the preferred contact information. The RMIT email address is always set to Preferred. This indicates that all official communications from RMIT will be sent to this email address by default.

**Campus email** cannot be edited and is provided by RMIT for all official RMIT communications.

**Personal Email** can be edited here and must be provided by students for important communications about graduation and to access digital academic statements.

To edit **Personal Email**, complete the following 3 steps:

1. Click **Personal Email**.
2. Edit the **Email** fields.
3. Click **Save**.

**Phone Numbers** can be edited. You must provide at least one phone number.

To add a **Phone Number**, complete the following 6 steps:

1. Click the **Plus** (+) icon from the Phone section.
2. Edit fields.
3. Check **Preferred** to mark this number as preferred.
4. Click **Save**.
5. Click **Confirm** to verify contact details.
6. Click **Next** to proceed.

### Check and Edit Addresses

To Edit an **Address**, complete the following 3 steps:

1. Click the **Address** details for the **Home** or **Mailing** Address section.
2. Edit fields.
3. Click **Save**.

### Add Emergency Contact Details

You can add multiple **emergency contact** details here and select the preferred contact. Emergency contact information is mandatory. You must add at least one Emergency contact to move forward.

To Add an **Emergency Contact**, complete the following 5 steps:

1. Click the **Add** button.
2. Edit fields. Select appropriate relationship with the contact person from the **Relationship** drop-down menu.
3. Click **Save**.
4. Click **Confirm** to verify Emergency Contact details are correct.
5. Click **Next** to proceed.

## Enter Statistical Data

Statistical Data questions are a requirement of the Australian government and apply to students studying in both Australia and Vietnam.

To enter **Statistical Data**, complete the following 3 steps:

1. Enter or select information in all fields.
2. Click **Submit** to finalise provided answers.
3. Click **Next** to proceed.

## Complete Privacy Release

This page allows you to give consent to release your information to others (such as a parent or guardian) in relation to your personal, academic or financial data.

To add consent for another person to access your information, complete the following 7 steps:

1. Click the **Add Name** button.
2. Provide **Name**, **Relationship** and contact details.
3. Select **Yes** from the **Ongoing access?** field options so that the privacy release agreement does not have an end date, or select **No** and select an end date from the **Expiry Date** calendar.
4. Select **Yes** or **No** from the **Personal Information** field to allow the nominated contact access to your personal information.
5. Select **Yes** or **No** from the **Academic Information** field to allow the nominated contact access to your academic information.
6. Select **Yes** or **No** from the **Financial Information** field to allow the nominated contact access to your financial information.
7. Click **Save**.

### To edit third party information

Complete the following 5 steps:

1. Click the contact information row.
2. Edit fields.
3. Click **Save**.

Where a release has already been provided the **Names** are listed, the **Status** column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

1. Click **Confirm** to verify addresses.
2. Click **Next** to proceed.

## National Medical Insurance Registration

All Vietnamese students are required to obtain Medical Insurance whilst studying. This can be purchased on your behalf by RMIT or by yourself. International students will not see this step.

The registration information can be submitted ONLY once.

* If you have NOT purchased your own medical insurance, complete the following 4 steps:
1. Select No to indicate that you have NOT purchased medical insurance.
2. Enter or select information in all fields - this includes National ID card and preferred hospital information.
3. Click Confirm to finalise medical insurance registration.
4. Click Next to proceed.
* If you have purchased your own medical insurance you must submit a waiver form. To do this, complete the following 6 steps:
1. Select **Yes** and click **Confirm** to proceed to the NMI Waiver Form.
2. Answer all form questions.
3. Click **Save**.
4. Attach required supporting documentation.
5. Click **Submit** to submit the Waiver Form.
6. Click **Next** to proceed.

## Provide Photography/Film Consent

This step provides you an opportunity to provide consent as well as be aware that you may be filmed or photographed for RMIT VN’s publicity/promotional purposes.

To provide consent, complete the following 2 steps:

1. Select **Yes** to agree or **No** to decline.
2. Click Next to proceed.

## Complete Career Survey

Information selected by you in this step is used to provide career planning and employability guidance. RMIT’s Job Shop and Careers services use this information to support and assist you in your career development. You cannot change the answer once you click the **Save Answers** button.

To complete the survey, complete the following 3 steps:

1. Select a suitable option for the listed questions.
2. Click **Save Answers** to finalise selection.
3. Click **Next** to proceed.

##  Complete Task

The Pre-enrolment Checklist is successfully completed. Click **Submit**.

# Personal Details Tile

The Personal Details tile contains 5 pages:

1. **Personal Details**
2. **Contact Details**
3. **Addresses**
4. **Emergency Contacts**
5. **Privacy Release**

## Personal Details

On this page you can view Primary Name & edit your Preferred Name if required.

Primary Name: Primary name cannot be edited here as it is used for identity verification and official statements. If your Primary Name requires changes, use the Change of Primary Name Form in the *Submit Request* tile.

**Preferred Name:** You have the option to customize your preferred name. The preferred name can be different from your primary name and the order can also be adjusted.

Please note that the preferred name cannot include any diacritics. If you accidentally enter diacritics, they will be automatically removed when you save the changes.

### Edit Preferred Name

To edit your Preferred Name, complete the following 3 steps:

1. **Click** Preferred Name
2. The **Edit Name** page displays. Edit the available name fields as required.
3. **Click** Save

## Contact Details

Click the Contact Details page from the side navigation to view/edit email and phone details.

### Email Address

Campus Email is the RMIT email address which cannot be edited and is provided by RMIT for all official communications from the University. This email address is always set to Preferred by default.

**Personal Email**: This email can be edited here and must be provided by you for important communications about graduation and to access digital academic statements online. You will be prompted to enter or confirm this email address when you apply to graduate.

### Edit Personal Email

To edit your Personal Email, complete the following 3 steps:

1. Click Personal Email
2. **Edit the** Email **fields**
3. Click Save

### Phone Number(s)

Phone Numbers can be edited/added on this page. At least one phone number MUST be provided.

### Add a new Phone number

To add a new Phone number, complete the following 4 steps:

1. Click the **Plus** icon from the **Phone** section.
2. The **Add Phone** page displays. **Add Country Code, Phone Number** to the fields. **Phone Number** should not contain the + symbol.
3. Check **Preferred** to mark this number as preferred if relevant.
4. Click **Save** Addresses

## Addresses

Click the Addresses page from the side navigation to view/edit home and mailing address details. Students must provide both a Home Address and Mailing Address.

### Edit the addresses

To edit your Address, complete the following 3 steps:

1. Click the **Plus** icon or the **Address** from the **Home** or **Mailing** Address section.
2. The **Edit Address** page displays. Edit the available fields.
3. **Click** Save**.**

Note: You can add an address that is applicable from a future date by selecting a future date from the calendar icon on the From field.

The **Copy From** link can be used where you have the same Home and Mailing Address. This will let you copy the details from another address type without having to enter this again.

While entering keywords in the Search field, For example, if you want to search for a province, Type 'Tinh' and then the province name. For example, Tinh Dong Nai, Or Type '%' and then the province name. For example, %Dong Nai. Use same format for district (Quan), ward (Phuong) and so on

## Emergency Contact

Click the Emergency Contact page from the side navigation to view, add and edit emergency contact details.

You can add multiple emergency contacts here and select the preferred contact. Emergency contact information is mandatory.

### Add an Emergency Contact

To add an Emergency Contact, complete the following 3 steps:

1. Click the **Plus icon**
2. The **Add Contact** page displays. Fill out the available fields on this form, especially the required fields that are marked with an asterisk (\*).

Select an appropriate relationship with the contact person from the Relationship drop-down list and tick the Preferred checkbox if you want to mark them as the preferred contact.

1. Click **Save.**

## Privacy Release

Click the Privacy Release page from the side navigation to share your information with another person. This page allows you to give consent to release your personal, academic, or financial information to this person (such as a parent).

Where a release has already been provided, the Names are listed. The Status column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

For more information about privacy and the protection of personal information, visit the [RMIT Privacy webpage](https://www.rmit.edu.au/utilities/privacy)

### Add contact information

To add your contact information, complete the following 8 steps:

1. Click the **Plus icon** from the Names section.
2. The **Add Release Details** page displays. Provide **Name, Relationship** and **contact details.**
3. Select **Yes** from the **Ongoing access** field options so that the contact’s privacy release does not have an end date.
4. Or select **No** and select an **end date from the Expiry Date calendar**
5. Select **Yes** or **No** from the **Personal Information field** to allow the contact to release personal information.
6. Select **Yes** or **No** from the **Academic Information** field to allow the contact to receive/release academic information.
7. Select **Yes** or **No** from the **Financial Information** field to allow the contact to receive/release financial information.
8. Click **Save**.

### Edit information

Click the contact information row

# Enrolment Tile

## Overview

The Enrolment tile in myRMIT contains the following pages which you can navigate from the left side navigation menu:

1. **Enrol in my Program**
2. **Plan my Program**
3. **Drop Courses**
4. **Enrolment History**
5. **Update your Majors or Minors**

The Enrol in my Program page displays as default.

Note: You must complete the Pre-Enrolment Checklist from the Tasks tile. Note that in the sample screenshot above, there is 1 Pending Action indication displays on the Tasks tile as reminder. If this checklist not completed, you would get a notification with a link to direct you to the Pre-Enrolment Checklist when you access the Enrolment tile.

## How to Enrol

### Before you begin

Complete the following 3 steps:

1. Login to myRMIT using your student ID number.
2. Complete the Pre-enrolments Checklist in the Tasks tile. You may not be able to enroll in a course otherwise.
3. All enrolments, cancellations or changes to your enrolment will need to be completed by 8/9pm (Vietnam time) on the designated deadline dates. For more details, visit <Important dates and academic calendar - RMIT University>

### Enrol in my Program

The Enrol in my Program page provides the full program structure for you to review the program requirements and enrolment options for each academic year/term.

From the Program Heading section at the top, you can view the summary of your program requirement, including credit points required, credit points taken & the remaining credit points needed to complete your program.

Note: To return to an original page, click on the side navigation menu on the left. Do not use the back button in your web browser.

To access more course information, click on Year One Core Courses as an example. Then, click on the course hyperlink to open the program guide website for additional information.

### How to Enrol

<example: on screen/image> In this example, a student enrols into courses in **Year Two Core Courses** by completing the following 12 steps:

1. Click Year Two Core Courses heading from the Enrol to my Program page.
2. Click the drop-down icon to choose semester. You can choose multiple courses for the relevant semester that suit your schedule.
3. Click the magnify glass icon to look for delivery options e.g., Face-to-Face, Online, Workplace (Internship). Repeat steps 2 & 3 for all course in the list
4. Click Add Courses to proceed. Remember to enrol for all courses in year 2.

Note: specific information about class timetable or lecturers will be available for you to choose via myTimetable tile.

1. Click Yes to add the selected courses to the pending list. Currently, you have not enrolled yet. Navigate to other courses in the year headings to choose additional courses for your entire year.
2. The Review and Enrol page provides a summary of all courses that you have added. If needed, make adjustments to the list before submitting your enrolment.
3. Click Submit Enrolment to proceed.
4. Select Yes confirm your submission.
5. Review the Enrolment Confirmation page.
	* 9.1 Check for the Green tick icon next to each course to confirm your enrolment.
	* 9.2 If there is a Red cross icon next to the course, follow the instructions to complete your enrolment.
6. Repeat the above steps (1-8) to complete your enrolment for the entire program.
7. Click Enrolment History page from the side navigation to confirm the courses have been added in the Enrolment History with Enrolled status. Otherwise, you have not been enrolled successfully into those courses.

Important note: At this step, ensure that you have completed your enrolment for the entire year.

1. If the courses are NOT enrolled as shown in Enrolment History, return to the Enrol in my Program page, revise and repeat from the above steps to ensure each course is successfully enrolled.
2. Click Finalise Enrolment button (from the top right corner of the page) to complete the enrolment.

## How to Drop Courses

The Enrolment tile in myRMIT allows students to drop courses that they already enrolled into.

### Before you begin

Complete the following 3 steps:

1. Login to myRMIT using your student ID number.
2. Complete the Pre-enrolments Checklist in the Tasks tile. You may not be able to enroll in a course otherwise.
3. All enrolments, cancellations or changes to your enrolment will need to be completed by 8/9pm (Vietnam time) on the designated deadline dates. For more details, visit <Important dates and academic calendar - RMIT University>

To ensure that you are active in a program, you are required to have minimum of one course enrolled per semester. If you wish to drop the last course, you will be directed to the **Submit Request** tile to fill out a **Form** and provide a reason for dropping the last course, for example, **Leave of Absence** or **Program Cancellation** forms.

### How to Drop a Course

To drop a course, complete the following 6 steps:

1. Click the **Enrolment** tile to access the Enrolments section of myRMIT. **Enrolment** page displays with the **Enrol in my Program** page open.
2. Click **Drop Courses** to go to the Drop Courses page, Drop Courses page displays.
3. Select courses to drop. For example, select 2 courses.
4. Review the list of selected courses. Click **Next**
5. Click **Tuition and fee penalties** link to view financial penalties (if any). If a penalty grade is applicable, it will be shown here before you confirm to drop the course.
6. Click **Drop Courses** to complete. Courses are successfully dropped. Once courses are dropped, your access to the corresponding Canvas Courses will also be removed.

## Statement of Enrolment

You can view and download a PDF of all your finalised enrolments in the form of Statement of Enrolment. PDF version of this document can be accessed from the Academic Records tile in myRMIT.

Before you begin complete the following 2 steps:

1. Login to **myRMIT** using your student ID number.
2. Enrol and finalise courses for at least 1 Program/Semester.

Your Statement of Enrolment is an official statement that confirms your program and class enrolments for the academic year. A new Statement of Enrolment is generated overnight after any changes are made to your enrolment.

### View, Print Statement of Enrolment

To view and print a PDF version of your Statement of Enrolment, complete the following 4 steps:

1. From the myRMIT Home Page, click on Academic Records tile
2. The **Academic Records** tile page displays to the Enrolment History page.
3. Click **Statement of Enrolment** to view list of all available Statements of Enrolment.
4. Click the row based on **Semester** and **Academic Program** to view a PDF version of the Statement of Enrolment. The **Statement of Enrolment** document displays in PDF format in a new window. You can download the PDF version of your Statement of Enrolment.

Note: If the statement does not automatically open, ensure that pop-up blockers are disabled in the browser settings

## Update Major or Minor

### Before you begin

1. Login to myRMIT using your student ID number.
2. Your Program must have major/minor in order to for you to view and update, as not all programs offer this option.
3. All enrolments, cancellations or changes to your enrolment will need to be completed by 8/9pm (Vietnam time) on the designated deadline dates. For more details, visit <Important dates and academic calendar - RMIT University>

### How to update your Majors or Minors

To update your Major or Minors, complete the following 10 steps:

1. From the **myRMIT home page**
2. Clicking on the **Enrolment** tile to access the Enrolments section of myRMIT.
3. The **Enrolment** page displays.
4. Click **Update your Majors or Minors** from the side navigation
5. Click the **Program** row you would like to update.

Note: Click **Plan my Program** from the side navigation to view all the available majors and minors for your program. You can also use this page to assess the academic impact of changing your major or minor by viewing which courses apply to each major/minor and whether you have completed them previously. To return to an original page, click on the side navigation on the left.

**Do not use the Back button in your web browser.**

All program requirements including credits required, course names, Major/Minor combination options and currently assigned Majors and Minors etc. are explained on this page. Click the Program Map link for an overview of your program. Scroll down to view all information.

1. The available Majors and Minors in the **Edit your Majors and Minors** page is tailored to the requirements of your program. In this example, the **Add Major** button is greyed out because there are no majors available for this program. Click **Add Minor** to add more Minors or click the **Remove** icon to change the listed Minors.
2. Click the **Confirm** button to validate your selected majors/minors against the program requirements.
3. Click **Next** at the top of the page.
4. Review information displayed on the **Review Updates** page. Ensure you are aware of all academic impacts before updating your Majors/Minors. Select **Yes** to confirm the student declaration.
5. Click **Confirm** to complete updating of your Major/Minors. The Minor has been updated successfully.

# Financial Account tile

The **Financial Account** tile contains 6 pages:

1. **Account Balance**
2. **Charges Due**
3. **Make a Payment**
4. **Payment History**
5. **Bank Account Details**
6. **Invoices**

## Account Balance

The **Account Balance** page displays a summary of the amount that you are due to pay, by Semester. You can only view information here. The **Charges** column displays the total of fees and charges for the Semester. The **Total Due** column displays how much is outstanding for each Semester. If a credit balance is shown here, this indicates the amount of money that is held in your account.

## Charges Due

The **Charges Due** page shows details of the charges due such as due date, description or reason for charge. The page opens displaying the **Summary by Due Date** tab. This tab shows the amount that must be paid and the due date of the charge.

Click the **Details of Charges Due** tab to view a breakdown of each course fee and other charges (if any). The **Charge Amount** column displays the full amount of each fee or charge. The **Amount Due** column displays how much is outstanding for each fee or charge.

## Make a Payment

The **Make a Payment** page shows the charges that you are ready to pay. To make a payment, complete the following 3 steps:

1. Click **Select a Payment Method**. You can view the available options for online payment here. Click **Confirm** to continue.
2. Click **Specify Payment Amount** and enter the amount in the **Payment Amount** column. Any overdue amount must be paid first. Click **Confirm** to continue.
3. Click **Confirm Payment Amount** and click the **Confirm** button to go to RMIT’s online payment system and make the payment.

## Payment History

The **Payment History** page shows all payments which have been made toward your account. You can use the filter in the header row to search for payments within a specific date range. Click a payment row to view more information about the payment.

## Bank Account Details

Select the **Bank Account Details** page to view and edit your bank account details. The bank account provided here is used if you apply for a refund.

To view/edit your bank account details, complete the following 3 steps:

1. Enter details in all fields.
2. Select **Yes** to confirm details.
3. Click **Submit**.

## Invoices

Select the **Invoices** page to view and download PDFs of any invoices that have been raised for you. Click an invoice row to view and download the invoice. The invoice also includes **Account Statement**.

# Graduation Tile

## Before you begin

Ensure that you are eligible to apply for graduation. Refer to RMIT graduation ceremonies - RMIT University for more information.

## Overview

The Graduation tile in mHHyRMIT lists all graduation applications that you are eligible for and

graduation applications that you have initiated application for.

Note: The Graduation tile wHHill remain empty until you are eligible to apply.

## Navigation to Gradation tile:

To navigate to the Graduation tile, complete the following 4 steps:

1. From the **myRMIT Home Page**
2. Click the Graduation tile to access the Graduation Applications page.

**Graduation Applications** page displays. The available graduation application will show **Can Apply** as the **Application Status**.

1. Click the **Apply to Graduate** button for the relevant **Academic Program**.
2. The **Application to Graduate** page for the relevant Academic Program displays. You must complete 6 steps to successfully submit the graduation application.

## Applying for Graduation

From the Graduation tile, you will access the Graduation Applications page. The available graduation application will show **Can Apply** as the **Application Status**.

To apply for Graduation, complete the following 8 steps:

1. Click the **Apply to Graduate** button for the relevant **Academic Program**.
2. The **Application to Graduate** page for the relevant **Academic Program** displays. You must complete 6 steps to successfully submit the graduation application.
3. Click **Next** to progress.
4. Graduation Options:
* 4.1 Select **In absentia** or **Ceremony** based on preference. For example, select Ceremony to attend the graduation ceremony in person.
* 4.2 Click the **LookUp** icon to select the ceremony venue.
* 4.3 Select a ceremony from the list of available options.
* 4.4 Click **Confirm**
* 4.5 Click **Next** to progress.
1. Name Order:

This step allows you to confirm the way your name appears on the Testamur. Testamur is the Student’s graduation certificate.

* + 5.1 Select name against the given rows 1, 2 and 3.
	+ 5.2 Click **Submit**.
	+ 5.3 Click **Confirm** after viewing the name order.
	+ 5.4 Click **Next**.
1. Confirm Contact Details:

This step allows you to confirm your contact details. RMIT will send official graduation communications to your personal email address and/or current mailing address.

* + 6.1 Edit details, if required. Click the contact to edit.
	+ 6.2 Click **Confirm**.
	+ 6.3 Click **Next**.
1. Career Status Survey:

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

* + 7.1 Provide relevant answers and click **Save Answers**. Answers cannot be changed once the page is saved.
	+ 7.2 Click **Next**.
1. Verify and Submit:
	* 8.1 Click **Accept** to verify all details provided and acknowledge the note mentioned in this step.
	* 8.2 The **Graduation Application** page displays. **Application Status** is now changed to Applied. You have successfully submitted the Graduation application on myRMIT.

# Submit Request tile

You can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps

## 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.

## Fill out a new form

To fill out a new form, complete the following 2 steps:

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

# Scholarships tile

The **Scholarships** tile allows current and prospective students to submit Scholarship applications along with supporting documents, view offered scholarship details and accept or decline the offer. The tile also provides opportunities to communicate with the Scholarship team for further eligibility and application related assessments.

The **Scholarships** tile contains 3 pages:

1. **Scholarship Applications**
2. **Upload More Documents**
3. **Scholarship Offer**

## Apply for Scholarship (Prospective Students)

To start a new Scholarship application as a prospective student, click **New Application** then complete the following 14 steps:

1. Read the Terms and Conditions and gather necessary documents. Click **Next**.
2. your personal details and click **Next**. Use **Next** or **Previous** buttons to navigate between steps.
3. Verify your contact details and click **Next**.
4. Enter details of program for which scholarship is intended for and click **Next**. The list of eligible and available scholarships in next step is based on the **Intended Program** and **Intended Intake** selected here.
5. Applicants can select up to three scholarships from the available list. Click **Next**.
6. Enter your grade point average (GPA) values of previous education. Click **Next**.
7. Upload all supporting documents to validate provided information in previous steps. Use the **Look Up icon** to search for **Document Type**.
8. Click the **Attach** icon to browse for document. Use the **Delete** or **Add** icons to remove or add uploaded documents.
9. Browse and select the file to be uploaded. Click **Upload**.
10. Click **Done**.
11. Click **Next**.
12. Scroll through the page to review all information provided. Click **Edit** if information requires correction or click **Next**.
13. Read and check the **Declaration and Privacy Statement**.
14. Click **Submit**. The Scholarship application is successfully submitted. A system-generated email will be automatically sent to applicants with the Scholarship Preference selections.

## Apply for Scholarship (Current Students)

To start a new Scholarship application as a current student, click **New Application** then complete the following 4 steps:

1. Introduction. Read the scholarship eligibility details and gather necessary documents. Click **Next**.
2. Personal Details. Verify your personal details and click **Next**. Use **Next** or **Previous** buttons to navigate between steps.
3. Current Program Details. Verify your current program details and click **Next**.
4. Declaration. Read and check the **Declaration and Privacy Statement**. Click **Submit**. The Scholarship application is successfully submitted. You will receive an email about your scholarship application from the system.

## Upload More Documents

Scholarship applicants will be notified if the status of their Scholarship application is changed to **Additional Documents Required**. The **Upload More Documents page** displays. Notice that only the applications with Status as **Additional Documents Required** have the **Edit** option available.

To upload more documents, complete the following 5 steps:

1. Click **Edit** under **Upload Attachment** column.
2. Click **Add Attachment**.
3. Browse and select the file to be uploaded. Click **Upload**.
4. Click **Done**.
5. Click **Done**. The document is successfully uploaded. Notice that the **Application Status** is now changed to **Document Received**. The updated status is visible to the Scholarship Coordinator, who will now continue with assessing the scholarship application.

## Accept or Decline Scholarship Offer

Scholarship applicants will receive an automatic communication when the status of their scholarship application changes to **Offered**. The status of the Scholarship Application changes to **Offered** when the **Scholarship Assessment Outcome** file indicates the Scholarship Status as **OFF**. You can view, accept or decline the offered Scholarship from the **Scholarship Offer** page. An applicant will not be able to accept the offer if it passes the scholarship deadline.

To accept or decline an offer, complete the following 4 steps:

1. Click **Scholarship Offer** to go the **Scholarship Applications** page where all offered scholarships can be found.
2. Click the arrow under **Details** to view more details about the offered Scholarship.
3. Click the **Scholarship Terms & Conditions** link to review.
4. Click **Accept Offer** or **Decline Offer**.