

# Work Integrated Learning (WIL) Programs

## How to Apply via Sonia Online



THE UNIVERSITY OF  
**SYDNEY**  
—  
Business School

## Before you apply

Before you start your application you will need to have the following documents ready to upload with your application:

1. A copy of your resume – we **strongly recommend** you use the template provided on the webpage
2. A copy of your academic transcript (downloaded from Sydney Student)
3. A 1 page cover letter addressing your motivation for applying and if applying for IPP, also include your internship interests (if applying for an international program)
4. A copy of your passport identification page (if applying for an international program)
5. If applicable, documents supporting your scholarship application

### Notes:

Your attachment should be ONE word file and MUST be named in the format: *FirstnameSurname\_SID.doc* (i.e. *JohnSmith\_123456789.doc*)

## How to Apply

All Work Integrated Learning Program applications are managed through a student placement software called

**Sonia Online**



# Log in to Sonia

1. Go to <https://sonia.sydney.edu.au/SoniaOnline>
2. Click on 'Business School'
3. In the 'Role' drop down box, select Student
4. Enter your unikey and password
5. Click 'Sign in'



This site is under production and will be tested as a pilot next year.

## Application process

There are 3 steps to the Sonia online application process:

1. Join the relevant placement group
2. Select the application form
3. Add the application form to the placement group

Further instructions on each of the steps above can be found in the following slides.

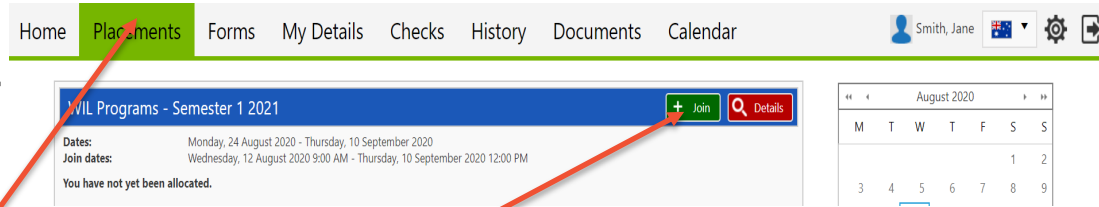
***Note: It is important to complete each of the 3 steps above otherwise your application will not submit correctly and will not be considered***

# STEP 1: Join a placement group

The first step in applying for a WIL Program is to “Join a Placement Group”:

**Step 1:** Go to the Placements tab

**Step 2:** Find the placement group you wish to apply for and click “Join”



The screenshot shows a navigation menu with tabs: Home, Placements, Forms, My Details, Checks, History, Documents, and Calendar. The 'Placements' tab is highlighted in green. Below the menu, there is a card for 'WIL Programs - Semester 1 2021'. The card contains the following information:

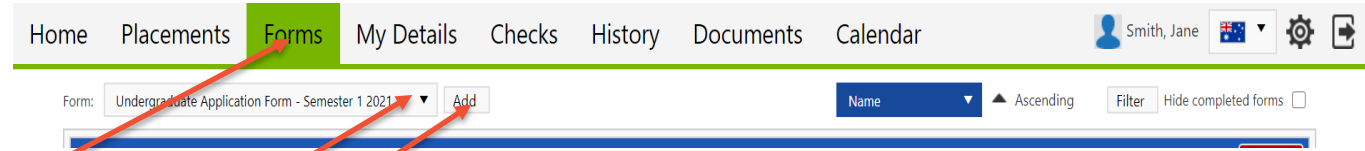
- Join dates:** Wednesday, 12 August 2020 9:00 AM - Thursday, 10 September 2020 12:00 PM
- Dates:** Monday, 24 August 2020 - Thursday, 10 September 2020
- Message:** You have not yet been allocated.

At the top right of the card, there are two buttons: a green '+ Join' button and a red 'Details' button with a magnifying glass icon. Two red arrows point from the text in the previous blocks to the 'Placements' tab and the '+ Join' button.

On the right side of the screenshot, there is a calendar for August 2020. The calendar shows the days of the week (M, T, W, T, F, S, S) and the dates (3, 4, 5, 6, 7, 8, 9). The date 5 is highlighted with a blue underline.

## STEP 2: Select the application form

The next step is to select the relevant application form



Home Placements **Forms** My Details Checks History Documents Calendar

Form: Undergraduate Application Form - Semester 1 2021 Add

Name Ascending Filter Hide completed forms

Step 1: Go to the “Forms” tab

Step 2: From the “Forms” drop down box select the relevant application form

Step 3: Click “Add”

The form name and details will now appear on the screen and it will show “successfully added form”

## STEP 3: Add the form to the placement group

The next step is to attach the form to the relevant placement group

Once you have successfully added the form the box will automatically appear below

From the “**Placement Group**” drop down box select the relevant placement group

*(If you don't complete this step the form will not be received and your application will not be considered)*

Home Placements **Forms** My Details Checks History Documents Calendar

Smith, Jane

Form: Undergraduate Application Form - Semester 1 2021 Add **Successfully added form** Name Ascending Filter Hide completed forms

**Undergraduate Application Form - Semester 1 2021** Delete Edit

Placement Group: **WIL Programs - Semester 1 2021** New  
Form added on 12/08/2020

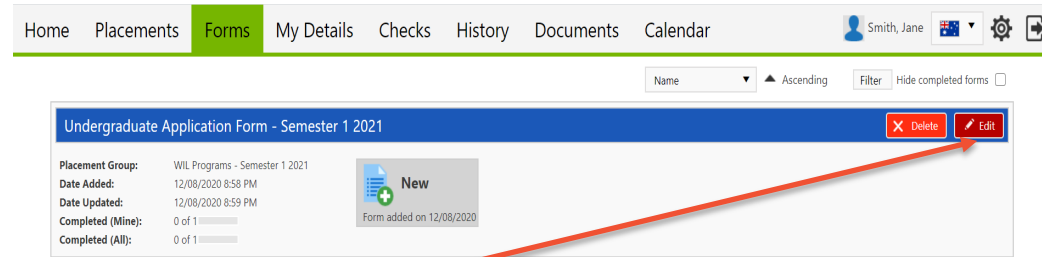
Date Added: 12/08/2020  
Date Updated: 12/08/2020  
Completed (Min): 0 of 1  
Completed (Max): 0 of 1



## STEP 3: Complete the application form

The next step is to complete the application form and attach your supporting documents

**Step 1:** Click **edit** to complete the form and attach your supporting documents.



The screenshot shows a navigation menu with 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'History', 'Documents', and 'Calendar'. The 'Forms' tab is selected. Below the menu, there are search and filter options. A card for 'Undergraduate Application Form - Semester 1 2021' is shown with the following details:

Placement Group:	WIL Programs - Semester 1 2021
Date Added:	12/08/2020 8:58 PM
Date Updated:	12/08/2020 8:59 PM
Completed (Mine):	0 of 1
Completed (All):	0 of 1

There is a 'New' button with a plus icon and a 'Form added on 12/08/2020' message. At the top right of the card, there are 'Delete' and 'Edit' buttons. A red arrow points to the 'Edit' button.

## Note: Data populated from Sydney Student

When you first open the form, some of the fields in “Section A” will be automatically populated from your Sydney Student record

Undergraduate Application Form - Semester 1 2021



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### THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL WORK INTEGRATED LEARNING PROGRAMS

#### SECTION A: STUDENT DETAILS

Family name	<input type="text"/> *	Given name(s)	<input type="text"/> *
Student number (SID)	<input type="text"/> *	University email address	<input type="text"/> *
Gender	<input type="text"/> *	Mobile phone	<input type="text"/> *
Degree	<input type="text"/> *	Major 1	<input type="text"/> *
Major 2	<input type="text"/> *	Student type	<input type="radio"/> Local student <input type="radio"/> International student  *



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## STEP 4: Submit the application form

1. Complete all mandatory fields in the form
2. Attach your application documents
3. Read the program terms and conditions
4. Enter your name, date, click **Submit**

**SECTION G: DECLARATION**

Please read the following terms and conditions before submitting your application:

- I agree to read and comply with the program conditions and guidelines of the Work Integrated Learning program.
- I agree to read and comply with the program deadlines of the Work Integrated Learning program.
- I agree to notify the University immediately if there is any change to the information I have given in this application.
- I agree the University is not responsible for documents submitted; the documents become the property of the University.
- I agree the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- I declare that the information I have given in this application is true and correct.
- If selected into the program I accept that my information as provided in this application and academic transcript will be made available to a host organisation.
- I understand that my application will not be accepted if I have not submitted it in accordance with the instructions outlined in the Sonia student application step by step guide.
- I understand that I will not be permitted to participate in the program if I do not have enough credit points available in my degree.

The Sonia student application PDF step by step guide is available [here](#).

I confirm that I have read and understood the above terms and conditions.

**Print Full Name:**

**Date:**

How did you hear about the Business School's Work Integrated Learning Programs?

## Need help?

Local and International Programs

WIL Coordinator

9351 4174

**Email:** [business.placements@sydney.edu.au](mailto:business.placements@sydney.edu.au)

**Website:** <https://sydney.edu.au/students/industry-placement-program.html>