Work Integrated Learning (WIL) Programs

How to Apply via Sonia Online
Before you apply

Before you start your application you will need to submit your Program Eligibility Check via a Departmental Permission request in Sydney Student and have the following documents ready to upload with your application:

You must submit your Program Eligibility Check in Sydney Student first, then attach the following documents to 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’
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”
**STEP 2: Select the application form**

The next step is to select the relevant application form.

1. **Step 1:** Go to the “Forms” tab.
2. **Step 2:** From the “Forms” drop down box select the relevant application form.
3. **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)
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.
**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.
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
**Need help?**

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<thead>
<tr>
<th></th>
<th>WIL Coordinator</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Local Programs</td>
<td>(Local)</td>
<td>9351 4174</td>
</tr>
<tr>
<td>International Programs</td>
<td>(International)</td>
<td>8627 6877</td>
</tr>
</tbody>
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**Email:** [business.placements@sydney.edu.au](mailto:business.placements@sydney.edu.au)

**Website:**
- [https://sydney.edu.au/students/industry-placement-program.html](https://sydney.edu.au/students/industry-placement-program.html)
- [https://sydney.edu.au/students/business-study-tours.html](https://sydney.edu.au/students/business-study-tours.html)