Work-Integrated Learning (WIL) Programs

Experience in Industry (BWIL2150/BWIL6150)

How to Apply via Sonia Online

THE UNIVERSITY OF SYDNEY
Business School

Before you apply

You will be asked to provide the following information with your Sonia application:

1. A letter of offer, contract, placement confirmation and/or position description from your host company

2. A statement outlining how the placement is relevant to your degree (minimum 250 words)

How to Apply

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

Sonia Online

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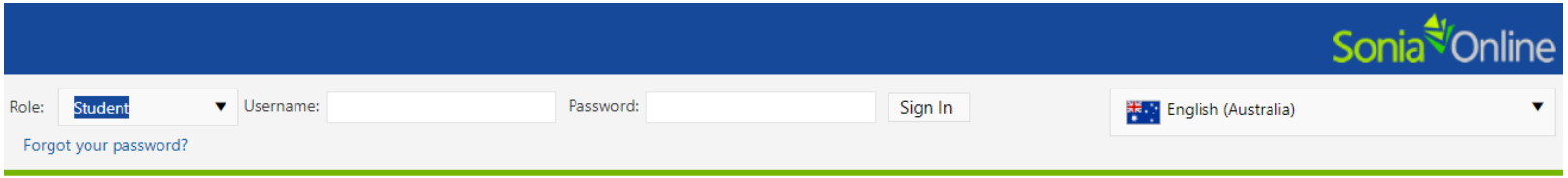
Log in to Sonia

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



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Application process

There are 3 steps to the Sonia online application process:

1. Join the relevant placement group
2. Complete the application form
3. Submit the application form

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

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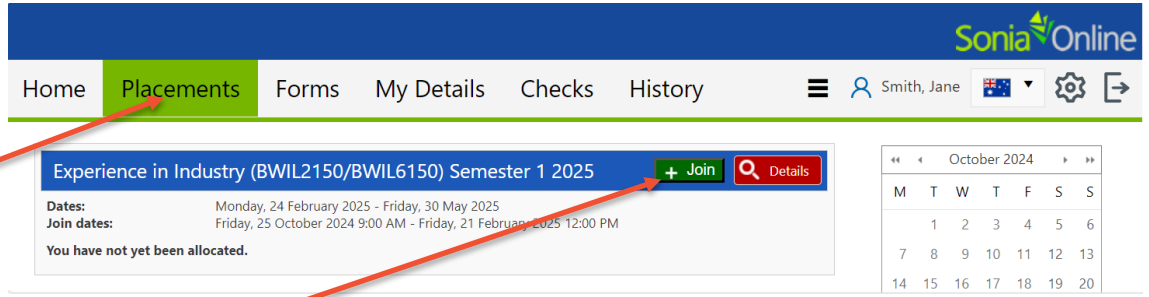
STEP 1: Join a placement group

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



1. Go to the Placements tab

2. Find the placement group you wish to apply for and click “Join”

3. Once joined, you will automatically be allocated an application form to complete

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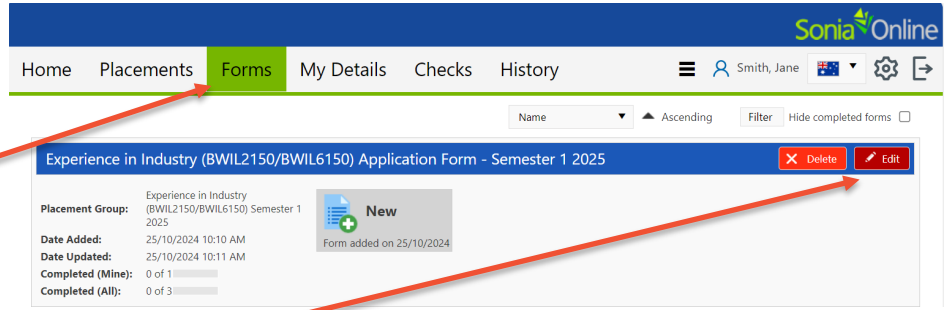
STEP 2: Complete the application form

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

1. Go to the “Forms” tab to access the application form

2. Click “edit” to complete the form and attach your supporting documents.



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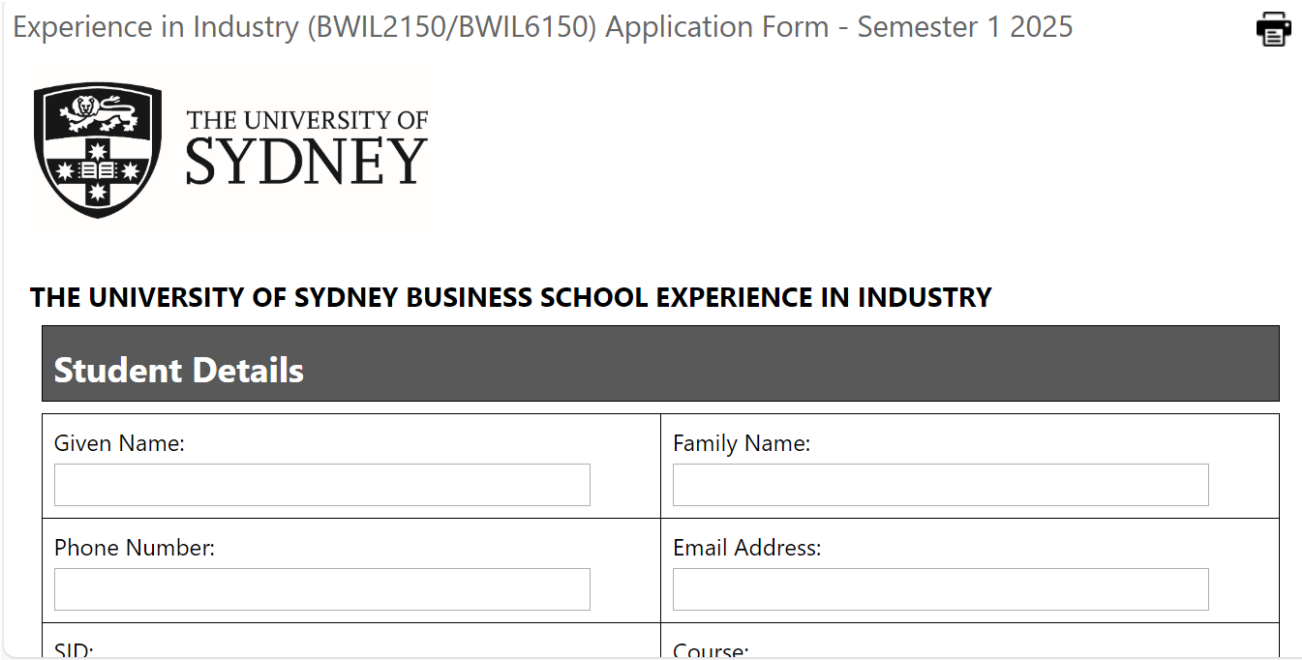
Note: Data populated from Sydney Student

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



Experience in Industry (BWIL2150/BWIL6150) Application Form - Semester 1 2025

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THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL EXPERIENCE IN INDUSTRY

Student Details

Given Name:	Family Name:
Phone Number:	Email Address:
SID:	Course:

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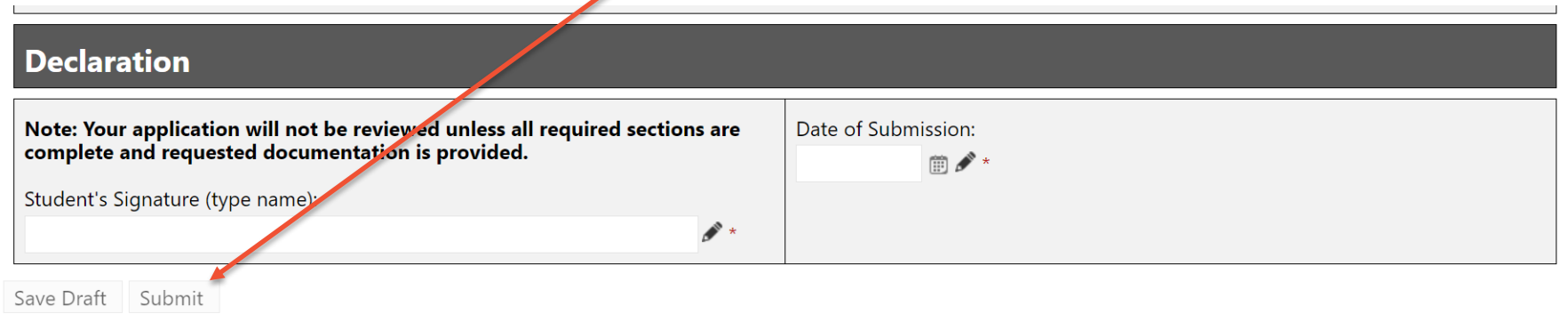
STEP 3: Submit the application form

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**



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Need help?

Email: business.placements@sydney.edu.au

Website: https://www.sydney.edu.au/students/business-placements.html

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