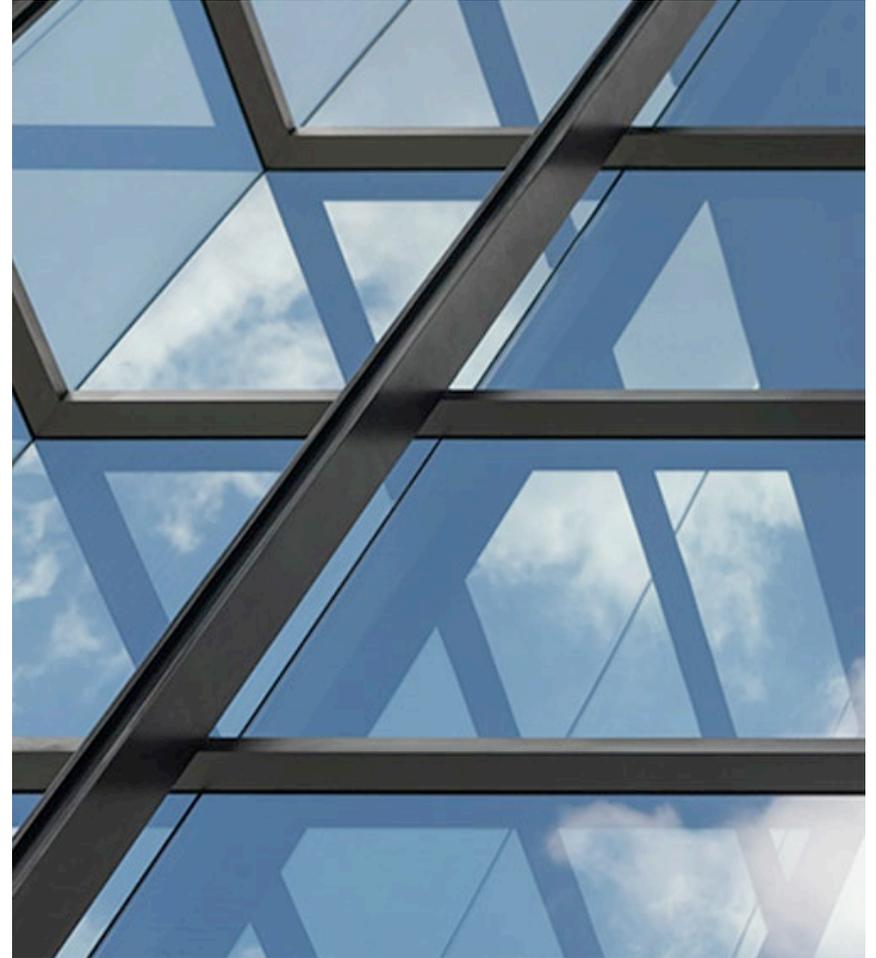


## **Work-Integrated Learning (WIL) Programs**

**Experience in Industry  
(BWIL2150/BWIL6150)**

**How to Apply via Sonia Online**



## 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)

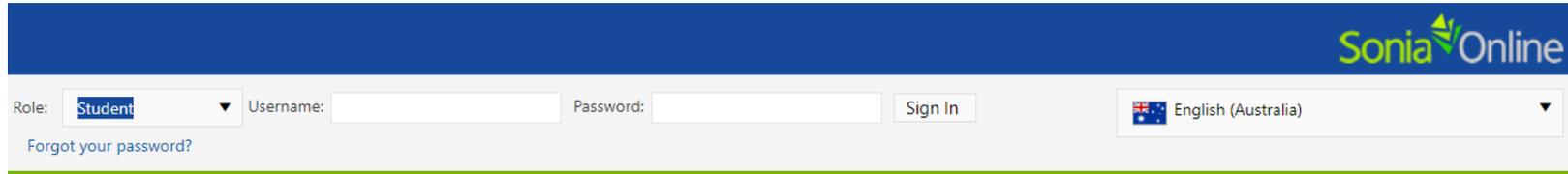
## How to Apply

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



## 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'



The screenshot shows the Sonia Online login page. At the top right, the 'Sonia Online' logo is displayed. Below the logo, there is a login form with the following elements: a 'Role' dropdown menu set to 'Student', a 'Username' input field, a 'Password' input field, a 'Sign In' button, and a language selection dropdown menu set to 'English (Australia)'. A link for 'Forgot your password?' is located below the password field.

## 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***

# 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

The screenshot shows the Sonia Online user interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', and 'History'. The 'Placements' tab is highlighted in green. Below the navigation bar, there is a placement group entry for 'Experience in Industry (BWIL2150/BWIL6150) Semester 1 2025'. The entry includes the following details:

- Dates:** Monday, 24 February 2025 - Friday, 30 May 2025
- Join dates:** Friday, 25 October 2024 9:00 AM - Friday, 21 February 2025 12:00 PM
- Status:** You have not yet been allocated.

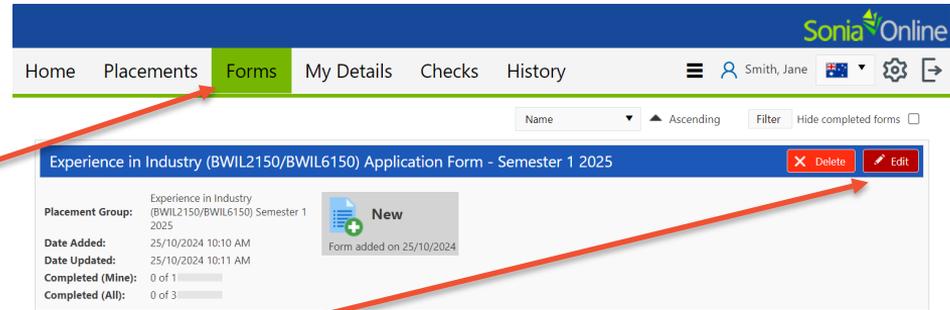
There are two buttons next to the entry: a green '+ Join' button and a red 'Details' button with a magnifying glass icon. A calendar for October 2024 is visible on the right side of the interface.

## 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.



The screenshot shows the Sonia Online interface. The top navigation bar includes 'Home', 'Placements', 'Forms' (highlighted in green), 'My Details', 'Checks', and 'History'. A user profile for 'Smith, Jane' is visible. Below the navigation bar, there is a search and filter section with a 'Name' dropdown, 'Ascending' sort order, and a 'Filter' button. The main content area displays a table with one entry: 'Experience in Industry (BWIL2150/BWIL6150) Application Form - Semester 1 2025'. This entry has 'Delete' and 'Edit' buttons. A 'New' button with a plus icon is also present. The entry details include: Placement Group: Experience in Industry (BWIL2150/BWIL6150) Semester 1 2025; Date Added: 25/10/2024 10:10 AM; Date Updated: 25/10/2024 10:11 AM; Completed (Mine): 0 of 1; Completed (All): 0 of 3. A 'Form added on 25/10/2024' notification is also visible.

## 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



THE UNIVERSITY OF  
SYDNEY

### THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL EXPERIENCE IN INDUSTRY

#### Student Details

Given Name:

Family Name:

Phone Number:

Email Address:

SID:

Course:



THE UNIVERSITY OF  
SYDNEY  
Business School

## 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**

### Declaration

**Note: Your application will not be reviewed unless all required sections are complete and requested documentation is provided.**

Student's Signature (type name):   \*

Date of Submission:    \*

## Need help?

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

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