

Work-Integrated Learning (WIL) Programs

How to Apply via Sonia Online

Before you apply

You will need to have the following documents ready to upload with your Sonia application:

1. A copy of your resume – we **strongly recommend** you use the template available on the [Careers and Employability Office Canvas site](#)
2. A copy of your current academic transcript (downloaded from Sydney Student). If you are in your first semester of your undergraduate degree, please upload any evidence of available results from completed assessments or exams. For first semester postgraduate students, please upload your Bachelor's Degree transcript.
3. A copy of your passport identification page.
4. If applicable, documents supporting your scholarship application.

Notes:

Your attachment must be ONE Word document and should be named in the format: Lastname_SID.doc (i.e. Smith_123456789.doc)

How to Apply

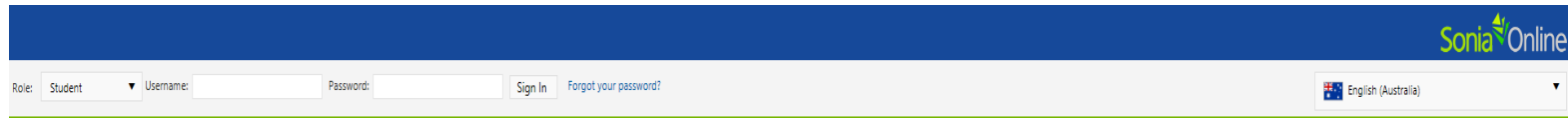
All Work-Integrated Learning Program applications are managed through a student placement software called

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'



Role: Student Username: Password: Sign In Forgot your password? English (Australia)

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

Application process

There are 5 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
4. Complete the application form
5. 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 5 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”

The screenshot shows the Sonia Online web application interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'History', 'Documents', and 'Calendar'. The 'Placements' tab is highlighted in green. Below the navigation bar, a placement group titled 'USA Industry Placement Program Summer 2025' is displayed. The group description states: 'Students wishing to undertake the USA Industry Placement Program in 2025 must join this placement group as part of the application process. Applications open on the 25th of March.' The dates for the program are listed as 'Saturday, 11 January 2025 - Saturday, 22 February 2025'. The join dates are 'Wednesday, 13 March 2024 12:00 AM - Thursday, 14 March 2024 12:00 AM'. A status message indicates 'You have not yet been allocated.' There are two buttons: a green '+ Join' button and a red 'Details' button with a magnifying glass icon. To the right of the placement group is a calendar for March 2024, with the 13th highlighted in a blue box. The user profile 'Student, Example' and a flag icon are visible in the top right corner.

STEP 2: Select the application form

The next step is to select the relevant application form

1. Go to the “Forms” tab

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

3. Click “Add”

The screenshot shows the Sonia Online interface. The navigation menu includes Home, Placements, Forms (highlighted), My Details, Checks, History, Documents, and Calendar. The user profile is 'Student, Example' with a flag icon and a settings gear. A dropdown menu is open under 'Forms', showing 'USA Industry Placement Program (BWIL2215/BWIL6215)' and 'Application Form - Summer 2025'. An 'Add' button is next to the dropdown. A 'Hide completed forms' checkbox is visible on the right.

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)

USA Industry Placement Program (BWIL2215/BWIL6215) Application Form - Summer 2025

Application form for USA IPP 2025 applicants.

Placement Group: [Dropdown Menu] [New]

Date Added: [Field]

Date Updated: [Field]

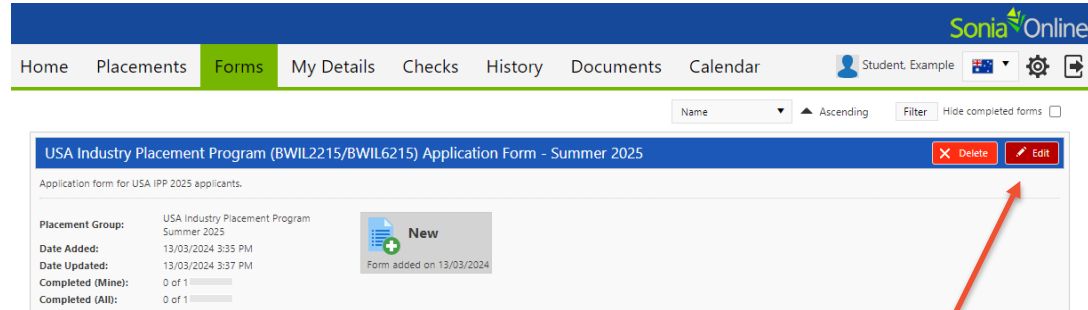
Completed (Mine): [Field]

Completed (All): 0 of 1 [Field]

STEP 4: Complete the application form

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

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', 'My Details', 'Checks', 'History', 'Documents', and 'Calendar'. The user is logged in as 'Student, Example'. The main content area displays the 'USA Industry Placement Program (BWIL2215/BWIL6215) Application Form - Summer 2025'. A red arrow points to the 'Edit' button in the top right corner of the form header. The form details include:

Placement Group:	USA Industry Placement Program Summer 2025
Date Added:	13/03/2024 3:35 PM
Date Updated:	13/03/2024 3:37 PM
Completed (Mine):	0 of 1
Completed (All):	0 of 1

A 'New' button with a plus icon and the text 'Form added on 13/03/2024' is also visible.

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



THE UNIVERSITY OF SYDNEY

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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  *

STEP 5: 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 H: DECLARATION

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

- I understand that I must be physically located in Sydney during Semester 2 2023.
- I declare that the information I have given in this application is true and correct.
- 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.
- 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?

Save Draft Submit

Need help?

Local Programs

WIL Coordinator

9351 4174
8627 9129

Email: business.placements@sydney.edu.au

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