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)

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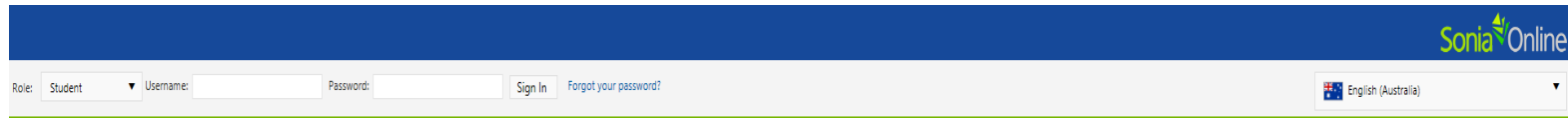**Business School**

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'

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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

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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"

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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"

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)

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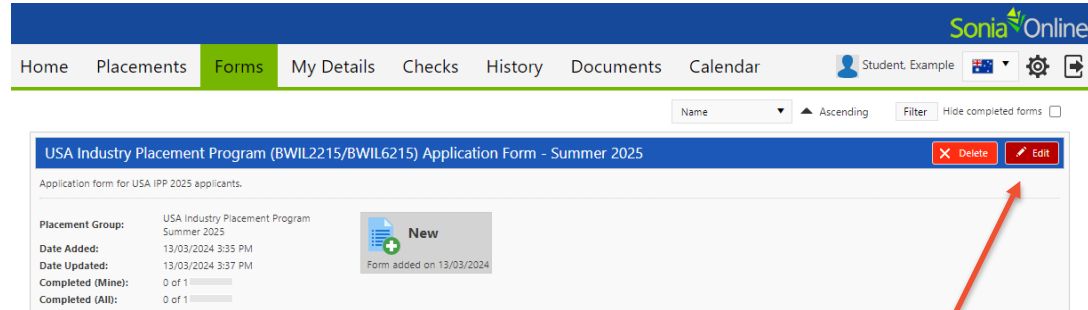
STEP 4: Complete the application form

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.

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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 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

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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

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