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 templates available on the Careers and Employability Office Canvas site

2. A copy of your academic transcript (downloaded from Sydney Student)

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’
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”
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 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 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.
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

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number (SID)</td>
<td>University email address</td>
</tr>
<tr>
<td>Gender</td>
<td>Mobile phone</td>
</tr>
<tr>
<td>Degree</td>
<td>Major 1</td>
</tr>
<tr>
<td>Major 2</td>
<td>Student type</td>
</tr>
</tbody>
</table>
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
Need help?

<table>
<thead>
<tr>
<th>Local Programs</th>
<th>WIL Coordinator</th>
<th>9351 4174 8627 6335</th>
</tr>
</thead>
</table>

Email: business.placements@sydney.edu.au

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