

Descriptive Transcript



Title: Accepting Your Offer

Creator: Swinburne University of Technology

Year: 2023

Audio/video for this transcript available from: <https://commons.swinburne.edu.au>

[Background music: White title screen with text “Accepting Your Offer”]

VOICEOVER: In this video we will show you how to accept or defer your offer if you are a domestic student.

[White screen with text “Refer to your offer letter if you are: - International student, - PhD student, - Masters by Research student”]

If you are an international student, you would have accepted your offer by submitting your formal acceptance documentation. You don't need to do anything here.

Similarly, if you are PhD or Masters by Research students, please follow the acceptance instructions outlined in your offer letter.

[Screen-capture view of My Swinburne Homepage]

Once you have logged in to My Swinburne, this is your home page.

[My Applications tile is highlighted]

This is the My Application tile.

To begin, click on the course that you wish to accept the offer for.

[Screen-capture view of My Applications page, displaying Course details in the top left and a line that reads ‘This offer is awaiting your response’.]

Before you accept your offer, you can check the details on this page.

Here you can see the course name **[course name is highlighted in the top left]**, details of the year **[study period details are highlighted in the centre of the screen]** and study period you will commence your course once accepted.

[Offer Conditions section is highlighted on the left side of the screen] Navigate to the Offer Conditions tab to see if there are any condition to your offer. Make sure to check the Offer Conditions tab as some conditions may require you to take relevant actions.

[Line at the top of the screen is highlighted, it reads 'This offer is awaiting your response']

We can see the offer is awaiting response and is yet to be accepted.

To accept your offer, click the Accept button at the top left corner of the screen **[Red 'Accept' button in the top left corner is highlighted and clicked. A pop-up Confirm Action box appears. This reads 'Select OK to confirm your offer response, otherwise select cancel'. The OK button is highlighted]**

Click okay to confirm your selection. **[OK button is clicked]**

[Screen refreshes. The line at the top of the screen is highlighted, it reads 'You have successfully accepted your offer']

You will receive a confirmation that you've accepted your offer.

This process may take a few minutes to finalise once you accept.

[White screen with text "For help accepting your offer, contact us on 1300 794 628 (option 2)"]

If you encounter any issues accepting your offer, please contact us at 1300 794 628 (press option 2)

[Screen-capture view of My Applications page. Top left corner shows 'Offer' with a status of 'Accepted']

Now that you've accepted your offer, you have completed the admission part of the process.

You are now ready to undertake the next step of your enrolment activities.

[White screen with text 'How to defer your offer']

If your circumstances have changed and you can no longer commence when you expected to, you can defer your offer.

[Screen changes to show My Swinburne portal with My Details and My Applications tiles. Text in a red box appears, it reads 'Not all courses are able to be deferred due to limited places. If your course falls into this category, it will be clearly marked on the course page.']

To defer your offer, click on the application that you wish to defer.

[Course details within My Applications tile are highlighted in a red box]

[Screen-capture view of My Applications page. A red 'More' button is highlighted in the top left corner. The button has an arrow next to it which is clicked.]

Click on the arrow on the More button

[A drop-down menu appears with two entries: Defer and Decline. Defer is highlighted]

and you will see the Defer option.

Select DEFER.

[Defer option is clicked. A pop-up Confirm Action box appears. This reads 'Select OK to confirm your offer response, otherwise select cancel'. The OK button is highlighted and clicked]

Click ok.

[Screen-capture view of My Applications page. Offer status in top-left now reads 'Deferred'. The line at the top of the screen is highlighted, it reads 'Please tell us when you want to defer until.']

The next step is to select the intake that you would like to return to your studies.

[Red Select button on the right side of the screen is highlighted and then clicked]

Click select button.

[A pop-up Defer Your Offer box appears. This lists alternative intake periods for the deferred course. Next to each option is a red button marked 'Select and Save']

this will show all available intakes for you to choose from.

Select and save your preferred intake.

[Red button marked 'Select and Save' is highlighted and clicked]

[Screen refreshes to show My Applications page. The line at the top of the screen is highlighted, it reads 'You have successfully deferred your offer until Semester 1 Intake, 2024.']

Here it will show you the new intake that you have just selected.

You will receive an email from the Admissions team to confirm your deferral request has been processed.

You will be contacted closer to your return date about when to enrol.

If you previously already accepted your offer, and you now wish to defer it, please contact the Admissions team to receive staff assistance to defer. **[White screen with text "For any enquiries with deferring your offer, please contact – domadmit@swin.edu.au"]**

And there you have it. Thank you for watching.

[Background music: White screen with Swinburne logo and website: swinburne.edu.au]

[END OF TRANSCRIPT]