

Frequently Asked Questions (FAQ)

1. *Where can I access the link to the online application?*

Please access [this link](#) or you can go to [Australia Awards in Indonesia website](#) and check the Short Courses Section to get more details on the current short courses.

2. *What do Australia Awards cover if I am selected to participate in Short Course?*

Australia Awards Indonesia will cover the Course fee, In-Indonesia Pre-Course and Post-Course Workshops including mobilisation cost and per-diem during the workshops, accommodation (in Indonesia and Australia program), return airfare (domestic and international), insurance in Australia (OSHC) and transportation allowance and visa.

3. *Should I complete the application in English or Bahasa Indonesia?*

Please complete the application in English.

4. *Why can't I type more sentences when I respond to the selection questions?*

The applicants' responses to selected questions should be a minimum of 750 characters and a maximum of 2,200 characters. This includes space and punctuation marks (not word counting but character counting).

5. *What are the types of documents I should prepare to apply for this course?*

Required Documents: copy academic certificate Diploma (D3) qualification or higher; copy of Valid Identity Card (KTP), and Endorsement Letter from Supervisor. Optional: English proficiency test results or certificate of participation in any overseas forum/seminar/training.

6. *Should I translate the supporting documents, including the academic certificate into English?*

No, you do not need to translate the documents. You can submit the documents in the original language. However, you are suggested to scan the original documents. If you can only scan the copy document, it should be legalised by the institution which published the document or a notary office.

7. *Can I use my expired TOEFL/ IELTS certificate?*

You can use your latest TOEFL/ IELTS certificate even if it has passed its expiry date.

8. *Can I replace the TOEFL/ IELTS certificate with another document to prove my English?*

Yes, TOEFL/ IELTS certificate can be replaced with proof of studies or living in an English-speaking country or working in an English-speaking environment; completion of studies in English, language course or language tests; or proof of attendance or certificate of an international conference.

9. *Is there any format for Endorsement Letter? What should be included in the Endorsement Letter?*

You can download the Endorsement Letter template on the third page of the online form application. Endorsement letter should include information about your professional competencies that are related to this Short Course.

Endorsement letter is required when submitting the application. This document is different from Nomination Letter or Permission/ Assignment Letter.

10. *Who should sign the endorsement letter?*

The endorsement letter should be given (written and signed) by your current supervisor. However, if you hold the highest position in the organisation, the endorsement letter can be given by another organisation which you or your organisation is a member or has cooperation with.

11. *Should my supervisor write the Endorsement Letter in English or Bahasa Indonesia? And does it need to be typed?*

The Endorsement Letter can be written in both languages and it does not need to be typed.

12. *Is this short course open to people with disabilities?*

Yes, people with disabilities are encouraged to apply. Please provide us with clear information regarding your disability. Your disability will not impact or diminish the panel's assessment in any way.

13. *Should I rename my documents before uploading them?*

Yes, you should rename your documents with the below format:

"Your FIRST AND LAST NAME_Name of documents". (e.g: Budi Satria_KTP, Budi Satria_Academic Certificate, Budi Satria_Endorsement Letter, Budi Satria_TOEFL/IELTS).

File or Documents without "YOUR NAME" in the filename, may be successfully uploaded, but **COULD NOT** be read and stored in our system.

14. *Where should I send the documents to?*

The required documents should only be uploaded through the provided **link** for the course online application. Document submission via email is **Not Required**.

15. *Can I submit my application through email?*

No, you cannot. Application will only be accepted through online application, any application submitted through email will not be assessed.

16. *When is the deadline to submit the application?*

The application's deadline is on **10 April 2025 at 23:59 WIB**. Any late submission is not accepted.

17. *What are the next steps after I submit my application?*

- If your application is received by AAI on time and it has passed all eligibility criteria, it will be reviewed by Independent Selection Panel.
- Approximately 2-3 weeks after the deadline for application, AAI will contact shortlisted candidates to invite them for an interview. At this stage, only shortlisted candidates will receive the interview invitation by e-mail and text message.
- Approximately 1 month after the deadline for application, all applying candidates, except late submission, will receive notification of their selection outcome by e-mail.

18. *Will the course be delivered in Australia?*

AAI and Australian Embassy in Jakarta will assess the travel restrictions to determine whether it is likely that the course can be delivered in Australia. If the travel restrictions remain in place and the course cannot be delivered in Australia, AAI and the course delivery team will design an online course.

19. *Who should I contact if there is any trouble with my application?*

Please send any inquiries through email to shortcourse@australiaawardsindonesia.org

with the subject heading for instance: **Queries – Building Cyber Resilience: Managing Risks and Leveraging Opportunities SC**