

## Frequently Asked Questions (FAQs)

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

Please access the following link, or you can visit [the Australia Awards in Indonesia website](#) and go to [the Short Course section](#) to get more details on current short courses.

### 2. *What does the Australia Awards in Indonesia cover if I am selected to participate in the Short Course?*

Australia Awards in 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 the Australia program), return airfare (domestic and international), insurance in Australia (OSHC), 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: Academic Certificate (Ijazah), Copy of Valid Identity Card (KTP), Endorsement Letter from Supervisor, English proficiency test results or participation in any overseas forum/seminar/training

Optional Document: Any additional relevant certificates (e.g. certificates of achievements, relevant training certificates, etc.).

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

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

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

You can use your latest TOEFL/ IELTS certificate even if it has expired.

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

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

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

Endorsement letters are different from Nomination Letters or Permission/ Assignment Letters. Endorsement letters should include information about your professional competencies related to this Short Course. This document will support your application to the Short Course.

### 10. *Is there any template for the Endorsement Letter?*

You can download the Endorsement Letter template on the third or last page of the online form application. However, you may use your organisation's endorsement template if preferred. You should include the same information as stated in point 9.

### 11. *Who should sign the endorsement letter?*

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

### 12. *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 does not need to be typed.

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

Yes, you should rename your documents with the following 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).

Files or documents without "YOUR NAME" in the filename may be successfully uploaded, but **cannot** be read and stored in our system.

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

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. Applications will only be accepted through the 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 **Monday, 19 May 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 has passed all eligibility criteria, it will be reviewed by the 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 via email or text message.
- Approximately one month after the deadline for application, all applying candidates, except for late submissions, will receive notification of their selection outcome by e-mail.

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

AAI and the 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](mailto:shortcourse@australiaawardsindonesia.org) with the subject heading, for instance: **Queries – Promoting Integrity, Transparency and Leadership SC**.