

## Frequently Asked Question (FAQ)

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

Please access the following link <https://www.australiaawardsindonesia.org/id/IACEPAapplication> or you can go to Australia Awards website at [www.australiaawardsindonesia.org](http://www.australiaawardsindonesia.org) and go to Short Term Award Section to get more details on current short courses.

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

Australia Awards in Indonesia will cover Course fee, In-Indonesia Pre-Course and Post-Course Workshop 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. *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.

Optional Document: English proficiency test results or participation in any overseas forum/seminar/training

### 4. *Can I use my old TOEFL/ IELTS certificate?*

The TOEFL/ IELTS certificate document is an optional document. You can use your latest TOEFL/ IELTS certificate even if it has passed its expiry dates.

### 5. *Can I replace the TOEFL/ IELTS certificate with other 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 international conference.

### 6. *Is there any format for Endorsement Letter?*

You can download Endorsement Letter template in the online form application.

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

The endorsement letter should be given (written and signed) by your direct supervisor because it should describe your competency in the professional setting which will be relevant for your participation in this program. However, if you hold the highest position in the organisation, the endorsement letter can be given by another organisation where you or your organisation is a member of or has cooperation with.

### 8. *Should I rename my documents before uploading?*

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.

*9. 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**.

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

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

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

Application's deadline is on **Sunday, 27 September 2020 at 23:59 WIB**. Any late submission is not accepted.

*12. Who should I contact if there are any trouble in my application?*

Please send any inquiries through email to **[shorttermawards@australiaawardsindonesia.org](mailto:shorttermawards@australiaawardsindonesia.org)** with subject heading for instance: **Queries – IACEPA Food Sector STA**.