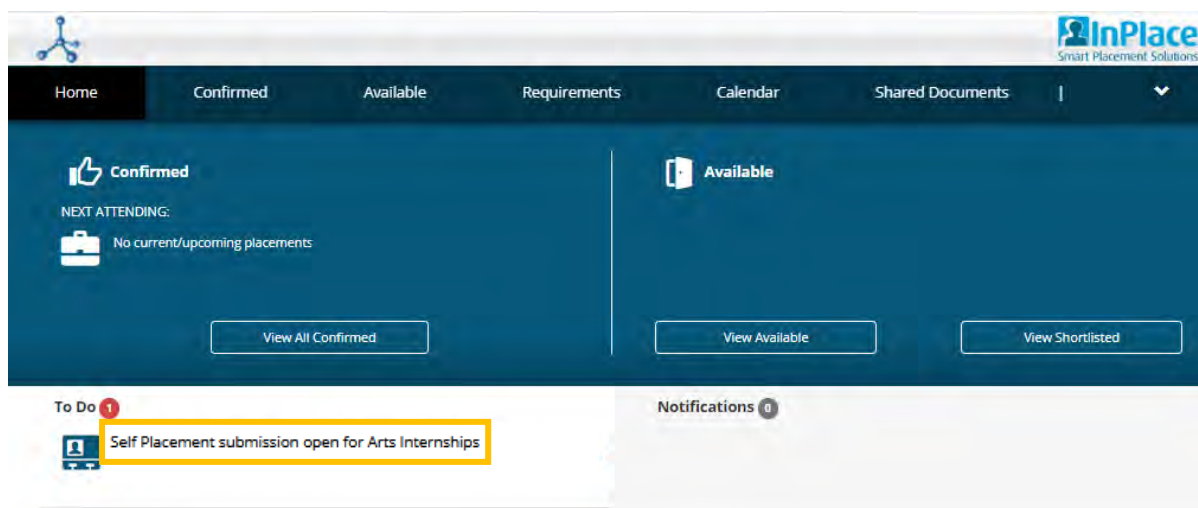
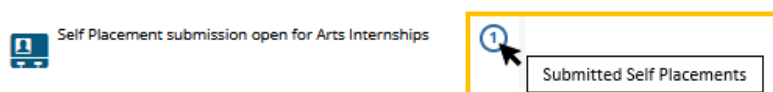


Submitting your Arts Internship Registration form via InPlace

1. Login to [InPlace](#) which is accessible with your Deakin Single Sign-On
2. On the Home page, under the 'To Do' heading, click on the 'Self Placement submission open for Arts Internships' link as shown below:



3. Once you have opened the 'Arts Internships' page, fill out the short questionnaire and attached your Internship Registration form.
 - ① When completing the questionnaire on InPlace, the term "Agency" refers to your Host Organisation. Therefore, the details your insert in the "Agency details" section of InPlace, should match the details listed on Page 1 of your completed Internship Registration form.
4. Ensure you press 'Submit' so the WIL Team can review your submission.
 - ① Ensure you allow the WIL Team 10 working days (2 weeks) to process your submission - a reminder, you cannot begin your internship until your application is approved and you are enrolled.
5. The system will take you back to the Home Page. To confirm your submission has been sent to the WIL Team, you can hover over the "1" icon which should display as follows:



6. The WIL Team will be in contact with you via your Deakin email address with an outcome.