



DEAKIN
UNIVERSITY

DEAKIN
**RESEARCHER
DEVELOPMENT ACADEMY**

Graduate Research application portal

Instructions for Applicants

October 2026
Version 1.0



Disclaimer

In October 2026, ResearchPoint applications moved to the Graduate Research Application Portal.

Existing applicants do not need to register a new account

Your account details have been transferred to the new Graduate Research Application Portal, and you can log in using your existing credentials.

Links to ResearchPoint will no longer work

If you have previously used ResearchPoint to start or submit your application, links included in previous communications, or saved as bookmarks, are no longer valid. Attempting to access ResearchPoint using these links will direct you to an unauthorised access page.

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Help and Support



For help with your application, contact the **Researcher Development Academy Admissions and Scholarships** team: deakin-hdr-as@deakin.edu.au

For help with accessing the system or technical issues, contact **IT Support**:
<https://www.deakin.edu.au/students/help/it-support-and-systems>



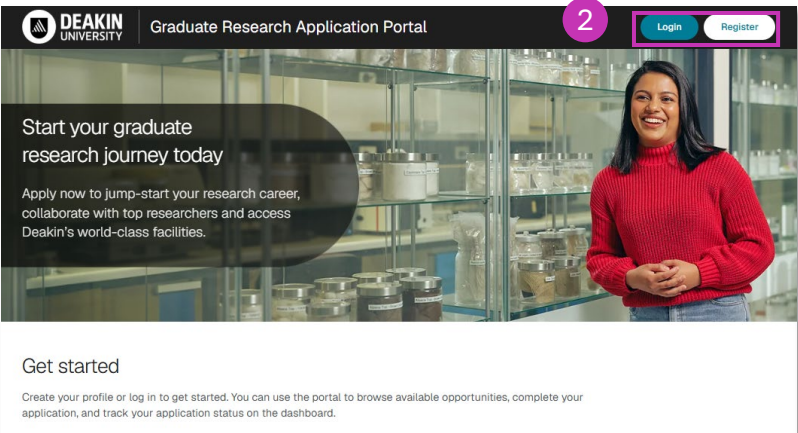
Graduate Research Application Portal

Accessing the Graduate Research Application Portal

1 In your preferred web browser, go to apply-grad-research.deakin.edu.au

New applicants: Select **Register** to create a new account.

2 *Returning applicants:* Select **Login** to access your existing account.



New Applicants

Click **Register new account** and follow the instructions to create your account and setup a two-factor authentication method (authenticator app or SMS)

Returning Applicants

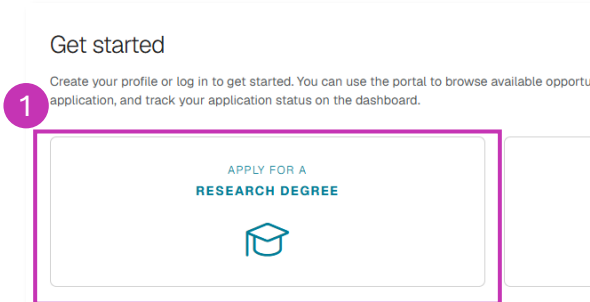
Enter your username and password and click **Sign in with username**

Complete the chosen two factor authentication method (authenticator app or SMS)

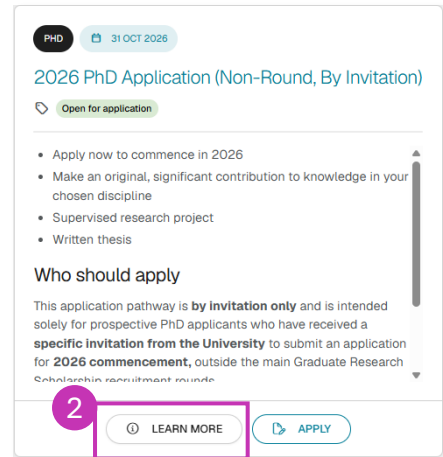
If you experience any difficulty accessing the portal, please contact [IT Support](#)

Starting a new application

1 Explore open opportunities by clicking the **Apply for a Research Degree** tile

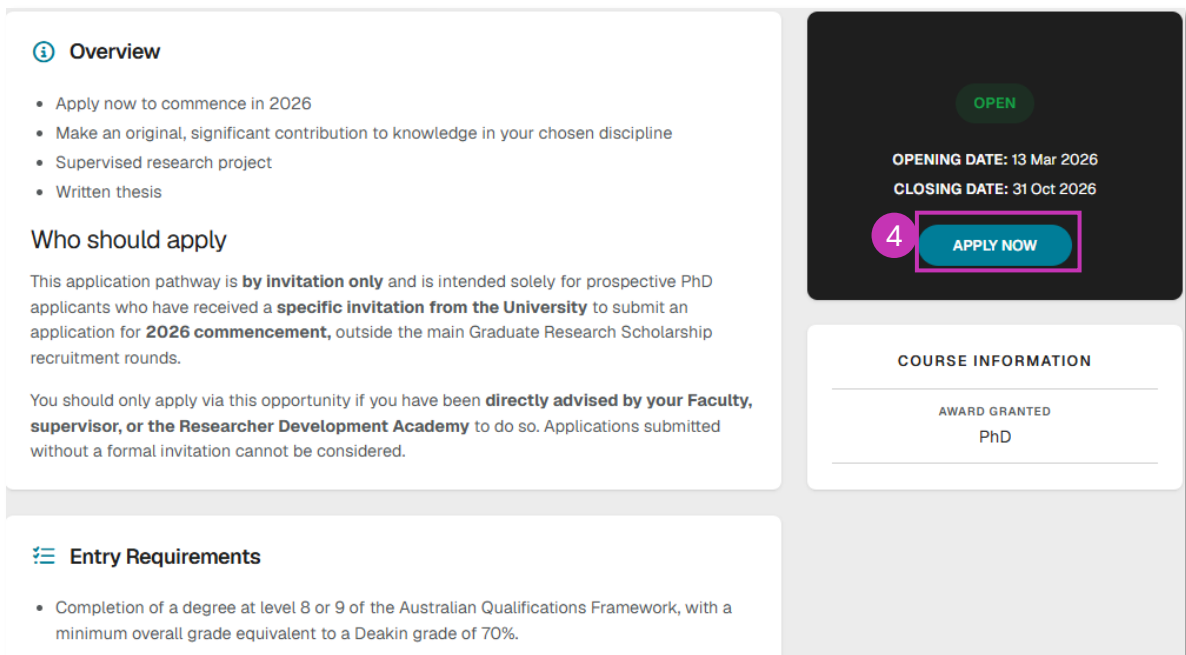


2 Click **Learn More** on the opportunity tile to see full details.



3 Take note of important information, such as entry requirements and closing dates

4 Click **Apply Now** to start your application





Completing the application form

- 1
- Work through each section using the navigation menu to move between sections.
- 2
- As you work through the form, some questions will appear or change depending on your answers.
- 3
- Complete all required fields, marked with an asterisk (*).

Submit your application before it expires

Your draft application and all associated data will be automatically deleted if:
- you do not update it for 60 days, or
- you do not submit it before the opportunity's closing date.

Upload certified copies of your documents

All identity and academic documents must be certified as true copies of the originals.
To have your copies certified, take the original documents and photocopies to an authorised person, such as a justice of the peace, public notary, police officer or Australian lawyer.

1

Personal Information

About you

Title *
Ms

Given Name
Jane

Family Name *
Deakin

Middle Name(s)

Preferred Name *
Jane Deakin

1

Personal Information

✓ Citizenship

✓ Admissions

✓ Proposed Study Mode

✓ People

✓ Scholarships and Funding

7 Research Project

✓ Publications

9 Research Experience

10 Tertiary Qualifications

11 English Language

- 4
- Any Identity and/or academic completion documents must be certified copies of the originals. Take your original documents and photocopies to an authorised person, such as a Justice of the Peace, public notary, police officer or Australian lawyer, for certification.
- 5
- You can click **Save** at any time to save your progress and return to your application later.
- 5
- Once you have completed all sections and are ready to submit your application, click **Apply**.

5

SAVE

APPLY

- 6
- If you miss a required field or section, the system will display an error prompting you to complete the missing information before submitting.

✓ Scholarships and Funding

✗ Research Project

✓ Publications

✗ Research Experience

✗ Tertiary Qualifications

✓ English Language Proficiency

✓ Declaration of Disclosable Interests

✓ Attachments

✗ Disclaimer

SAVE

APPLY

6

1

Validation

Please fix the highlighted errors before submitting your application.

- 7
- Once your application has been successfully submitted, a confirmation message will appear, and you will be redirected to the **My Applications** screen.

7

✓

Submission Successful

Application submitted successfully!

My Applications

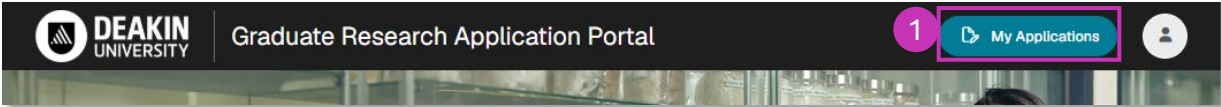
1 SUBMITTED APPLICATION

CODE	TITLE	LAST UPDATED	CREATED	STATUS	
GR07561	Example graduate research project title	01/10/26	01/10/26	Application submitted	VIEW

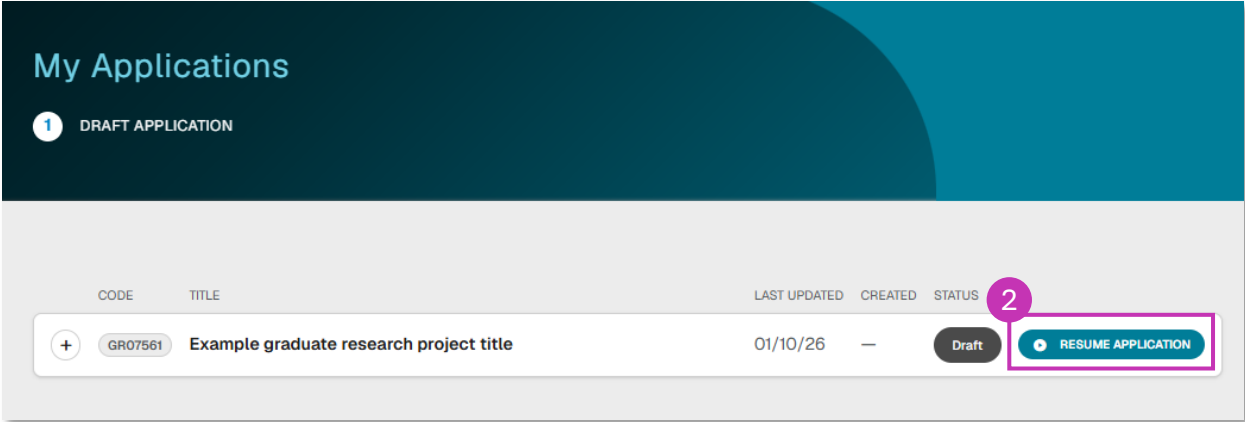


Continuing a draft application

- 1
- In the top right-hand corner, click **My Applications**

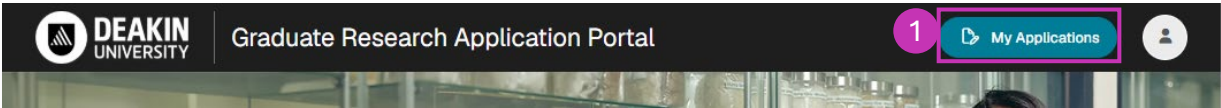


- 2
- Click **Resume Application**. The application form will open, allowing you to continue where you left off.

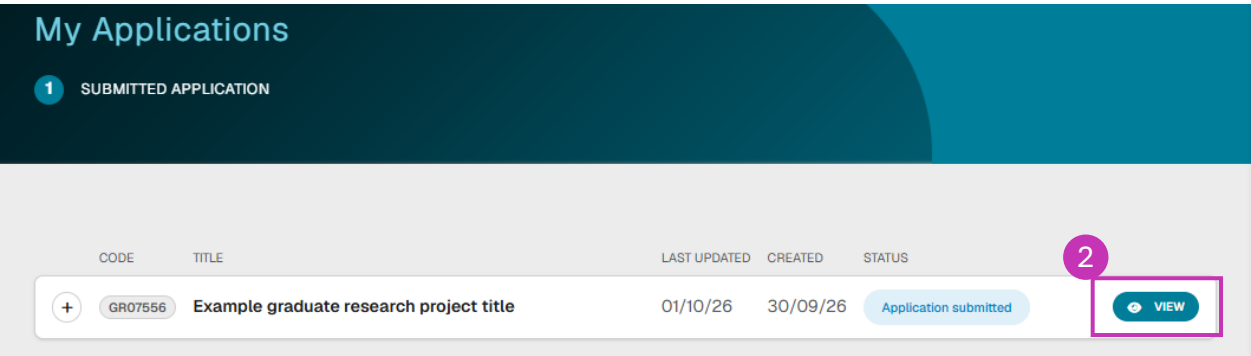


Viewing a previously submitted application

- 1
- In the top right-hand corner, click **My Applications**



- 2
- Click **View**



If you experience any difficulty accessing your application, please contact [IT Support](#)



Understanding your application status

- Your application status will change as it progresses through the assessment process.
- Assessment can take up to 8 weeks.
- During competitive application rounds, assessment may take longer as applications are considered after the advertised closing date and reviewed through scheduled ranking meetings.
- You can monitor your application’s progress and status updates at any time through the application portal.
- The table below explains what each application status means.

Application submitted	Your application is submitted and awaiting assessment.
Application in review	Your application is being assessed by the Admissions team or relevant academic department.
Application incomplete	Your application is missing required information or documentation and cannot proceed.
Conditional Offer accepted	You have been issued a conditional offer – please provide a response
Conditional Offer sent	You have accepted your conditional offer and must meet the outstanding requirements.
Full Offer sent	You have been issued an unconditional offer – please provide a response
Full offer accepted	You have accepted your unconditional offer.
Application unsuccessful	Your application has been assessed, and you have not been offered admission.
Duplicate	Your application has been identified as a duplicate of another application.
Application withdrawn	You have formally withdrawn your application from consideration.
Offer rescinded	Your offer has been withdrawn by the University following its initial issuance.
Offer rejected	You have declined your offer of admission.

Respond to an Information required - application communication

You may receive an **Information required - application communication** at various stages of the application process. This means we need you to provide additional information or documentation. You will receive an email notification when action is required. Please also check your application portal regularly to view outstanding requests, respond promptly and avoid delays in processing your application.

1

Sign in to the Graduate Research Application portal. In the top right corner of the screen, the **My Applications** button will display an alert. Select that button to continue.

1



2

Select the **Action Required** button to open the Information Required - application communication.

2

CODE	TITLE	LAST UPDATED	CREATED	STATUS
GR07561	Example graduate research project title	02/10/26	01/10/26	Application in review
2027 PhD Candidature & Scholarships - Domestic		PREFERRED START DATE	PREFERRED FINISH DATE	ACADEMIC DEPARTMENT
		25/02/27	24/02/31	School of Education
PROJECT SUMMARY		PRINCIPAL SUPERVISOR		
Example graduate research project summary		—		

3

Click the **Messages** tab to view the message from the RDA Officer assigned to your application.

Application communication

Close

Academic Transcript and Passport

Information required GR07293

INSTRUCTIONS

MESSAGES 1

4

RDA Officer 13 Oct 2026

To progress your application, please provide the following documents:

- Documentary evidence of your English proficiency level; we accept IELTS (including IELTS UKVI), PTE Academic and TOEFL iBT test results
- A certified copy of your passport or Australian citizenship documents (this must be current and cannot be expired). **Please ensure you upload this document via Personal Documents below.**

4

The message(s) displayed specifies what information is needed – extra documents or clarification of an application response for example.

5

If additional documents are required, you will have the option to upload documents by selecting the **Click to upload** option, or **dragging and dropping** files.

- Sensitive or identity-related documents** (e.g. certified passport, proof of address or driver licence) should be uploaded to the *Personal document* upload widget.
- Academic or other supporting documents** related to your application should be uploaded to the *Document for this request* upload widget.

5

Attach a document

Personal document

Click to upload or drag and drop

Australian Passport.jpg 10 KB Other

Uploaded files are saved to your profile as Personal Documents

Document for this request

Click to upload or drag and drop

Academic_Transcript CERTIFIED.pdf 5 KB Other

Uploaded files are saved to this request and shared with the people handling it

A submission can be at most 200 MB in total, including all attached files.

Sensitive or identity-related documents

Academic or other supporting documents

6

Leave any additional information or notes in a message in the *Your message* text box.

6

Your message *

Your message will be shared with the people handling this request.

B I U Paragraph v [List Bulleted] [List Numbered] [Link] [Undo] [Redo]

Please see attached

7

When ready to submit the request, click **Provide Update**.

7

Provide Update

Review and respond to a Conditional Offer

A **Conditional Offer** means you have been offered admission to your graduate research degree, subject to meeting one or more specified conditions. Your offer letter will outline the conditions you need to meet and the evidence required. An **application communication** will be raised in the portal with your offer letter available to view and download.

1 Sign in to the Graduate Research Application portal. In the top right corner of the screen, the **My Applications** button will display an alert. Select that button to continue.

My Applications 

2 Select the **Action Required** button to open the Information Required - application communication.

CODE	TITLE	LAST UPDATED	CREATED	STATUS	
GR07561	Example graduate research project title	02/10/26	01/10/26	Application in review	ACTION REQUIRED
2027 PhD Candidature & Scholarships - Domestic PREFERRED START DATE 25/02/27 PREFERRED FINISH DATE 24/02/31 ACADEMIC DEPARTMENT School of Education PRINCIPAL SUPERVISOR —					
PROJECT SUMMARY Example graduate research project summary					

3 Download and review your offer letter and supporting documents. **Save them somewhere secure, as you cannot access them after submitting your response.**

 Application communication Close

Jane Deakin - Conditional Offer

Conditional Offer GR07285

DOCUMENTS TO REVIEW

	Candidate Terms and Conditions.pdf Upload the standard and applicant specific supporting documents		
	Scholarship Terms and Conditions.pdf Upload the standard and applicant specific supporting documents		
	ConditionalOffer_GR07285_Deakin.pdf Attachment		

INSTRUCTIONS

4 **Congratulations!** You have been offered **conditional admission** to a Graduate Research degree at Deakin University.

Please download and carefully review your conditional offer letter and all accompanying documents. **Save these documents in a secure location**, as you will not be able to access them again after you submit your response to this offer.

- To **accept your offer**, select **Accept** after uploading any required documents.
- To **decline your offer**, select **Decline**.

Please note: This is a **conditional offer of admission**. Your admission is subject to you meeting all conditions outlined in your offer letter by the specified deadlines. You should carefully review your offer letter and any accompanying documents to

Please confirm the following:

I formally accept the attached conditional offer and understand that a full offer of admission will not be issued until all conditions outlined in the offer have been met and the required evidence has been provided and verified by Deakin University.

☐ By checking this box I agree to the terms outlined above. **5**

6  Add a message  

After accepting your conditional offer, an **Action Required** will remain in your portal so you can provide the required conditions once available. If you no longer wish to accept the offer, select **Decline**.

INSTRUCTIONS

When available, please upload evidence that you have met the conditions outlined in your offer letter.

Before uploading your documents, please ensure that:

- Documents are **certified copies**, when certification is required.
- Documents are **not password protected**.
- Documents are clear, complete and legible.
- Documents that are not in **English** are accompanied by an **official English translation**.

Please ensure you upload all required evidence before selecting **Submit**.

Click to upload or drag and drop

Academic_Transcript.pdf 5 KB Academic Qualifications

Uploaded files are saved to your profile as Personal Documents

A submission can be at most 200 MB in total, including all attached files.

 Add a message  

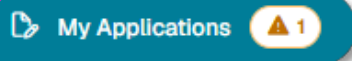
Review and respond to a Full Offer

A **Full Offer** means you have been offered admission to your graduate research degree and have met all required admission conditions. An **application communication** will be raised in the portal with your offer letter available to view and download.

1

Sign in to the Graduate Research Application portal. In the top right corner of the screen, the **My Applications** button will display an alert. Select that button to continue.

1



2

Select the **Action Required** button to open the Information Required - application communication.

2

CODE	TITLE	LAST UPDATED	CREATED	STATUS
GR07561	Example graduate research project title	02/10/26	01/10/26	Application in review
OPPORTUNITY		PREFERRED START DATE	PREFERRED FINISH DATE	ACADEMIC DEPARTMENT
2027 PhD Candidature & Scholarships - Domestic		25/02/27	24/02/31	School of Education
PROJECT SUMMARY		PRINCIPAL SUPERVISOR		
Example graduate research project summary		—		

3

Download and review your offer letter and supporting documents. **Save them somewhere secure, as you cannot access them after submitting your response.**

3

DOCUMENTS TO REVIEW	
Student Deed for signing.pdf Student deed	 
Candidate Terms and Conditions.pdf Standard supporting documents	 
Scholarship Terms and Conditions.pdf Standard supporting documents	 
FullOffer_GR07293_Deakin.pdf Attachment	 

4

Read the instructions carefully. You may be required to download and physically sign a document, such as a Student Deed or Agreement. Details of these can be found in the *Messages* tab.

4

INSTRUCTIONS
MESSAGES 1

Congratulations! You have been offered **admission** to a Graduate Research degree at Deakin University.

Please download and carefully review your offer letter and all accompanying documents. **Save these documents in a secure location**, as you will not be able to access them again after you submit your response to this offer.

Before accepting your offer, check the message under the Messages tab for details of the signed documents you are required to upload. Print, sign and upload all required documents to this workflow. **You will be unable to accept your offer until all required documents have been uploaded.**

To **accept your offer**, select **Accept** after uploading any required documents.



Click to upload or drag and drop

 Student Deed SIGNED.pdf 16 KB
Other

5

If you are accepting the offer:

5

If required upload any signed documents.

6

Read and agree to the disclaimer by **ticking the box.**

7

Select your response and follow the prompts to confirm.

You will receive email confirmation of your response. If you have accepted your offer, the Researcher Development Academy will contact you by email closer to your commencement date with details about your enrolment.

6

Please confirm the following:

I formally accept the attached offer of admission to a Graduate Research degree at Deakin University and confirm that I have read and understood the terms and conditions outlined in my offer letter and accompanying documents.

☐ By checking this box I agree to the terms outlined above.

7

 Add a message
 Accept
 Decline
 Add Comment
Message required