SONIA Student – Submit new host organisation

Students in ABP that have self-sourced an internship with a host organisation not currently listed in Sonia, are required to 'Submit' the host organization to Sonia for approval
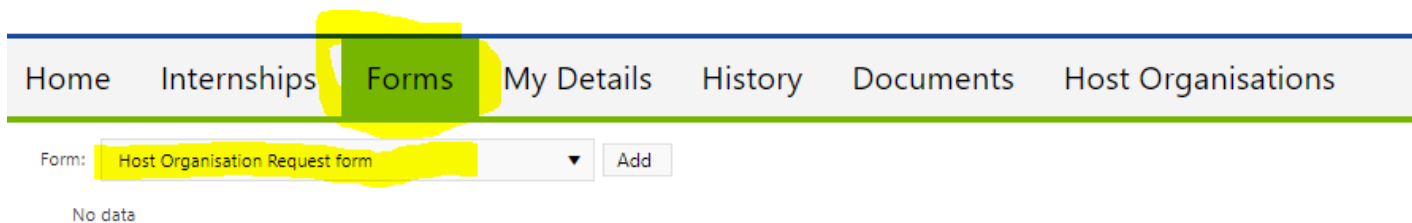
If the Host Organisation is not found in the drop down list, please click on the 'Forms' tab and add the 'Host Organisation request form'.

(Please allow 1-3 business days for UOM to review the host organisation details. Students will be notified via email of the outcome of their host organisation request)
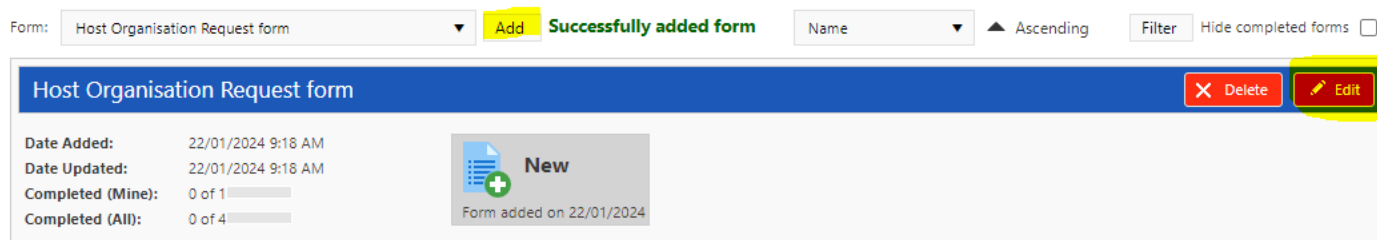
1 Host Organisation Submission

1.1 Click on the 'Forms' tab select the form 'Host Organisation Request form' from the drop-down list

Home	Internships	Forms	My Details	History	Documents	Host Organisations

Form: Host Organisation Request form ▼ Add

No data

1.2 Click on 'Add', and 'Edit' to open the form

Form: Host Organisation Request form ▼ Add Successfully added form   Name ▼ ▲ Ascending   Filter   Hide completed forms ☐

Host Organisation Request form   ✕ Delete   ✏ Edit

Date Added:	22/01/2024 9:18 AM
Date Updated:	22/01/2024 9:18 AM
Completed (Mine):	0 of 1
Completed (All):	0 of 4

New
Form added on 22/01/2024

1.3 Enter all the host organisation details and click on 'Student Submit'

Save Draft   Student Submit
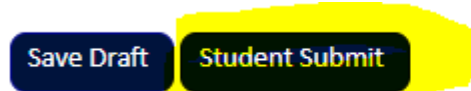
2 What happens next:

2.1 UOM to review/approve host organization

The University of Melbourne will review the host organization submission to ensure that all site details have been entered and edit if required.

2.2 UOM adds new host organization to dropdown list

When the host organization is approved, the host organization is automatically added to the 'Drop-down' host organization list.

2.3 Student receives a notification email to continue 'Creating' their internship

Students can expect to receive an email within 48 hours of submitting a new host organization. The email will instruct students to continue creating their internship details, as their host organisation will now be available in the drop-down list.

(Students should email abp-internship@unimelb.edu.au if they do not receive a confirmation email regarding the host approval)