

## Frequently Asked Questions (FAQ)

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

Please access [this link](#) or you can go to [Australia Awards in Indonesia website](#) and check the Short Courses Section to get more details on the current short courses.

### **2. *Should I complete the application in English or Bahasa Indonesia?***

Please complete the application in English.

### **3. *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)

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

You can use your latest TOEFL/ IELTS certificate even if it has passed its expiry date.

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

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

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

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

You can download the Endorsement Letter template on the third page of the online form application. Endorsement Letter should include information about your professional competencies that are related to this Short Course.

Endorsement Letter is required when submitting the application. This document is different from Nomination Letter or Permission/ Assignment Letter.

### **8. *Who should sign the Endorsement Letter?***

The Endorsement Letter should be given (written and signed) by your current supervisor (for policymakers) / affiliated business owner or association (for business owners). The use of a physical signature, digital signature, or electronic signature (Barcode) is acceptable.

### **9. *Should my supervisor / affiliated business owner or association 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 it does not need to be typed.

### **10. *Is it necessary to affix a stamp to the Endorsement Letter?***

If the institution or organization where you are employed does not possess an official stamp, it is acceptable to submit the Endorsement Letter without one. However, the letter must still include the clear and legible signature of the authorized individual issued the endorsement.

### **11. *What are the types of documents I should prepare to apply for this course?***

Required Documents: (1) For business owners and executives: scanned academic certificate minimum Diploma (D3) **and/or** proof of business established at least one year; (2) For policymakers (Indonesian Government): scanned academic certificate minimum Diploma (D3). (3) For business owners and executives, and policymakers: scanned Valid Identity Card

(KTP), and Endorsement Letter. Optional: English proficiency test results or certificate of participation in any overseas forum/seminar/training.

**12. 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**.

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

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

**14. Is this short course open to people with disabilities?**

Yes, people with disabilities are encouraged to apply. Please provide us with clear information regarding your disability. Your disability will not impact or diminish the panel's assessment in any way.

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

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.

**16. What are the next steps after I submit my application?**

- Once you have submitted your application, our system will automatically send a confirmation email containing your application documents. If you do not find the email in your inbox, please check your spam or junk mail folder. Please ensure that you are using an active email address without any typographical errors.
- If your application is received by AAI on time and it has passed all eligibility criteria, it will be reviewed by 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 by e-mail and text message.
- Approximately 1 month after the deadline for application, all applying candidates, except late submission, will receive notification of their selection outcome by e-mail.

**17. What do Australia Awards cover if I am selected to participate in Short Course?**

Australia Awards 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 Australia program), return airfare (domestic and international), insurance in Australia (OSHC) and transportation allowance and visa.

**18. When is the deadline for submitting the application?**

The application's deadline is on **29 May 2026 at 23:59 WIB**. Any late submission is not accepted.

**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 – Women MSME export opportunities under IA-CEPA SC**