

**SURGICAL EDUCATION AND TRAINING IN UROLOGY  
2026 INTAKE  
GUIDE TO COMPLETING THE ONLINE APPLICATION**

**1. THE APPLICATION FORM**

Applications for the SET Program in Urology (2026 intake) must be completed on the SET Urology Online Application Form. This form can be accessed via <https://setapp.usanz.org.au>

**2. LOGIN DETAILS**

If you have registered your intention to apply to the SET Program in Urology, you will receive an email on **Tuesday 18 February 2025**, with instructions on how to access the SET Urology Online Application Form. To log in, use the email address you provided during registration. On your first login, you will be prompted to create your own password and verify your identity by entering your RACS ID and the unique security code provided in the email.

If you forget your password, simply follow the instructions on the login page to reset it.

**3. APPLICATION TIMELINES**

Applications Open	Wednesday 19 February 2025 at 12.00pm (AEDT)*
Applications Close	Friday 21 March 2025 at 12.00pm (AEDT)*

\* Australian Eastern Daylight-Saving Time

The application will take a significant amount of time to complete, so avoid leaving it until the last minute. Please note that the application website will automatically log you out at **12:00pm AEDT on Friday 21 March 2025**, and you will no longer be able to access the system after that time.

**4. SELECTION REGULATIONS**

Please print or save a copy of the [Selection Regulations](#) and read them carefully before starting your application. You will need to refer to the Regulations regularly throughout the process to ensure the information you enter in each section meets the requirements.

## 5. USE OF TECHNOLOGY

The online application form is best accessed using a web browser on a PC or Mac. While it may work on a tablet or phone, we don't recommend using these devices. Additionally, using an outdated browser may affect the form's functionality.

**Do NOT** use your browser's back or forward buttons to navigate the form, as this could cause you to lose any information you've entered. Instead, use the **"Next"** and **"Previous"** buttons at the bottom of each page.

For security reasons, you will be allocated a token each time you log in, which will expire after 3 hours. After this time, you will be redirected to the login page. To avoid losing data, do not leave the page open when stepping away from your computer, especially if it goes into sleep mode. Always click **"Next"**, **"Previous"** or **"Contents"** to save your progress, and it's a good idea to log out before closing your browser.

## 6. COMPLETING THE APPLICATION FORM

The SET Urology Online Application form serves as your structured curriculum vitae. You are only allowed to provide the information specifically requested on the form. Details of the scored components are outlined in the Selection Regulations, which also specify the items that will not be scored.

You can access your application multiple times to add or update information. You can also complete or partially complete any section.

All entered or uploaded information is automatically saved and will be available the next time you log in. To ensure your data is saved, always use the **"Contents"**, **"Next"**, or **"Previous"** buttons. All information entered in your application is centrally stored and backed up daily.

The application is divided into 15 sections, which are as follows:

Section	Evidence Required
1. Personal Details	
2. Eligibility Requirements	✓
3. Appointments	
4. Contacts - Supervising Consultants	
5. Contacts - Allied Health Professionals	
6. RACS Courses	✓
7. Qualifications	✓
8. Professional Development Activities (Medical/Technical)	✓
9. Professional Development Activities (Non-Medical/Non-Technical)	✓
10. Publications	✓
11. Presentations	✓
12. Rural/Regional Origin and Experience	✓
13. Intention to Defer	
14. Training Region Preferences (Australian applicants only)	
15. Final Declaration	

## 7. REQUIREMENTS FOR DOCUMENTARY EVIDENCE

Several sections of the application require you to submit documentary evidence. Please follow these guidelines carefully:

- The evidence must support and verify all claims, and it must be issued by a recognised third party (e.g., University, Hospital, Journal, Conference Organiser, Scientific Convenor, etc.).
- Make sure to include all necessary evidence in your application when submitting it. No additional evidence will be accepted after submission.
- Achievements without the appropriate evidence, or where the evidence does not meet the verification requirements, will not receive points.

- Only the types of evidence specified in the Regulations will be accepted. Ensure you upload the correct documentation.
- Evidence previously accepted will not be accepted again simply because it was used before. All evidence must comply with the current Regulations for the current Selection process/year.
- Most evidence must be retrospective; prospective evidence will not be accepted, unless specifically noted in the Sections for Presentations and Publications.
- If a signature is required on your evidence, it must be either a physical, handwritten signature or an electronically scanned version of a handwritten signature. Typed signatures, address blocks, and email signatures are not acceptable.
- Scanned handwritten notes or photos of documents **WILL NOT** be accepted.
- Letters of evidence must be dated.
- All documentary evidence must be in English. If any evidence is in a different language, a certified translation must be provided.
- Evidence should be saved as a PDF file, with each file not exceeding 2mb in size. Files larger than this will be rejected.
- If you have multiple documents for one section, combine them into a single file before uploading it.

## 8. HELP AND ASSISTANCE

The Selection Regulations provide detailed information about every aspect of the selection process, including specific guidance for each section of the Application Form.

If you need further assistance or encounter technical issues with the form, please email [deborahklein@usanz.org.au](mailto:deborahklein@usanz.org.au). Use "SET Urology Helpdesk Enquiry" as the subject of your email.

Once your enquiry is received, a USANZ staff member will respond as soon as possible with the necessary information. Please note that USANZ can only offer brief, reasonable advice on the content of the application, and there may be a slight delay in response.

**Only enquiries lodged by email will be accepted. Phone enquiries will not be answered.**

## 9. REVIEWING AND SAVING YOUR APPLICATION

We encourage you to review your application regularly and save a copy of the final version before submitting. You can preview a PDF version of your application at any time by clicking the "Print Application" button on the **Contents** page.

Before submitting your application, make sure all the data and documentation you want to include is accurate and complete. Once you submit, you will no longer be able to make changes or access your application. No additional documentation will be accepted after the submission deadline, and you will not be contacted for clarification or to provide further supporting documents.

## 10. SUBMITTING YOUR APPLICATION

You can submit your application when:

- All mandatory sections are completed.
- All required documentary evidence has been uploaded.
- You have agreed to the Final Declaration on the last page.

Your application must be fully completed before the closing deadline.

## 11. APPLICATION FEE

All applicants must pay an application fee in AUD:

- If applying for entry in New Zealand: \$AUD 1040 (including GST)
- If applying for entry in Australia: \$AUD 1040 (including GST)

Once applications close on Friday 21 March 2025, you will receive an invoice for the application fee.

- Payment must be made within 24 hours of receiving the invoice.
- Payments must be made by credit card (Visa or Mastercard).
- If payment is not received, your application will not be considered further.
- The application fee is non-refundable.

## **12. RECEIPT OF APPLICATION**

You will receive an automated confirmation once your application is submitted. Additionally, you will receive confirmation when your application fee has been paid.

## **14. INTERVIEWS**

Interviews for shortlisted applicants will take place on **Saturday 14 June 2025**, in Melbourne and Brisbane. The location will be confirmed when applicants are shortlisted.

## **15. APPOINTMENTS**

While the exact number of positions has not yet been determined, it is expected that 15-20 applicants will be appointed to the SET Program in Urology for 2026.