



# Guide to Completing your electronic Commonwealth Assistance Form (eCAF)

The eCAF (electronic Commonwealth Assistance Form) is a government form that must be completed as a requirement of studying a UCP unit. You only need to complete the eCAF once no matter how many UCP units you are taking.

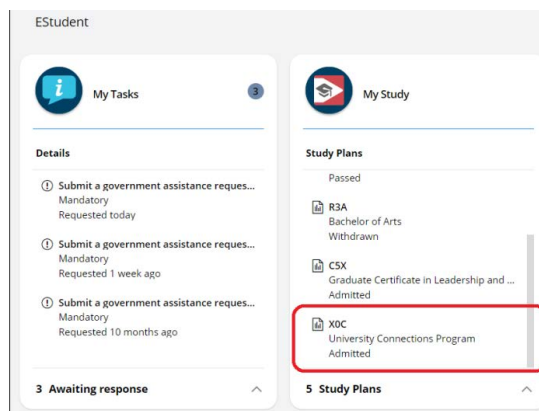
## BEFORE YOU START TO COMPLETE THE eCAF!!

- You will need your Unique Student Identifier number with you to complete the form. You can find more information about how to create a number here: [Create USI number](#)

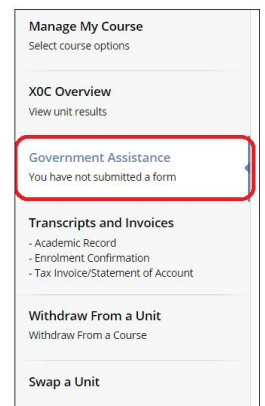
## INSTRUCTIONS TO COMPLETE THE eCAF

- To find the form, go to [eStudent](#) and log in with your UTAS email and password
- Go to My Study box and click on XOC University Connections Program

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- Next click on the "Government Assistance" from the options on the left hand side



- In the top right hand corner of the screen, Click "Add" (see below)
- Select "request for Commonwealth supported place and HECS-HELP Loan" from the dropdown that appears



Now follow these steps to complete the form:

SECTION A: Your details will be autofilled

SECTION B:

- Enter your USI Number here

SECTION B. PROVIDER

4. Name of provider  
University of Tasmania

Campus

5. Student identification number  
094208

Unique Student Identifier (USI)

SECTION C:

- Under your pre-filled citizenship information you will see the question "Will you be studying at least one unit of study in Australia. Select YES

Will you be studying at least one unit of study in Australia? \*

SECTION D:

- click the button that states you DO NOT wish to apply for a HELP Loan (SEE BELOW). Your UCP unit is covered by a scholarship. We cover your student contribution. (You DO NOT have to enter your tax file number)

OR

I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution amounts upfront and in full.\*

**\*\*All UCP units are offered to student FREE through a scholarship. Even though this is saying you will pay upfront - there will be no fees charged.**

Q. 10. In what way do you intend to pay your student contribution - tick the Full upfront payment box

**10. In what way do you intend to pay your student contribution?**

Full upfront payment of my student contribution amount\*

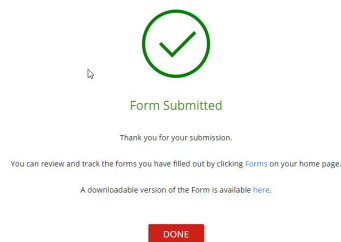
SECTION E: DECLARATION/ SIGNATURE

- Read and tick all declaration boxes
- Ensure you press the Submit button. (In the top right hand corner of the screen)

Request for a Commonwealth supported place and a HECS-HELP loan

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Wait for the green "form submitted tick" and you are done!



You will only be required to complete the Commonwealth Assistance Form. The SA-Help form is not applicable for UCP students as the fee has been sponsored by the University.