

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 HAP unit. You only need to complete the eCAF once no matter how many HAP units you are taking.

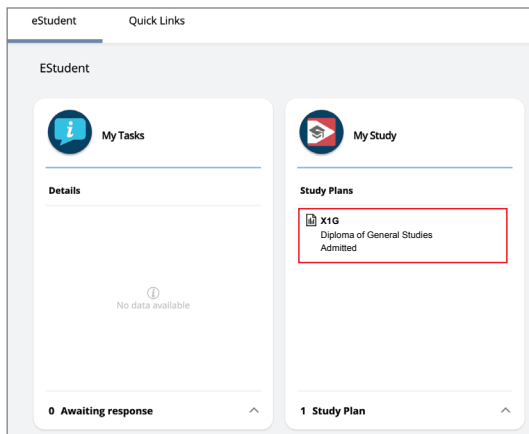


Before you start your eCAF

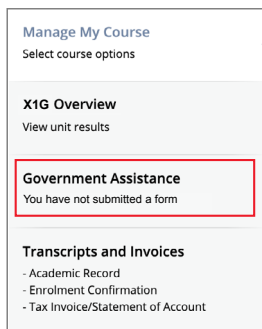
You will need your Unique Student Identifier number with you to complete the form. You can find more information about how to create a number here: [Create USI number](#)

Where to start your eCAF

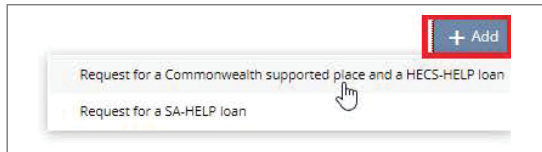
1. To find the form, go to **eStudent** and log in with your University email and password. estudent.utas.edu.au
2. Go to the **My Study box** and click on **X1P Diploma of Philosophy**.
If you are an **International Student**, click on **X1G Diploma of General Studies**.



3. Next, click on **Government Assistance** from the options on the left hand side.

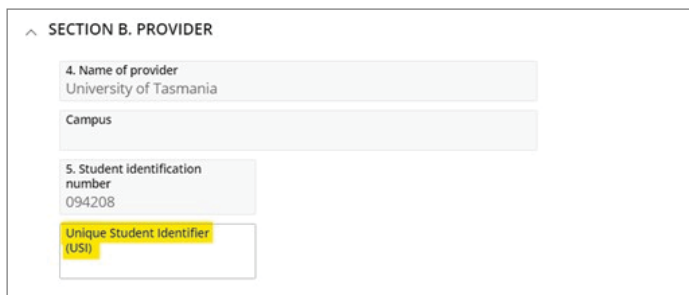


4. In the top right hand corner of the screen, click **+ Add** (see below).
Select **Request for a Commonwealth supported place and HECS-HELP Loan** from the dropdown that appears.



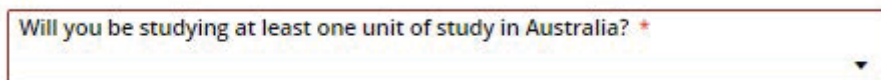
Completing your eCAF

1. The majority of your details will be autofilled.
Enter your **USI (Unique Student Identifier)** number here:



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

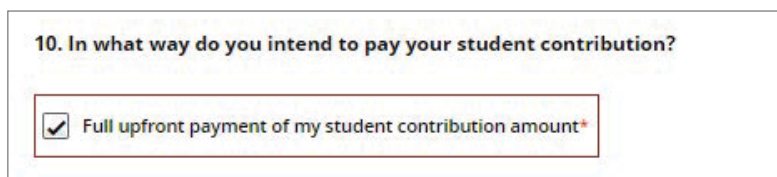
Select **YES** for this question.



3. Click the button which states you **DO NOT** wish to apply for a HELP Loan (see below).
Your UCP unit is covered by a scholarship, which covers your student contribution.
You **DO NOT** have to enter your tax file number.



4. For question 10. **In what way do you intend to pay your student contribution?**
select the option **Full upfront payment of my student contribution amount***.

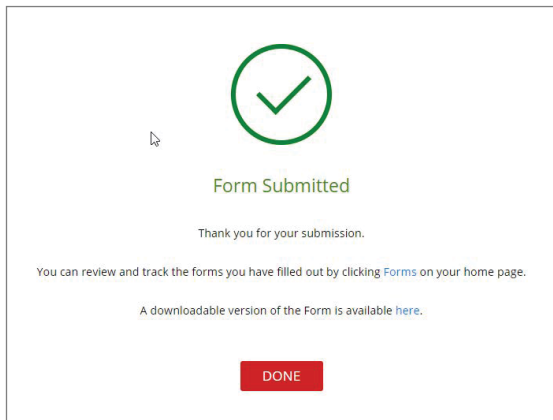


*All UCP units are offered to students **without fees** through a scholarship.
Though it states you will pay upfront, there will be **no fees charged**.

5. Carefully read and tick all declaration boxes.
6. Ensure you press the **Submit Request** button (top right corner of the screen).



7. Wait for the green **Form Submitted** confirmation, and you are done!



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

For any other enquiries related to the **High Achiever Program**, please don't hesitate to contact us at HAPUCP.enquiries@utas.edu.au