

UAC

Course Application Guide



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The Scholarships Application Guide for Applicants document can be found [here](#).

Document control

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Reference documents

Version: 1.0

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Application help text

Introduction

This document provides an overview of the course application process (including a Schools Recommendation System application for current year 12 students).

1. University of Tasmania application

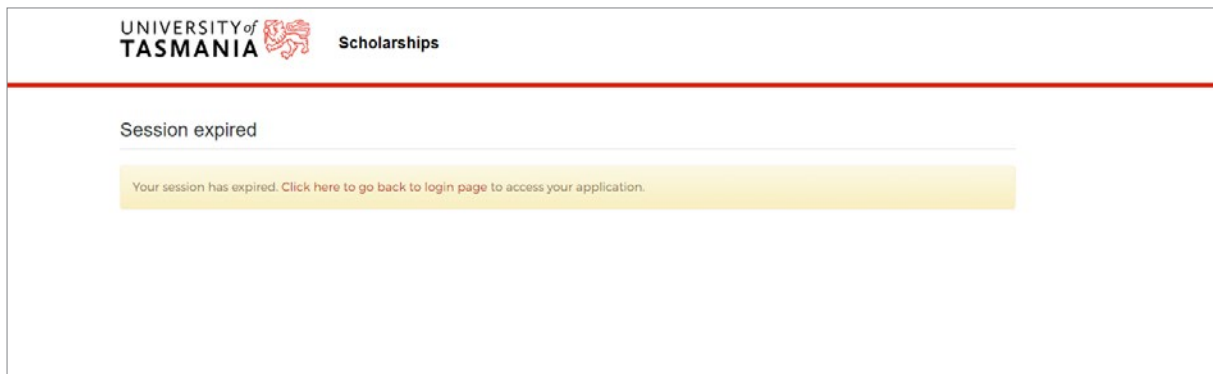
1.1. Supported devices and browsers

The application supports the following browsers:

- Chrome (40 and above)
- Firefox (40 and above)
- Safari (7 and above)
- Internet Explorer (10 and above)
- Opera (30 and above)
- Microsoft Edge (12 and above).

1.2. Session expired

The system will time-out after 30 minutes if no keystrokes are detected.



1.3. Homepage

The University of Tasmania online application homepage is located at utas.uac.edu.au/utas-apply

On the homepage you can:

- Start an application, or
- Continue or manage your application.

From this page, you can also access:

- A forgotten password and forgotten username facility – refer to sections 1.6 and 1.7.
- Supporting web pages, regarding procedural and technical aspects of the application process
- A separate webpage containing a copy of the declaration.

The screenshot shows the University of Tasmania online application homepage. At the top left is the University of Tasmania logo. Below it, the text reads: "University of Tasmania", "Thank you for choosing to study at the University of Tasmania.", and "Applications can be made seven days a week except between 2am and 5am (AEST)". A red button labeled "Start a new application" is visible. Below this, it states: "Your application will time-out if you do not enter any information for 30 minutes." and "Need help with your application? Please read our [support pages](#)." On the right side, there is a "Manage your application" section with the subtext "Continue or manage your application." This section contains two input fields: "Email address" and "Password". Below these fields is a red button labeled "Log in with email address". Underneath the button are two links: "I have forgotten my password" and "I have forgotten my username". Annotations include a box at the top right pointing to the "Manage your application" section with the text "Manage you application – refer to section 2", and a box at the bottom center pointing to the "I have forgotten my password" and "I have forgotten my username" links with the text "'Forgotten password' and 'Forgotten username' facility – refer to sections 1.6 and 1.7".

1.4. Application registration

When you click 'Start' on the homepage, you are taken to the **your registration** page. You can register using an email address and a password.

You are required to register for both the course application system and the scholarships application system. You can use the same details for both systems.

UNIVERSITY of TASMANIA

University of Tasmania

Thank you for choosing to study at the University of Tasmania.
Applications can be made seven days a week except between 2am and 5am (AEST).

Start a new application

Your application will time-out if you do not enter any information for 30 minutes.
Need help with your application? Please read our [support pages](#).

Manage your application
Continue or manage your application

Email address

Password

Log in with email address

[I have forgotten my password](#)
[I have forgotten my username](#)

Start button

The system will perform the following validations prior to registration:

- Checks for duplicate registrations (i.e., whether an account for the specified email address already exists); and
- Enforces basic format constraints on the password field (password must be at least 10 characters and include at least 1 upper case, 1 lower case and 1 number).

UNIVERSITY of TASMANIA

Applicant registration

Register with your email

Please use a personal email address.

Personal email address: citizen@example.com

Password

- Minimum 10 characters
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 number

Confirm password

Passwords match

I'm not a robot

[Privacy](#) • [Terms](#)

Register

1.4. Application registration CONT.

Applicant registration

Register with your email

Please use a personal email address.

Please fix the errors below

Personal email address

Password

Confirm password

utasdemo02@uac.edu.au

An account has already been registered using this email. Log in to continue your application.

.....

- Minimum 10 characters
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 number

Passwords match

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

Register

If you already have an account, you must enter the site by logging in via 'Manage your application' – refer to section 2.

1.5. Email verification

After registration (see section 1.5), you will receive an email verification link to verify your registered email. After you have clicked on the link sent in the email, you can click 'I've verified my account' button as shown in the screenshot below to start logging in.

UNIVERSITY of TASMANIA

utastest103@uac.edu.au / Email Logout

Your account has been registered successfully.

Check your inbox to verify your email

We've sent a link to utastest103@uac.edu.au

This will confirm that we have the right email address attached to your application. Once you've verified your email, you can access your application by clicking the button below.

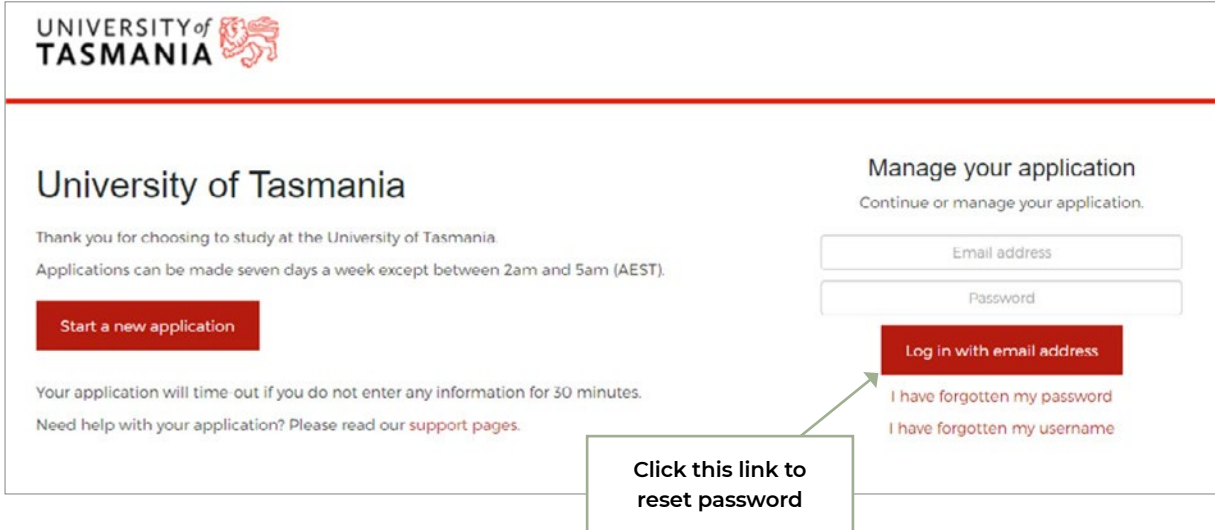
Didn't receive an email? [Resend email](#)

I've verified my account

If you need further assistance, contact us for support.

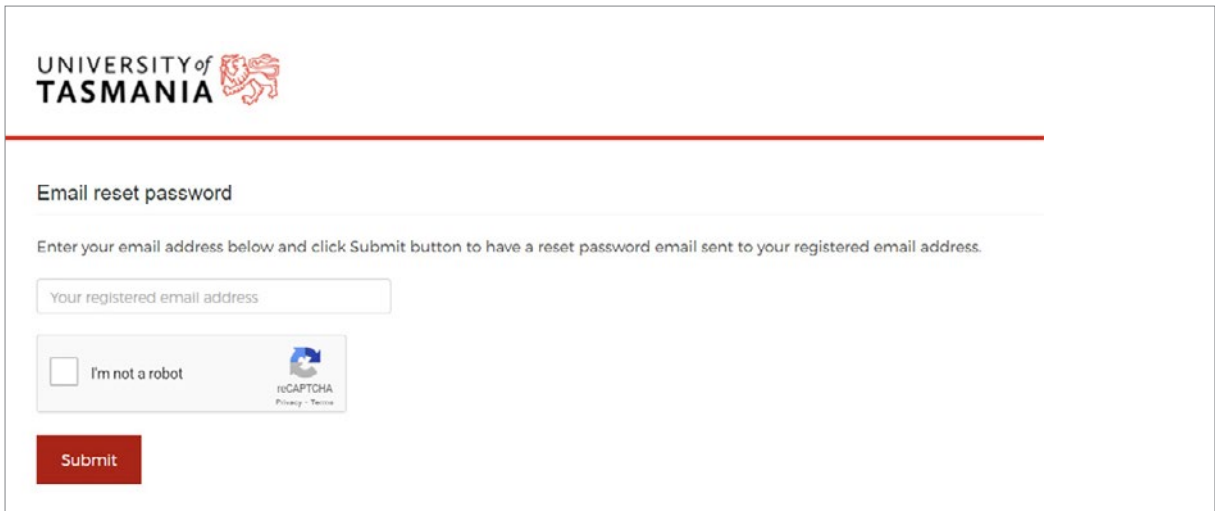
1.6. Forgotten password

If you have forgotten your password, you can click a link on the University of Tasmania Application homepage to access the **Reset password** page.



The screenshot shows the University of Tasmania Application homepage. At the top left is the University of Tasmania logo. Below it, the text reads: "University of Tasmania", "Thank you for choosing to study at the University of Tasmania", and "Applications can be made seven days a week except between 2am and 5am (AEST)". There is a red button labeled "Start a new application". Below this, it says: "Your application will time-out if you do not enter any information for 30 minutes." and "Need help with your application? Please read our [support pages](#)." On the right side, there is a "Manage your application" section with the subtext "Continue or manage your application." Below this are two input fields: "Email address" and "Password". A red button labeled "Log in with email address" is positioned below the input fields. Below the button are two links: "I have forgotten my password" and "I have forgotten my username". A green callout box with the text "Click this link to reset password" has an arrow pointing to the "I have forgotten my password" link.

An email with instructions to reset the password is sent to your registered email address.



The screenshot shows the "Email reset password" form. At the top left is the University of Tasmania logo. Below it, the text reads: "Email reset password" and "Enter your email address below and click Submit button to have a reset password email sent to your registered email address." Below this is an input field labeled "Your registered email address". Below the input field is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. Below the checkbox and reCAPTCHA is a red button labeled "Submit".

1.7. Forgotten username

If you have forgotten your username you used to register, you can click a link on the University of Tasmania Application homepage to access the **Retrieve username** page shown below.

The screenshot shows the University of Tasmania application homepage. At the top left is the logo 'UNIVERSITY of TASMANIA' with a red lion crest. Below the logo, the text reads 'University of Tasmania' and 'Thank you for choosing to study at the University of Tasmania. Applications can be made seven days a week except between 2am and 5am (AEST)'. A red button labeled 'Start a new application' is visible. On the right side, there is a 'Manage your application' section with input fields for 'Email address' and 'Password', a red 'Log In with email address' button, and links for 'I have forgotten my password' and 'I have forgotten my username'. A callout box with a green arrow points to the 'I have forgotten my username' link, containing the text 'Click this link to retrieve login details'.

The screenshot shows the 'Retrieve username' page. At the top left is the logo 'UNIVERSITY of TASMANIA' with a red lion crest. The page title is 'Retrieve username'. Below the title, it says 'Enter your given name, family name and date of birth and click Submit button to retrieve your account information.' There are three input fields: 'First name' with a placeholder 'First name', 'Family name' with a placeholder 'Family name', and 'Date of birth' with a placeholder 'DD/MM/YYYY' and a calendar icon. Below these fields is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo and text 'reCAPTCHA Privacy - Terms'. At the bottom is a red 'Submit' button.

1.8. Forgotten username CONT.

Once you enter your name and date of birth, you are advised on-screen about the associated email address.

UNIVERSITY of TASMANIA

You used Email to register your account, the email address is latest2@uac.edu.au

Retrieve username

Enter your given name, family name and date of birth and click Submit button to retrieve your account information.

First name: TEST

Family name: APPLICANT

Date of birth: 23/01/2003

I'm not a robot

Submit

1.8. Applicant filter page

Once you successfully register using an email account, you will be shown the filter page where you must indicate your citizenship status and confirm whether you are currently completing an Australian Year 12 or not.

UNIVERSITY of TASMANIA

utastest102@uac.edu.au / Email Logout

Before you start your application

We need to know if you are:


- an Australian citizen
- a holder of an Australian permanent humanitarian visa
- a permanent resident of Australia (but not an Australian or New Zealand citizen)
- a New Zealand citizen (excluding those with Australian citizenship)
- a holder of a student visa, temporary resident visa or visitor visa
- none of the above.

1.8.1. Citizenship question

You must choose one of the options in the citizenship list.

Note: International students studying an Australian Year 12 or IB in Australia are not eligible to apply via the University of Tasmania Application portal.

If you select option **'a holder of a student visa, temporary resident visa or visitor visa or None of the above'** then you will be redirected to the University of Tasmania international application portal via a warning message as shown below:



[utastest102@uac.edu.au / Email](mailto:utastest102@uac.edu.au)
Logout


Before you start your application

We need to know if you are:

- an Australian citizen
- a holder of an Australian permanent humanitarian visa
- a permanent resident of Australia (but not an Australian or New Zealand citizen)
- a New Zealand citizen (excluding those with Australian citizenship)
- a holder of a student visa, temporary resident visa or visitor visa
- none of the above.

This portal is intended for domestic applicants (Australian citizens, permanent residents, permanent humanitarian visa-holders and New Zealand citizens).

International applicants (including onshore international applicants currently studying another qualification) should apply through our [international application portal](#).



[utastest103@uac.edu.au / Email](mailto:utastest103@uac.edu.au)
Logout

Before you start your application

We need to know if you are:

- an Australian citizen
- a holder of an Australian permanent humanitarian visa
- a permanent resident of Australia (but not an Australian or New Zealand citizen)
- a New Zealand citizen (excluding those with Australian citizenship)
- a holder of a student visa, temporary resident visa or visitor visa
- none of the above.

This portal is intended for domestic applicants (Australian citizens, permanent residents, permanent humanitarian visa holders and New Zealand citizens).

International applicants (including onshore international applicants currently studying another qualification) should apply through our [international application portal](#).

1.8.2. Australian Year 12 question

In addition to the Citizenship question, the applicant filter page asks about the your Year 12 status with the question 'Are you completing/did you complete an Australian Year 12 in 2022?'


All current Australian Year 12 and non-current Australian Year 12 applicants who meet the citizenship requirement can apply.

Selecting 'Yes' to the current Year 12 question requires you to enter a valid Year 12 student number and PIN.

Are you completing/did you complete an Australian Year 12 in 2022?

Yes No

We also need to know that you are not a robot:

I'm not a robot  reCAPTCHA
Privacy · Terms

Continue

If you select 'Yes' to the Year 12 question you are prompted to enter your Year 12 student number and 4-digit PIN based on your date of birth.

Are you completing/did you complete an Australian Year 12 in 2022?

Yes No

Student number PIN: dd/mm 

We also need to know that you are not a robot:

I'm not a robot  reCAPTCHA
Privacy · Terms

Continue

You can click on the information icon to access help text

You will get an error message if you enter an invalid student number and/or PIN.

Help text for student numbers and PINs:

Your Year 12 student number:

Please enter the Year 12 student number allocated to you by your state or territory board of studies (don't include any spaces or dashes).

Tasmanian Certificate of Education (TCE) Applicants:

Your 8-digit student number was issued to you by TASC.

Examples: 12B3456, 12B34567, S9231067 or 00A10464

Can't find the number? Please call 03 6165 6000.

1.8.2. Australian Year 12 question CONT.

Other Year 12 Applicants:

Examples of student numbers:

NSW – 12345678

ACT – 0331234 or 2012343

IB (personal code) – ABC123

VCE – 12345678B

QCE – 1234567891

SACE – 123456B

NTCE – 123456B WACE – 12345678

Your PIN:

Your PIN is the first four digits of your date of birth.

For example, if your date of birth is 03/10/2001 your PIN is 0310.

1.9. Personal details page

If you have forgotten your username you used to register, you can access the Personal Details page, which has four sections that display the your personal and demographic details.

1. **About yourself** – this includes title, current and previous names, gender, date of birth, citizenship/permanent residence category, country of birth, year of arrival in Australia, authorisation of a person to act of your behalf and optional USI.
2. **Contact details** – email address, contact phone numbers, postal and permanent residential address.
3. **Government statistics** – language spoken at home, ATSI status, parental education.
4. **Support services** – disability and illness information.

1.9.1. About yourself

If you apply using a student number and PIN you will have your personal details pre-filled based on the data from the relevant state education authority. You cannot change your first name or surname within the application.

The screenshot shows the 'About yourself' section of the application form. The form is pre-filled with the following information:

- Title: MISS
- Full name: TEST (Other given names: , APPLICANT)
- Have you had any previous names?: No
- Gender: Female
- Date of birth: 27/06/1997
- Citizenship country and Country of birth: Australia and territories
- Do you want to authorise a person to act on your behalf?: No
- Unique Student Identifier (USI) Optional: eg 2AB55CD4E5

Callouts in the image:

- "You can access HELP text by clicking on the information button" (points to the 'i' icon next to the 'About yourself' heading)
- "Pre-populated data based on the year 12 student number and PIN" (points to the 'Other given names' field)

If you don't apply with a student number and PIN can manually fill out your application.

The screenshot shows the 'About yourself' section of the application form, identical to the one above, but with a callout indicating manual input:

- "You can manually provide your personal details" (points to the 'Title' dropdown menu)

1.9.1. About yourself CONT.

The following fields are not editable after submission of application:

- Title
- Full name
- Previous names
- Gender
- DOB
- Citizenship country and Country of birth
- Authorisation (only editable if previously answered No)
- USI

1.9.2. Contact details

If you apply with a student number and PIN, you will have your contact details pre-filled. You can override the pre-filled address details (if required).

How we contact you i

i Please use a personal email address.

Personal email address *
All official communication will be via email.

Contact phone numbers *

Postal address

Country * Australia and territories v

1 WEST ST
 WATANOBBI, NSW 2259
Edit

Permanent residential address * Same as postal address Different from postal address

1.9.2. Contact details CONT.

If you apply without a student number and PIN, you can manually fill in your contact details. Australian addresses are available in the dropdown.


If you select 'Different from postal address', further boxes appear in which you enter your residential address

1.9.2. Contact details CONT.

You can change your personal email address on the Personal Details page at any time.

If you do so, you must verify your new email address.

Confirm your new username




Changing your email address will also update your username. Confirm that the changes below are correct before continuing

Previous username
utastest102@uac.edu.au

New username
utastest104@uac.edu.au


Keep previous username

Continue with new username

UNIVERSITY of TASMANIA 

utastest102@uac.edu.au / Email Logout

Check your inbox to verify your email



We've sent a link to utastest104@uac.edu.au

This will confirm that we have the right email address attached to your application. Once you've verified your email, you can access your application by clicking the button below.

Didn't receive an email? [Resend email](#)

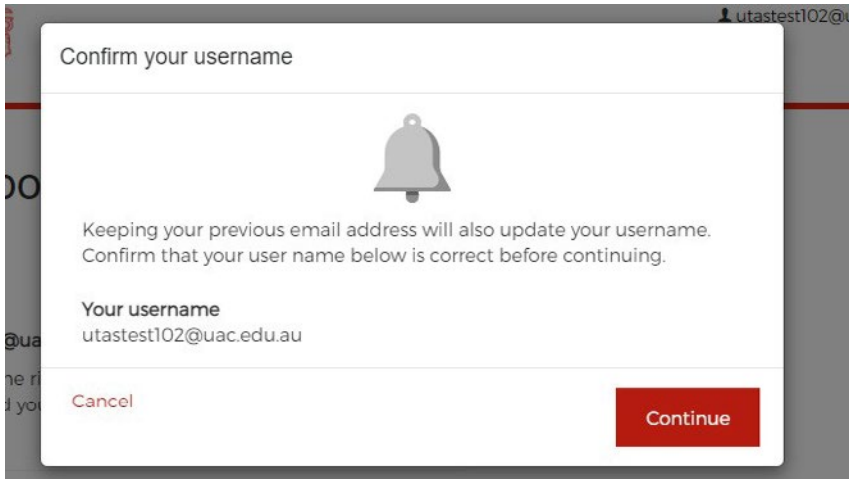
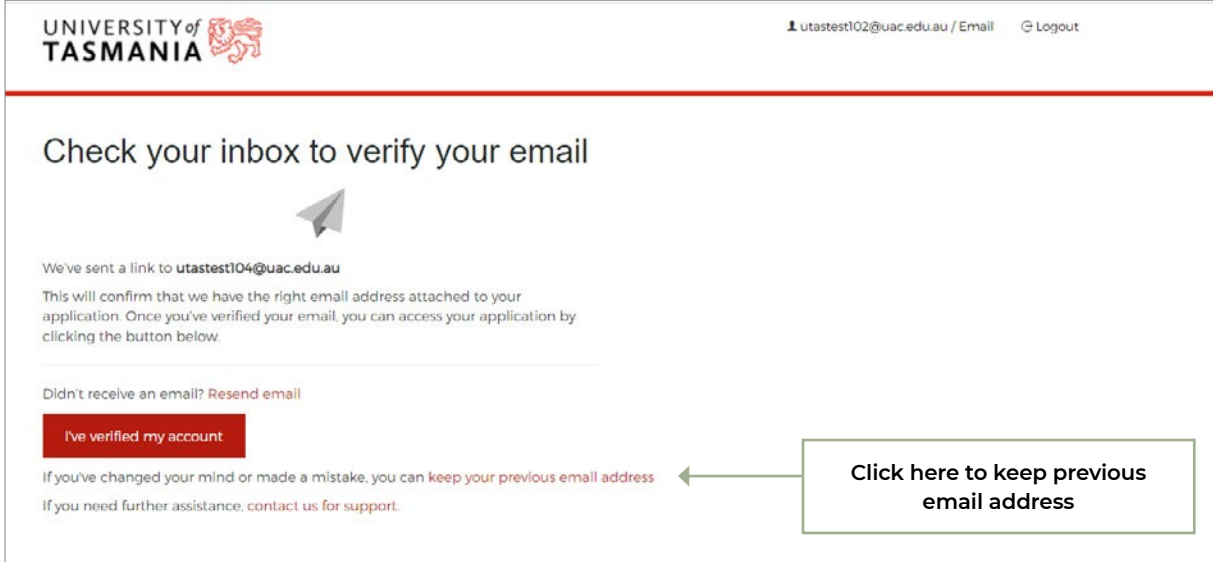
I've verified my account ← **Click here to confirm the new email address**

If you've changed your mind or made a mistake, you can [keep your previous email address](#)

If you need further assistance, [contact us for support](#).

1.9.2. Contact details CONT.

If you want to revert back to your previous email address, you can change the email address by clicking on the link as shown below



All fields in Contact details are editable by the you after submission of the application.

1.9.3. Government statistics

The information is not used to assess the application.

You cannot edit the following fields after submission:

- Do you speak a language other than English at home?
- Number of parents or guardians during schooling
- Parent/guardian 1 details
- Parent/guardian 2 details

1.9.4. Support Services


You can provide details of any support services required during your study at the university. Details of support services are kept confidential and supplied to the Disability/Support services team at University of Tasmania via a report.

All fields in Support Services are editable after submission.

1.10. Application number

After entering personal details and selecting 'Next', you are presented with your application number in a pop-up screen. Application numbers are 8 digits

Application information

 Your application has been created.

Your application number is: **70000104**

Keep a record of your application number. You have also been sent an email with these details.

Continue

At this point an email providing the same information is sent to your email address – refer to 4.1. When you click 'Continue' you are presented with the Additional details page.

1.11. Additional details page

The Additional details page captures additional information with the following 2 questions:

1
Personal details

2
Additional details

3
Qualifications

4
Course preferences

5
Review & submit

Additional Details

Are you now, or have you ever been a staff member of University of Tasmania? Yes No *

Are you interested in University of Tasmania's student accommodation options? Yes No *

Back
Next

If you answer 'Yes' to 'Are you now, or have you ever been a staff member of University of Tasmania', you have the option of providing a staff number.

1.11. Additional details page CONT.

The Additional details page captures additional information with the following 2 questions:

The screenshot shows a progress bar at the top with five steps: 1 Personal details, 2 Additional details (highlighted), 3 Qualifications, 4 Course preferences, and 5 Review & submit. Below the progress bar, the 'Additional Details' section contains two questions:

- Question 1: "Are you now, or have you ever been a staff member of University of Tasmania?" with radio buttons for "Yes" (selected) and "No".
- Question 2: "Are you interested in University of Tasmania's student accommodation options?" with radio buttons for "Yes" and "No".

Below the first question is a "Staff number" input field with the placeholder text "eg 12345678". A callout box with a green border and arrow points to this field, containing the text: "Staff number input field will be displayed if 'Yes' is selected". At the bottom right of the form are "Back" and "Next" buttons.

The staff number must contain 8 digits. You will receive an error message if you enter an invalid staff number and click 'Next' or 'Save' (after submission).

You can leave the staff number blank and proceed. You can come back and provide the information after submitting your application, provided that you answered 'Yes' to the staff member question previously.

This screenshot shows the same 'Additional Details' page as above, but with a validation error. The "Staff number" input field now contains the value "12". Below the input field, a red warning icon and the text "Invalid staff number" are displayed. A red error message banner at the bottom of the form reads: "Please fix validation errors above. Number of errors: 1. Go to the first error." The "Next" button is now disabled. The "Back" button remains visible.

You must answer both questions in order to proceed. You will receive an error message if you try to click 'Next' without answering the questions.

1.11. Additional details page CONT.

You must answer both questions in order to proceed. You will receive an error message if you try to click 'Next' without answering the questions.

The screenshot shows a progress bar at the top with five steps: 1. Personal details, 2. Additional details (highlighted in red), 3. Qualifications, 4. Course preferences, and 5. Review & submit. Below the progress bar, the 'Additional Details' section contains two questions, each with radio button options for 'Yes' and 'No' and a red triangle icon indicating a required field. The first question is 'Are you now, or have you ever been a staff member of University of Tasmania?' and the second is 'Are you interested in University of Tasmania's student accommodation options?'. A red error message box at the bottom states: 'Please fix validation errors above. Number of errors: 2. Go to the first error.' The 'Next' button is disabled, while the 'Back' button is active.

Once your application has been submitted, you cannot update your 'Yes'/'No' responses to these questions.

When you click 'Next' you are presented with the Qualifications page.

1.12. Qualifications page

If you apply with a student number and PIN, your current Year 12 qualification are pre-populated and displayed automatically based on your Year 12 student record.

You can view your Year 12 details by clicking on the view icon in the top right corner of the card. You cannot edit the details on this qualification.

The screenshot shows the 'Qualifications' page on the University of Tasmania portal. At the top, the user is logged in as 'testbb1010@uac.edu.au'. The navigation menu includes 'Home', 'Personal details', 'Additional details', 'Qualifications', 'Course preferences', 'Personal documents', and 'Offers'. The 'Qualifications' section is titled 'Your current / previous qualifications' and features an 'Add a qualification' button. Below this, a table lists four categories of qualifications, each with a red information icon:

- Secondary studies**: eg High school certificate, International Baccalaureate
- Tertiary studies**: eg Certificate IV, Diploma, Bachelor, Master degree
- Preparatory courses**: eg Tertiary preparation certificate, Foundation course
- Professional awards**: eg Registered nurse, CPA

Below the table is a 'Help with uploading qualification documents' link. A 'Secondary' filter is active. Below the filter, a note states: 'Secondary studies: If you are an IB Diploma student, you need to authorise the release of your official results to our partner UAC via the Request for Results Service through your schools IB Diploma Coordinator.' A card for 'NSW Year 12 ASPECT SOUTH EAST SYDNEY SCHOOL 2022' is displayed, with a note: 'Optional documents can be provided' and an 'Upload' button. A view icon is visible in the top right corner of the card.

Two callout boxes provide instructions:

- One box points to the red information icons in the table, stating: 'You can access HELP text by clicking on the HELP icon'.
- Another box points to the view icon on the displayed qualification card, stating: 'Your Year 12 qualification is displayed. Details can be viewed by clicking the view icon in the corner'.

You must add all your qualifications here, including your studies at the University of Tasmania.

You can provide the following qualifications:

- Secondary studies: Australian Year 12, International Baccalaureate, non-standard Australian Year 12, International secondary studies
- Tertiary studies: Australian and/or international tertiary studies
- Preparation course: Australian and/or international preparation program/course
- Professional awards.

You can apply with no qualification. You can add a qualification after the application has been submitted. Refer to section 2.

You cannot edit your qualification details once the application has been submitted..

1.12.1. Secondary studies

If you're an Australian Year 12 student applying with your student number and PIN, you will have your Year 12 qualification pre-populated under 'Secondary'. You won't need to supply your Year 12 qualification again.

Non-current Australian Year 12 students can add a Secondary qualification by clicking on 'Secondary studies' and start filling out the details.

Add new secondary qualification

Qualification type *

Country of qualification *

eg Sydney High School

Name of school *

Year attended *

Exam session *

Student number (if known)

Close

Select type of secondary qualifications

Add new secondary qualification

Qualification type *

Country of qualification *

Name of school *

Year attended *

Exam session *

Student number (if known)

Close

Provide qualification details

1.12.1. Secondary studies CONT.

Each type of secondary qualification has slightly different input fields from others.

Add new secondary qualification

Qualification type *

Year 12 exam type *

Name of school *

Year attended *

Student number (if known)

Close

Add new secondary qualification

Qualification type *

Country of qualification *

Name of qualification *

Name of school *

Year attended *

Student number (if known)

Close

Add new secondary qualification

Qualification type *

State *

Name of qualification *

Name of school *

Year attended *

Student number (if known)

Close

1.12.2. Tertiary studies

You can add a Tertiary qualification by clicking on 'Tertiary studies' and start filling out the form.

If you have completed or are completing Tertiary studies in Australia, you are required to select from a list of Australian institutions.

Add new tertiary qualification

Where did you study? *	TA
Level of qualification *	TAFE - Queensland
Name of your course *	TAFE - Western Australia
Field of study *	TAFE - Northern Territory
Year you began the course *	University of Tasmania
Year you were last enrolled in the course *	TAFE - Tasmania
How long have you studied *	Blue Mountains International Hotel Management School
Student/candidate number (if known)	William Blue College of Hospitality Management
Have you been suspended from this course? *	OTEN - Open Training and Education Network
	TAFE NSW, Hunter & Central Coast
	TAFE NSW - Illawarra Institute
	TAFE NSW - New England Institute
	TAFE NSW - North Coast Institute
	TAFE NSW - Riverina Institute
	TAFE NSW - South Western Sydney Institute
	TAFE NSW - Sydney Institute
	TAFE NSW - The Northern Sydney Institute
	TAFE NSW - Western Institute
	TAFE NSW - Western Sydney Institute

1.12.2. Tertiary studies CONT.

The screenshot shows a web form titled "Add new tertiary qualification" from the University of Tasmania. The form contains several fields: "Where did you study?" (a dropdown menu with "University of Tasmania" selected), "Level of qualification" (a dropdown menu with "-- select level of qualification --"), "Name of your course" (a text input field with "eg Bachelor of Information Technology"), "Field of study" (a dropdown menu with "-- select field of study --"), "Year you began the course" (a text input field with "YYYY"), "Year you were last enrolled in the course" (a text input field with "YYYY"), "How long have you studied" (a dropdown menu with "-- select course duration"), "Student/candidate number (if known)" (a text input field with "eg S123ABC"), and "Have you been suspended from this course?" (radio buttons for "Yes" and "No"). At the bottom right, there are "Close" and "Submit" buttons. Two callout boxes with arrows point to the "Where did you study?" and "Name of your course" fields. The first callout box contains the text "Type name and select an Australian institution". The second callout box contains the text "Provide qualification details".

1.12.2. Tertiary studies CONT.

If you have an overseas tertiary qualification, you can manually enter it after selecting a country.

Add new tertiary qualification

Where did you study? * ▼
clear

Institution name *

Level of qualification * ▼

Name of your course *

Field of study * ▼

Year you began the course *

Year you were last enrolled in the course *

How long have you studied * ▼

Student/candidate number (if known)

Have you been suspended from this course? Yes No

Close
Submit

You can click on the help icon next to 'Tertiary studies' for help text.

Home
Personal details
Additional details
Qualifications
Course preferences
Personal documents
Questionnaire
Offers

Your current / previous qualifications

Add a qualification

Secondary studies ⓘ

eg High school certificate, International Baccalaureate

Tertiary studies ⓘ

eg Certificate IV, Diploma, Bachelor, Master degree

Preparatory courses ⓘ

eg Tertiary preparation certificate, Foundation course

Professional awards ⓘ

eg Registered nurse, CPA

Help with uploading qualification documents ⓘ

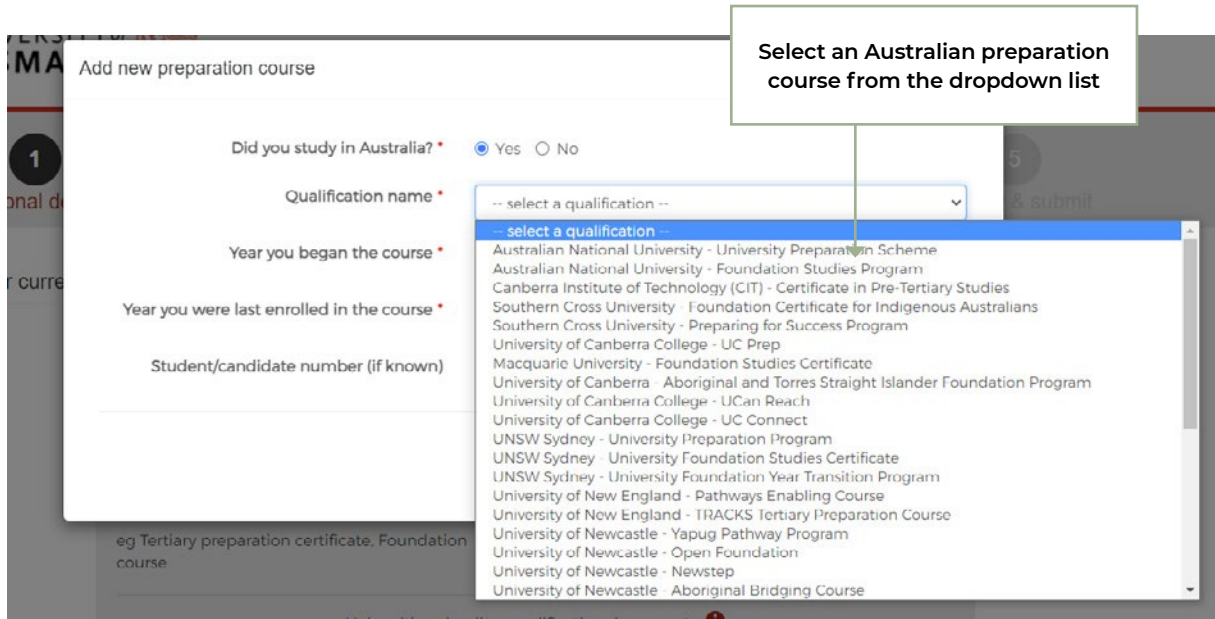
Click here for help text

1.12.3. Preparatory courses

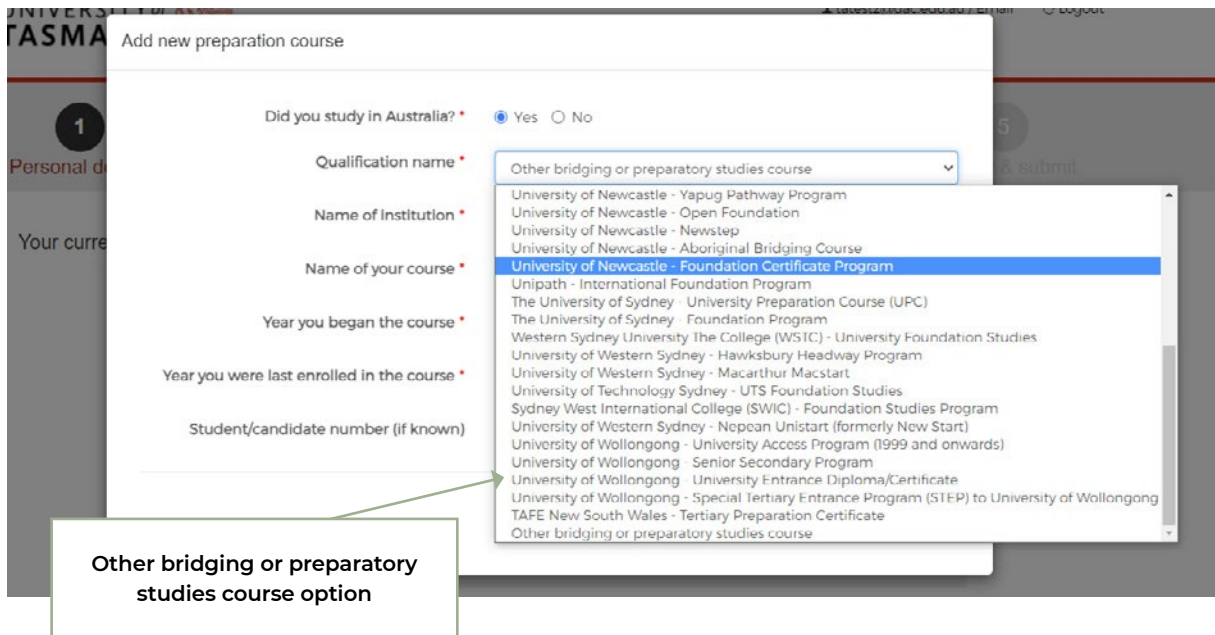
You can select from a list of Australian preparation courses if applicable.

The University of Tasmania’s preparation courses selectable from the qualification name drop down list are:

- University of Tasmania – Murina (Aboriginal Enabling) Program
- University of Tasmania – University Preparation Program



If a preparation course cannot be found in the dropdown list, select 'Other bridging or preparatory studies course' and fill out other details.



1.12.3. Preparatory courses CONT.

After selecting a course, you need to provide the rest of your qualification details.

Add new preparation course

Did you study in Australia? * Yes No

Qualification name * ▼

Year you began the course *

Year you were last enrolled in the course *

Student/candidate number (if known)

[Close](#)

If you have completed an overseas preparatory course, you can select 'No' to the Australian study question and provide your qualification details.

Add new preparation course

Did you study in Australia? * Yes No

Select a country for overseas preparatory courses

Country where you studied the preparatory course * ▼

Name of institution *

Name of your course *

Year you began the course *

Year you were last enrolled in the course *

Student/candidate number (if known)

[Close](#)

1.12.3. Preparatory courses CONT.

You can click on the help icon next to 'Preparatory courses' for help text.

UNIVERSITY of TASMANIA

testbb1010@uac.edu.au / Email Logout

Home Personal details Additional details **Qualifications** Course preferences Personal documents Offers

Your current / previous qualifications

Add a qualification
Add all your qualifications here. If you are currently studying, or have previously studied at the University of Tasmania, provide this information under Tertiary studies.

<p>Secondary studies ⓘ</p> <p>eg High school certificate, International Baccalaureate</p>	<p>Tertiary studies ⓘ</p> <p>eg Certificate IV, Diploma, Bachelor, Master degree</p>
<p>Preparatory courses ⓘ</p> <p>eg Tertiary preparation certificate, Foundation course</p>	<p>Professional awards ⓘ</p> <p>eg Registered nurse, CPA</p>

Click here for help text

Add new professional award

Did you study at an Australian institution, either in Australia or overseas? *

Australian Institution Overseas Institution

Country where you studied the qualification *

-- select an overseas country --

Choose the qualification type *

-- select a professional qualification --

Name of your qualification *

eg Certified Practising Accountant

Name of authority who awarded the qualification *

eg CPA Australia

Year qualification awarded *

YYYY

Registration number (if known)

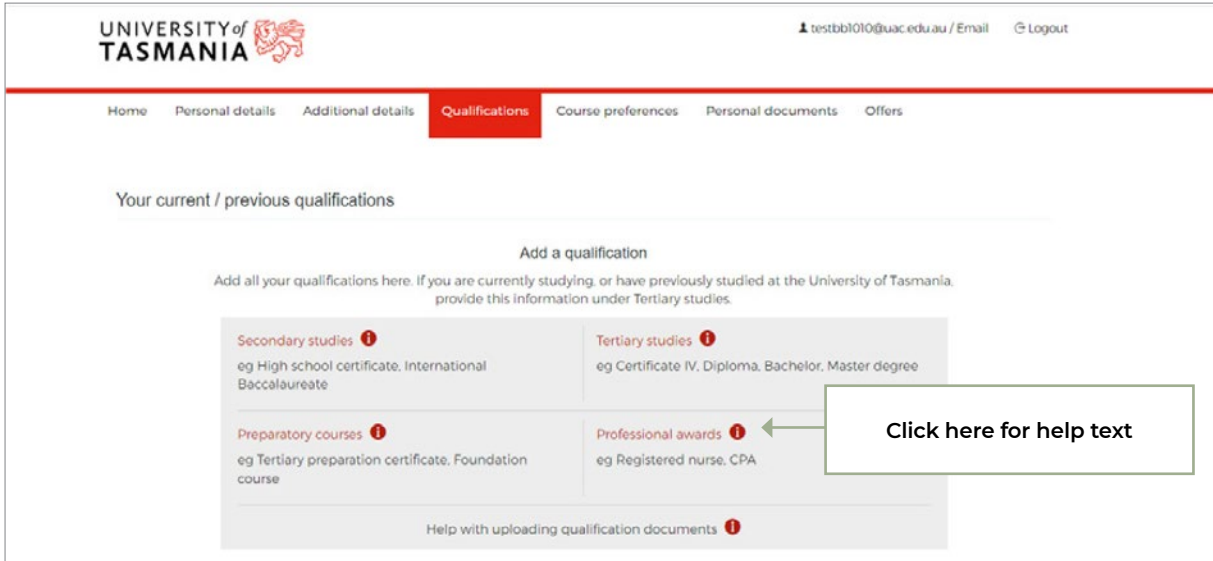
eg S123ABC

Close **Submit**

Select Australian or overseas options and provide details

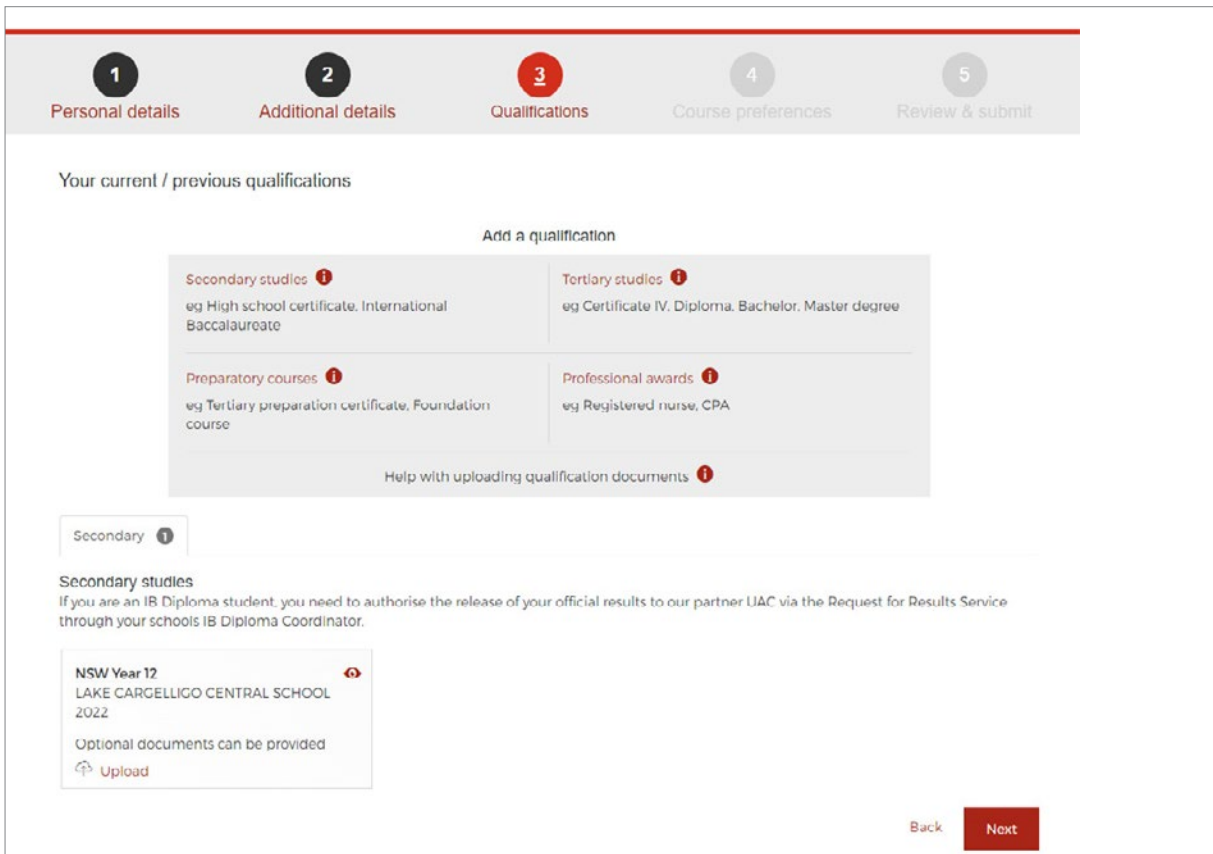
1.12.4. Professional awards

You can click on the help icon next to 'Professional awards' for help text



1.12.5. Uploading qualification documents

After a qualification has been added, the system will indicate to you whether you need to supply documents.



1.12.5. Uploading qualification documents CONT.

You may be requested to supply documents outside the application via correspondence sent to your email address during assessment. Failure to provide documents may result in you not getting an offer.

To upload documents, you click the 'Upload' link and are asked to choose a PDF file to upload.

You can upload documents during the application or after you've applied. You can upload up to five supporting documents for each qualification. To upload additional documents, use the same file selection process.

Documents that are uploaded and saved cannot be deleted.

Each document must be a PDF smaller than 5MB.

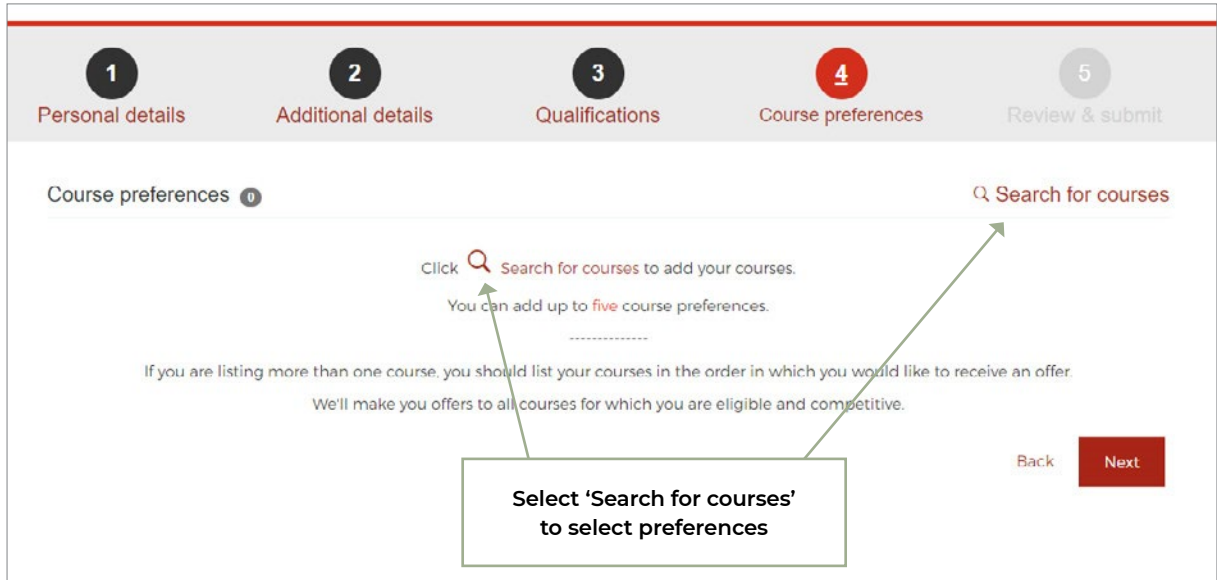
PDF converter

If your document isn't a PDF, you can convert it using UAC's document conversion service – attach the document file to an email addressed to: conv2pdf@uac.edu.au or with one of the many document conversion packages available on the web. If you use UAC's document conversion service, for each attached file you'll receive an email back within a few minutes containing a converted PDF.

If you are using an Apple computer with an OS X version less than 10.8, you should not use the built-in PDF software to prepare PDF documents. Documents created or saved using this software and uploaded to UAC will be not viewable.

1.13. Course preferences page

You must specify at least one and up to a maximum of five course preferences.



1.13.1. Searching for courses

In the 'Search for courses' screen, you can refine your search by typing course name, course code or campus in the keyword search. A field of studies and course level drop-down can also help narrow down the search.

The universities course codes are displayed with course details and start dates.

You choose courses by clicking on the start dates – this ensures you nominate the desired commencement date where more than one is available. Each course start date pairing constitutes a distinct preference. Green tick icons indicate chosen courses.

You can apply for multiple start dates of the same course by clicking on the start dates you wish to commence study.

To unselect a course preference on this screen, click on the start date again until the green tick disappears.

1.13.1. Searching for courses CONT.

< Course preferences 0 Search for courses

Using the search box, you can narrow your results by searching for any combination of course name, course code and campus. Alternatively, you can search by field of studies.

To add a course, select your preferred start dates. Select a date again to remove it. Once you've finished, **review your preferences** and save your changes.

select course level ▼ select field of studies ▼ Search course name/course code/campus

Results: 260 course(s)

« 1 2 3 4 5 6 7 ... 13 » 20 ▼

Code	Course	Start dates
40B	Undergraduate Certificate in Education Support online Hobart	11-Jul-2022
42B	Associate Degree in Education Support online Launceston	11-Jul-2022
42B	Associate Degree in Education Support Launceston	11-Jul-2022
43B	Bachelor of Education (Primary) Launceston	11-Jul-2022
43B	Bachelor of Education (Primary) online Launceston	11-Jul-2022

< Course preferences 1 Search for courses

Using the search box, you can narrow your results by searching for any combination of course name, course code and campus. Alternatively, you can search by field of studies.

To add a course, select your preferred start dates. Select a date again to remove it. Once you've finished, **review your preferences** and save your changes.

select course level ▼ select field of studies ▼ Search course name/course code/campus

Results: 260 course(s)

« 1 2 3 4 5 6 7 ... 13 » 20 ▼

Code	Course	Start dates
40B	Undergraduate Certificate in Education Support online Hobart	11-Jul-2022 <input checked="" type="checkbox"/>
42B	Associate Degree in Education Support online Launceston	11-Jul-2022
42B	Associate Degree in Education Support Launceston	11-Jul-2022
43B	Bachelor of Education (Primary) Launceston	11-Jul-2022

A green tick appears next the preference/s selected

Click 'Review your preferences' to proceed

Back to top Review your preferences

1.13.2. Confirming preferences

When you click 'Review your preferences', preferences are shown in the order you selected.

You can change the order of preferences by 'drag and drop' or using the up/down arrows.

To delete a preference, click on the red 'X'. You cannot delete all your preferences – you must have at least one course preference to continue your application.

After deleting a preference, you can return to the 'Search for courses' page to choose another course to add.

Course preferences 2 Search for courses

No.	Code	Course	Additional course requirements 1
1	40B	Undergraduate Certificate in Education Support online Hobart Start date: 11-Jul-2022 ↓ Move down	X Delete option
2	43J	Bachelor of Education (Health and Physical Education) Launceston Start date: 11-Jul-2022 ↑ Move up	X

You have made changes to your course preferences. Click the Save changes button to finish otherwise your changes will NOT be saved.

Save changes

You must click 'Save changes' and the 'Next' to proceed to the next page

✔ Your courses have been updated. Click the Next button to proceed to the next page. Back **Next**

1.13.3. Confirming preferences

1.13.3.1. Course acknowledgment text

Information is provided about additional course requirements for each preference.

The screenshot shows a progress bar at the top with five steps: 1 Personal details, 2 Additional details, 3 Qualifications, 4 Course preferences (highlighted in red), and 5 Review & submit. Below the progress bar is a search bar labeled 'Search for courses'. A table titled 'Course preferences' contains one entry:

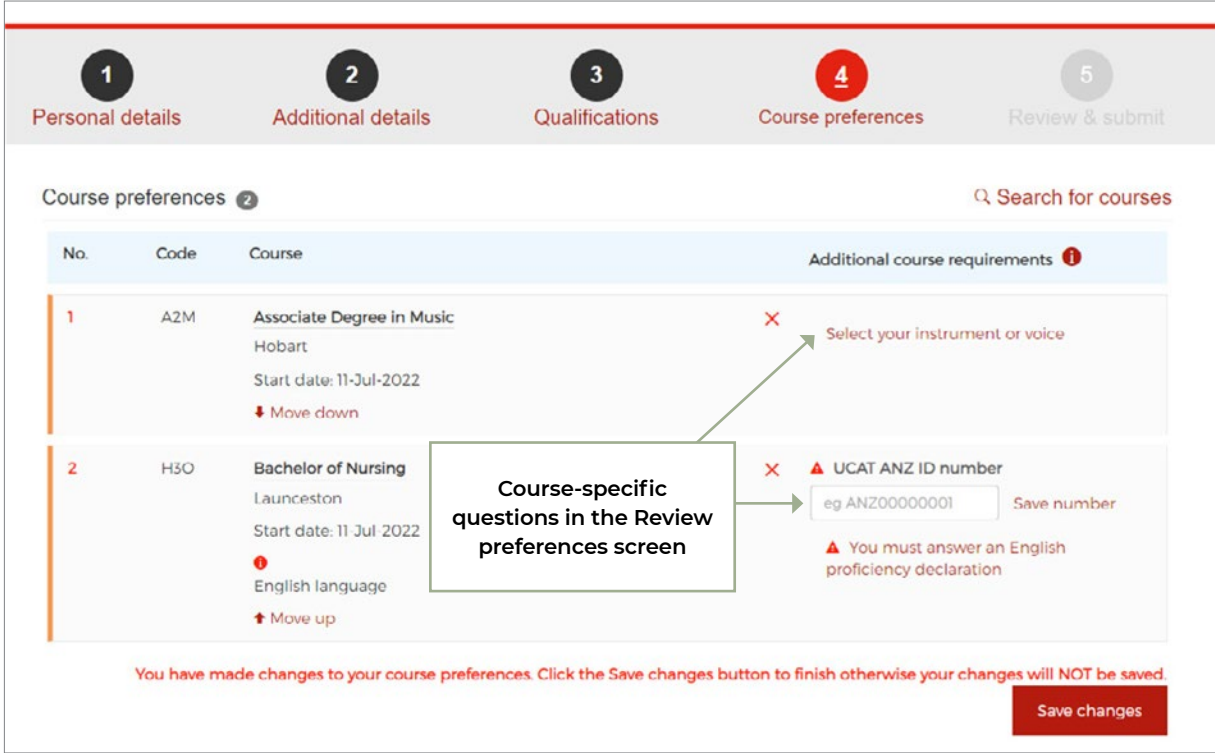
No.	Code	Course	Additional course requirements
1	93F	Bachelor of Arts and Bachelor of Fine Arts Hobart Start date: 11 Jul 2022	<p>English language and Mandatory Functional Requirements Declaration for Undergraduate Nursing Applicants.</p> <p>Prior to commencement in a Bachelor of Nursing course the Australian Nursing and Midwifery Accreditation Council requires applicants to demonstrate a high level of English competence and to meet Mandatory Functional Requirements.</p> <p>By submitting this application I declare to the best of my knowledge and belief that the information given in this form is correct and complete in every detail.</p> <p>I acknowledge that if I make a false declaration to any of the above the School is required to report this to Australian Health Practitioner Regulation Agency (AHPRA) and this may adversely impact my student registration and ability to continue in the Bachelor of Nursing.</p> <p>Move down</p>

A callout box with the text 'Additional course information (if any) is shown here' has an arrow pointing to the 'Additional course requirements' column of the table.

You need to make sure you read the course’s additional information (if any) before submitting your application.

1.13.3.2. Course questions

You are required to answer course-specific questions for several courses. The questions will appear against the preferences in the 'Review preferences' screen.



You can provide your answer by either:

- entering it in the input field
- or clicking the question link appearing on your preferences.

The table below summarises the course specific questions. Screenshots for each question are provided below.

Course requirement	Mandatory in Apply?	Answer required for each preference?	Editable in Manage?

1.13.3.2. Course questions CONT.

UCAT ANZ ID number requirement

You must enter the UCAT ANZ ID number with a valid format (i.e., 'ANZ' followed by 8 digits). You will get an error message if you try to save an invalid UCAT ANZ ID number.

You can also view and respond to other questions by clicking on a link on your preference.

The screenshot shows a navigation bar with five steps: 1 Personal details, 2 Additional details, 3 Qualifications, 4 Course preferences (highlighted), and 5 Review & submit. Below the navigation bar, there is a search bar and a table of course preferences. The table has columns for No., Code, Course, and Additional course requirements. Two courses are listed: 1. Associate Degree in Music (A2M) and 2. Bachelor of Nursing (H3O). The Bachelor of Nursing row has a callout box pointing to the 'Save number' button next to the UCAT ANZ ID number field. The callout box contains the text: 'Provide UCAT ANZ ID number and click 'Save number''. Below the table, there is a message: 'You have made changes to your course preferences. Click the Save changes button to finish otherwise your changes will NOT be saved.' and a 'Save changes' button.

Instrument/voice questions

The screenshot shows the same navigation bar as the previous image. The 'Course preferences' section is active. The table of course preferences is the same. The 'Associate Degree in Music' row has a callout box pointing to the 'Select your instrument or voice' link. The callout box contains the text: 'Questions link against the course preferences'. Below the table, there is a message: 'You have made changes to your course preferences. Click the Save changes button to finish otherwise your changes will NOT be saved.' and a 'Save changes' button.

1.13.3.2. Course questions CONT.

Instrument/voice questions

The screenshot shows a progress bar at the top with five steps: 1 Personal details, 2 Additional details, 3 Qualifications, 4 Course preferences (highlighted), and 5 Review & submit. Below the progress bar, the 'Course preferences' section is active. It features a search bar and a table of courses. The table has columns for 'No.', 'Code', 'Course', and 'Additional course requirements'. Two courses are listed: 1. A2M Associate Degree in Music Hobart, and 2. H3O Bachelor of Nursing Launceston. A callout box with the text 'Questions link against the course preferences' has an arrow pointing to the red link 'Select your instrument or voice' next to the first course. At the bottom, a message states 'You have made changes to your course preferences. Click the Save changes button to finish otherwise your changes will NOT be saved.' and a red 'Save changes' button is visible.

This screenshot shows the same 'Course preferences' page as above, but with a modal window open. The modal is titled 'Select your instrument or voice' and contains the question 'What is your principal instrument or voice? *'. Below the question is a dropdown menu with the following options: None, Bassoon, Cello, Clarinet, Classical Voice, Double Bass, Dual Practice, Flute, Guitar, Harp, Horn, Music Theatre Voice, Oboe, Other, Piano, Saxophone, Timpani & Percussion, Trombone, Trumpet, and Tuba. The 'None' option is currently selected. To the right of the dropdown are 'Close' and 'Update' buttons. A callout box with the text 'Provide an answer and click 'Update' to save' has an arrow pointing to the 'Update' button. The background of the page is dimmed, showing the same progress bar and course list as the previous screenshot.

1.13.3.2. Course questions CONT.

Nursing courses: English language proficiency declaration

3	H3O	Test Bachelor of Nursing Rozelle Start date: 11-Jul-2022 Move up	X	You must answer an English proficiency declaration Compulsory Declaration
---	-----	---	---	--

Continue with your application

Nursing courses: English language proficiency

Before you can start studying to become a registered nurse, the Australian Nursing and Midwifery Accreditation Council requires you to demonstrate a high level of English language proficiency.

Therefore, to apply and be considered for an offer to a nursing course, you must accept one of the following declarations:

I declare that English is my primary language and before the course start date, I will have completed schooling in English – including at least two years of secondary school in English - in one of the following countries: Australia, New Zealand, South Africa, United States, Canada, Republic of Ireland, United Kingdom

OR

I declare that I have undertaken/I will undertake an English language proficiency test accepted for entry to this course preference within 2 years before the course start date (minimum test results required).

OR

I declare that I am currently registered as an Enrolled Nurse or Registered Nurse with the Australian Health Practitioner Regulation Agency - Nursing and Midwifery (AHPRA)

Close Update

Decision pending - English language requirements

Move up Move down

Nursing English proficiency declaration

Compulsory declaration for College of Health and Medicine

3	H3O	Test Bachelor of Nursing Rozelle Start date: 11-Jul-2022 Move up	X	You must answer an English proficiency declaration Compulsory Declaration
---	-----	---	---	--

Declaration

You must agree to the following:

I will be required to meet the **Mandatory Functional Requirements for the College of Health and Medicine.**

Close Update

Compulsory declaration

1.13.3.2. Course questions CONT.

Double degree options

5 93L Bachelor of Business and Bachelor of Laws
Launceston
Start date: 11-Jul-2022
Move up

Please select courses for double degree

Double degree course options

until you have successfully completed the NACAT. Please ensure you

Please select courses for double degree

- AD in Global Logistics & Maritime Management - Maritime Business Management
- Bachelor of Applied Science (Marine Engineering) - Yr3 Chief C1/C2
- Bachelor of Agricultural Science with Honours
- Bachelor of Agriculture with Honours
- Bachelor of Business

Close Update

until you have successfully completed the NACAT. Please ensure you

Please select courses for double degree

- AD in Global Logistics & Maritime Management - Maritime Business Management
- Bachelor of Applied Science (Marine Engineering) - Yr3 Chief C1/C2
- Bachelor of Agricultural Science with Honours
- Bachelor of Agriculture with Honours
- Bachelor of Business

2 course options are required for a double degree

You can only select 2 courses Close

You will get an error message if you select an invalid combination for the double degree.

applyutas.uac.edu.au says

You cannot combine these courses

OK

1.13.3.2. Course questions CONT.

Health/Aged care employment details

5 C70 Test Master of Health Service Management online ✗ **Employment letter (mandatory)** Upload
Darlinghurst Document to be uploaded by 11-Jul-2022
Start date: 11-Jul-2022
↑ Move up
Health/Aged Care Employment

Health/Aged Care Employment details ← **Health/Aged care employment details**

If you are employed in the health or aged care sector, please provide the name of your employer (otherwise skip the questions):

150 characters left

Is your employer an ACSA or ARNA member? Yes No

If you are employed by, or a member of, a UTAS Partner Organisation, please upload a copy of your membership invoice, a recent payslip, or a statement on your Employer's letterhead confirming your employment. You will be guided to the secure document upload facility during this application process.

Close **Save**

1.13.3.2. Course questions CONT.

Partner organisation employment details

2 M7F Master of Clinical Pharmacy online ✕ Portfolio (mandatory) Upload
Hobart
Start date: 11-Jul-2022
Document to be uploaded by 01-Jan-1970
✔ You will be competing with other applicants for an offer.
Partner Employer
↑ Move up ↓ Move down

Partner Employer details

If you are applying for a scholarship because you are employed by one of our partner organisations, please tell us who your employer is.

150 characters left

What is the location, site or facility of your employment?

150 characters left

Close Save

Partner organisation employment details

Theatre and Performance major question

5 R4A Test Bachelor of Arts (Honours -) - Theatre and Performance ✕
Hobart
Start date: 11-Jul-2022
Nominate for Theatre and Performance major
↑ Move up

Theatre and Performance major

Intending to take a Theatre and Performance Major? Yes No

Close Update

Theatre/Performance major question

1.13.3.2. Course questions CONT.

Bachelor of Arts Master of Teaching – Teaching specialisation

5 A7A **Test Bachelor of Arts and Master of Teaching (Primary Education)** ✕

Hobart

Start date: 11-Jul-2022

IMPORTANT INFORMATION ABOUT APPLYING FOR ADMISSION TO THIS COURSE

In addition to your application you are required to complete the Non-Academic Capability Assessment Tool (NACAT). The NACAT is an entry requirement for all initial teacher education (ITE) courses and assesses non-academic capabilities through an online tool.

To complete the NACAT:

- Continue with your application
- Note your unique application reference number (followed by eight digits).

You will need to include this in your NACAT.

- Submit your completed application
- Access the NACAT webpage and complete the tool, making sure to include your application reference number:
<https://ins.incept.education/i/entry/asFOSM62lkhj>

If you receive an offer for an ITE degree you will not be able to enrol until you have successfully completed the NACAT. Please ensure you complete it in a timely manner so as not to experience delays.

↑ Move up

Nominate your teaching specialisation

Nominate your teaching specialisation

Please select your teaching specialisation *

None

Please select your second teaching specialisation *

None

- None
- Arts
- English
- Humanities and Social Science
- Languages

Close Update

Teaching specialisation – Bachelor of Arts and Master of Teaching

1.13.3.2. Course questions CONT.

Master of Teaching – Teaching areas

If you're applying for a Master of Teaching (Secondary) course, you are required to select two teaching areas for your degree – except for The Arts which can be taken as first and second teaching areas.

3 E7G Master of Teaching Secondary Specialisation
 Hobart
 Start date: 11-Jul-2022
 ↑ Move up ↓ Move down

✘ ▲ You must nominate eligible teaching areas

Secondary teaching areas

Your nominated teaching areas. You can drag and drop to rearrange your selections.

1. Humanities and Social Sciences ✘ 2. Language ✘

Indicate all areas in which you are eligible to teach using the tick boxes. Information on requirements and eligibility BEFORE nominating your areas is based on your eligibility for nominated teaching areas.

Be sure to confirm that the teaching areas that you're eligible for are offered at your preferred institution.

Tick the teaching areas below that you are eligible for and interested in teaching.

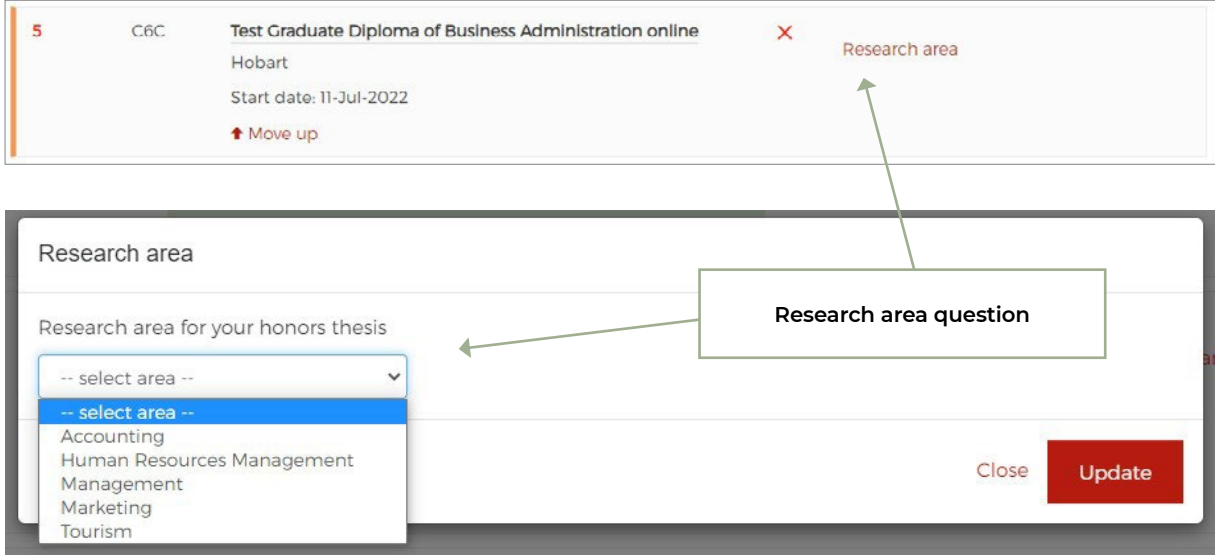
Arts	<input type="checkbox"/> The Arts (Drama, Music, Visual or Media)
English	<input type="checkbox"/> English
HASS	<input checked="" type="checkbox"/> Humanities and Social Sciences
Languages	<input checked="" type="checkbox"/> Language
Mathematics	<input type="checkbox"/> Mathematics
Science	<input type="checkbox"/> Science

Update

Master of Teaching (Secondary) – Teaching areas

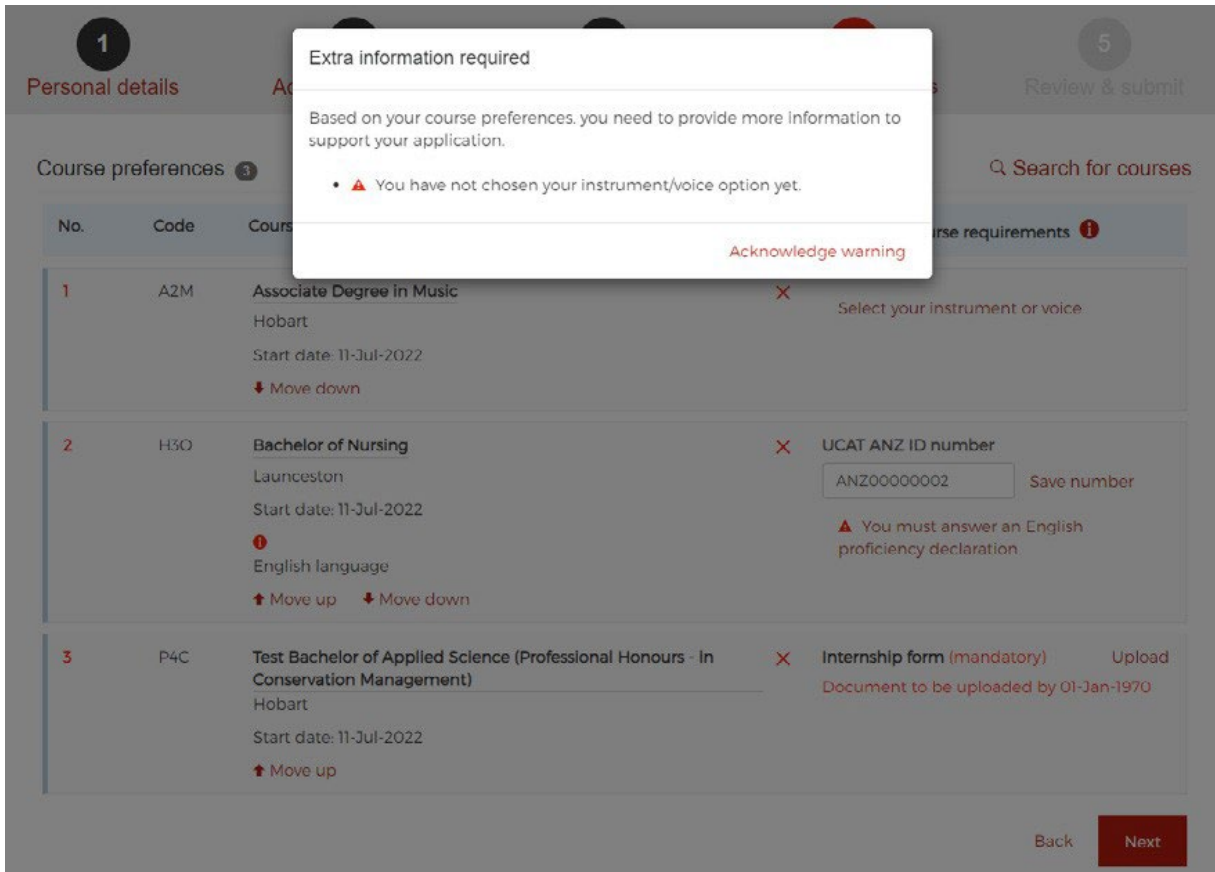
1.13.3.2. Course questions CONT.

Research area



Warning message for course questions

A warning message will be displayed if you click 'Next' without answering the course questions.



You can click "Acknowledge warning" and then 'Next' to go to the 'Review & Submit' page.

1.13.3.3. Course documents

You may upload documents against the preference if required.

Course preferences 🔍 Search for courses

No.	Code	Course		Additional course requirements i
1	A2M	Associate Degree in Music Hobart Start date: 11-Jul-2022 ↓ Move down	✘	Select your instrument or voice
2	H3O	Bachelor of Nursing Launceston Start date: 11-Jul-2022 i English language ↑ Move up ↓ Move down	✘	UCAT ANZ ID number <input type="text" value="ANZ00000002"/> Save number ▲ You must answer an English proficiency declaration
3	P4C	Test Bachelor of Applied Science (Professional Honours - in Conservation Management) Hobart Start date: 11 Jul 2022 ↑ Move up	✘	Internship form (mandatory) Upload Document to be uploaded by 01-Jan-1970

You have made changes to your course preferences. Click the Save changes button to finish otherwise your changes will NOT be saved.

Save changes

Additional course document requirements (if any) are shown here. Click 'Upload' to start adding documents


If you don't upload mandatory documents for a course, you will receive an automated reminder to your email address the day after your application is submitted, with further reminders if you still have not uploaded documents on the 8th day and 22nd day after submission. You may also receive correspondence triggered by admissions staff during assessment requesting additional document upload.

1.14. Review and submit page

On this page you are asked to review your application before you click the ‘Submit’ button at the bottom of the page.

Information entered by you is shown in this page. You can edit your details by clicking on the edit icon which takes them back to the relevant page.

Additional course requirements and documentation requirements are also displayed.

Check your details below before submitting your application. Use the edit icon  if you need to change any details.

Summary of application


Application number	70002836
Date of application	Thu, 17 Mar 2022
Last updated	Sun, 20 Mar 2022 21:00
Prepared for	MISS TEST APPLICANT

Personal details



Previous given name	Not provided
Previous family name	Not provided
Gender	Female
Date of birth	25-Jan-2003
Mobile phone number	12345678
Alternative phone number	12345678
Email address	latest2@uac.edu.au
Unique Student Identifier	Not provided
Postal address	1 WEST MILBY RD, CONDOBOLIN, NSW 2877
Permanent residential address	1 WEST MILBY RD, CONDOBOLIN, NSW 2877
Authorised person	You have not authorised any person to act on your behalf

Citizenship

Citizenship status	Australian citizen
Citizenship country	Australia and territories
Country of birth	Australia and territories

Edit icons 

1.14. Review and submit page CONT.

Government statistics													
Language spoken at home	English												
Australian Aboriginal or Torres Strait Islander (ATSI)	Neither Australian Aboriginal nor Torres Strait Islander												
Highest school level	Year 12												
Number of parents or guardians during schooling	You have indicated that you had no parent or guardians												
Disability information													
Disabilities or illnesses	Vision impairment - blind ADHD												
Additional Details 													
Staff member of University of Tasmania	Yes												
Staff number	Not provided												
University of Tasmania's student accommodation	Yes												
Qualifications 													
Secondary studies													
Item	Details												
#1	<table border="0"> <tr> <td>Type of qualification</td> <td>Australian Year 12</td> </tr> <tr> <td>Name of qualification</td> <td>NSW Year 12</td> </tr> <tr> <td>Name of school</td> <td>LAKE CARCELLIGO CENTRAL SCHOOL</td> </tr> <tr> <td>Australian state</td> <td>New South Wales</td> </tr> <tr> <td>Year attended</td> <td>2022</td> </tr> <tr> <td>Student number</td> <td>32297676</td> </tr> </table>	Type of qualification	Australian Year 12	Name of qualification	NSW Year 12	Name of school	LAKE CARCELLIGO CENTRAL SCHOOL	Australian state	New South Wales	Year attended	2022	Student number	32297676
Type of qualification	Australian Year 12												
Name of qualification	NSW Year 12												
Name of school	LAKE CARCELLIGO CENTRAL SCHOOL												
Australian state	New South Wales												
Year attended	2022												
Student number	32297676												
#2	<table border="0"> <tr> <td>Type of qualification</td> <td>Australian Year 12</td> </tr> <tr> <td>Name of qualification</td> <td>NSW Year 12</td> </tr> <tr> <td>Name of school</td> <td>HIGH SCHOOL</td> </tr> <tr> <td>Australian state</td> <td>New South Wales</td> </tr> <tr> <td>Year attended</td> <td>2019</td> </tr> </table>	Type of qualification	Australian Year 12	Name of qualification	NSW Year 12	Name of school	HIGH SCHOOL	Australian state	New South Wales	Year attended	2019		
Type of qualification	Australian Year 12												
Name of qualification	NSW Year 12												
Name of school	HIGH SCHOOL												
Australian state	New South Wales												
Year attended	2019												

1.14. Review and submit page CONT.

Tertiary studies

Item	Details	
#1	Country	United States of America
	Institution	BOSTON UNIVERSITY
	Course level	Bachelor Degree
	Student number	---
	Course	DIPLOMA IN ARTS
	Field of study	Agriculture
	Year commenced	2017
	Year last attended	2019
	Course completed	Yes
	Full-time equivalent	2.0 years
	Suspended	No
	⚠ Documents must be provided	

Course preferences ✎

No.	Code	Course	Additional course requirements
1	A2M	Associate Degree in Music at Hobart Start date: 11-Jul-2022	No documents required
2	H3O	Bachelor of Nursing at Launceston Start date: 11-Jul-2022 i English language	No documents required
3	P4C	Test Bachelor of Applied Science (Professional Honours - in Conservation Management) at Hobart Start date: 11-Jul-2022	SUPPLEMENTARY-FORM (mandatory) Document to be uploaded by 01-Jan-1970

UCAT ANZ ID number ✎

UCAT ANZ ID number: ANZ00000002

Nursing English Proficiency ✎

Your nominated English proficiency level English is primary language

Submit

1.14.1. Declaration and authority

When you click 'Submit' on the review page, the declaration and authority will appear. You are provided with the option to double check your application.

Once you agree to the terms and conditions by checking the box, a 'Submit my application' button appears.

Declaration and authority

Your application cannot be considered unless you accept all conditions set out below.

On behalf of University of Tasmania, UAC collects information about you, including information you provide in this application to assist in the assessment of your application. This information may be used as described below.

1. I declare that I have read and understand the questions and that all the information submitted is true and complete.
2. I authorise UAC and University of Tasmania to obtain available official records from any educational institution attended by me. I understand that UAC and University of Tasmania are not responsible if any institution does not provide these records.
3. I authorise UAC and University of Tasmania to verify any information provided by me, including academic records and employment details.
4. I authorise UAC and University of Tasmania to release details of my University of Tasmania academic records as requested by other education institutions to assist and corroborate the processing of applications I may make to such institutions.
5. I understand that UAC or University of Tasmania may vary or cancel my application or revoke any offer of admission on the basis of what UAC or University of Tasmania determines to be untrue, incomplete or misleading information from any source.

I have read the declaration in full and agree to all terms and conditions relating to my application.

You can choose to double check your application

I need to double check my application

Submit my application

You must tick the declaration box for the 'Submit my application' button appear. The time/date of acceptance is logged

1.15. Confirmation of application

Once you click the 'Submit my application' button, you proceed to the screen below, where you can download a PDF version of your Confirmation of Application.

At this point an email is sent to you, acknowledging your application.

You also have the option to go to 'Manage your application'.

Your application has been submitted successfully.

Manage your application

Forgot something in your application or need to upload document?
Click **Manage your application** to update your application now.
You can manage your application at any time by logging in with your username and password.

Manage your application

Information you are required to provide in 'Manage your application'

Things to do

Your Confirmation of Application is a full record of your application.

Download your confirmation of application

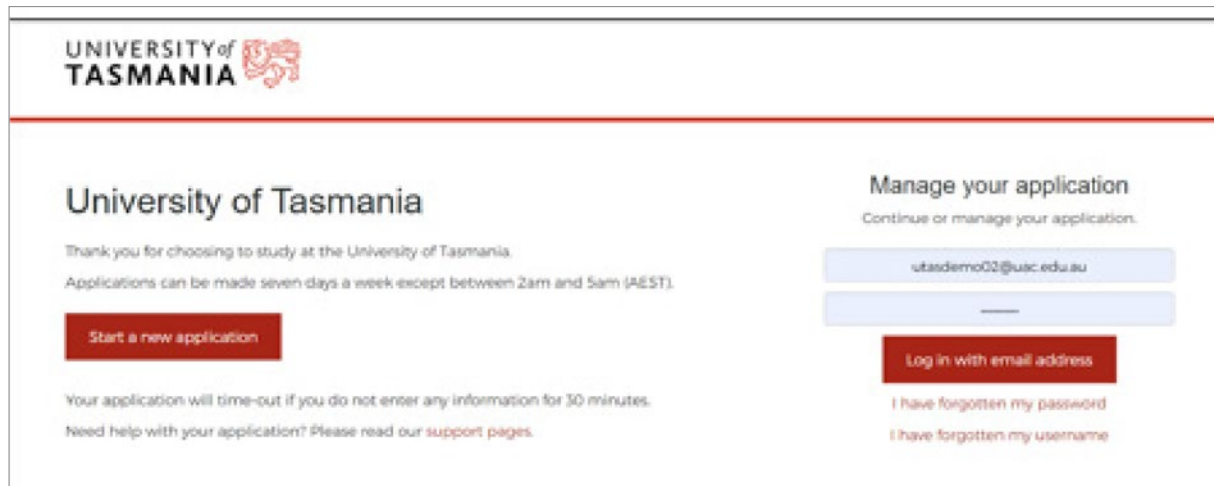
You're off to a great start!
Looks like you have a few items you can complete

- !** You need to **provide supporting documents** for 1 qualification.
- !** You need to **provide supporting documents** for 1 course preference.

2. Manage your application

After you have applied, you can access your application again via the 'Manage your application' facility via the University of Tasmania application homepage.

You must sign in with your registered email address and password.



UNIVERSITY of TASMANIA

University of Tasmania

Thank you for choosing to study at the University of Tasmania.
Applications can be made seven days a week except between 2am and 5am (AEST).

[Start a new application](#)

Your application will time-out if you do not enter any information for 30 minutes.
Need help with your application? Please read our [support pages](#).

Manage your application
Continue or manage your application.

utademo02@uac.edu.au

Log in with email address

[I have forgotten my password](#)
[I have forgotten my username](#)

Once you log in to 'Manage your application', the 'Manage' homepage provides options for you to:

- Update your personal details (Personal details page)
- Add qualification details or upload documents for qualifications (Qualifications page)
- Update course preferences (Course preferences page)

Within 'Manage' you can also:

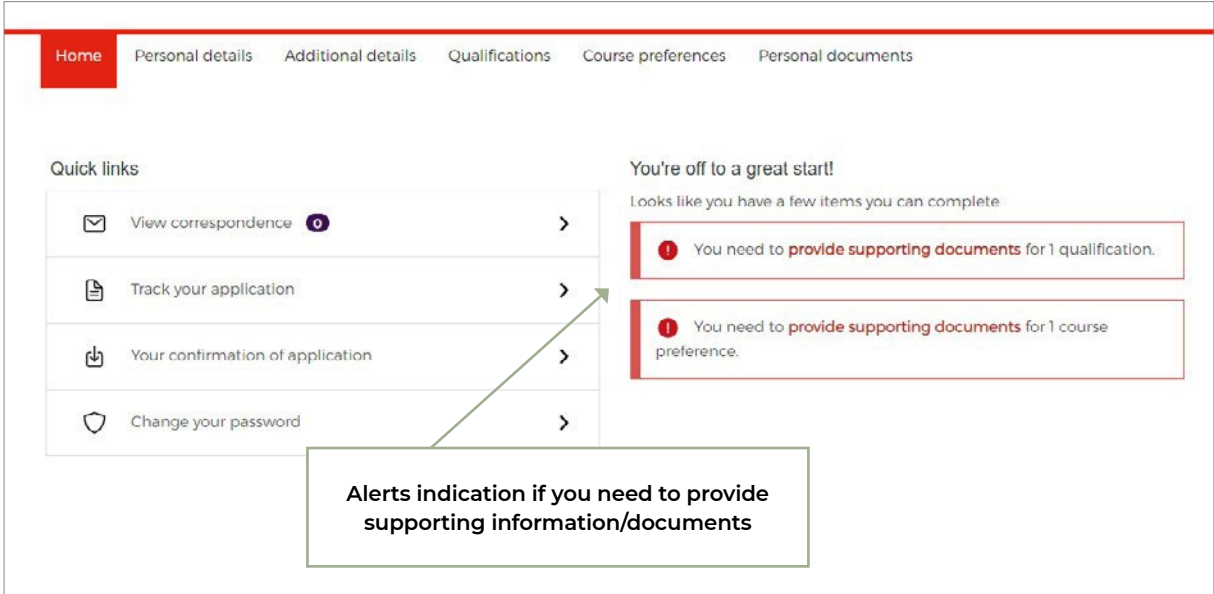
- Upload personal documents such as proof of change of name, date of birth or citizenship (if required)
- view correspondence
- track your application
- respond to the Personal Competency Statement (if required)
- change your password
- submit a Schools Recommendation Program (SRP) application (current year 12 students only)
- view offer outcomes and respond by either accepting, declining or deferring an offer
- download a copy of your Confirmation of Application.

Prominent alerts on the 'Manage' homepage indicate whether you need to provide supporting documents/information for qualifications and/or course preferences.

2. Manage your application CONT.

After you have applied, you can access your application again via the 'Manage your application' facility via the University of Tasmania application homepage.

You must sign in with your registered email address and password.

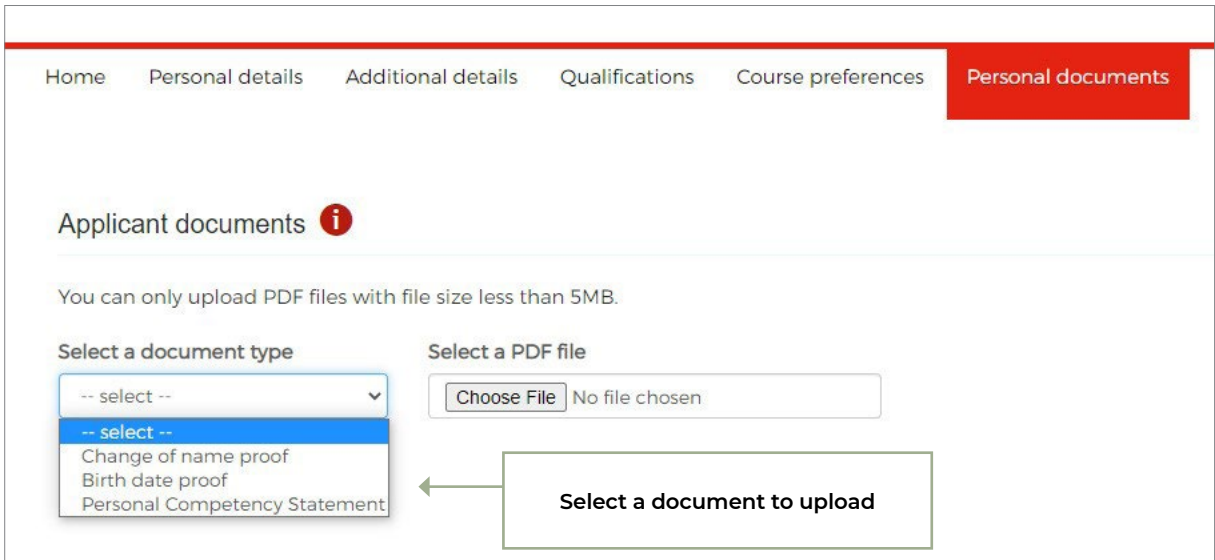
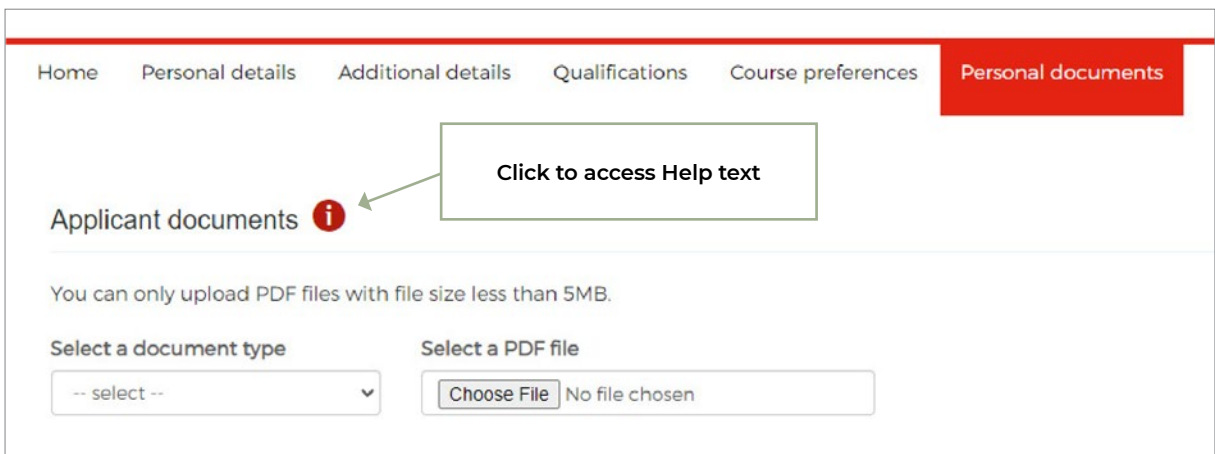


2.1. Upload supporting documents

2.1.1. Personal documents

You can upload supporting documents by navigating to the 'Personal documents' tab in your 'Manage' homepage (if required). You can upload the following documents:

- Change of name proof
- Birthdate proof
- Citizenship proof
- Personal Competency Statement.



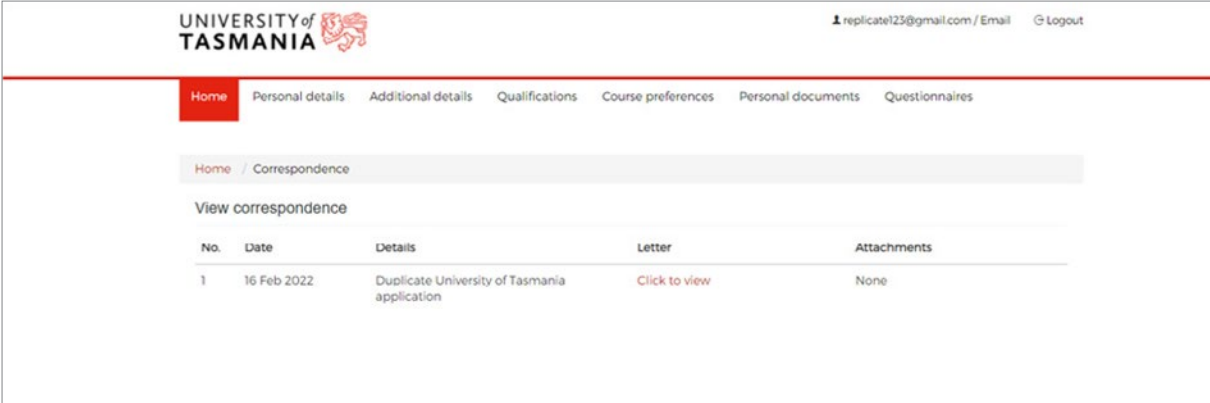
Documents that are uploaded and saved cannot be deleted. Each document must be a PDF smaller than 5MB. Refer to 2.4.1 for details on when to supply Personal Competency Statement document.

2.1.2. Course documents

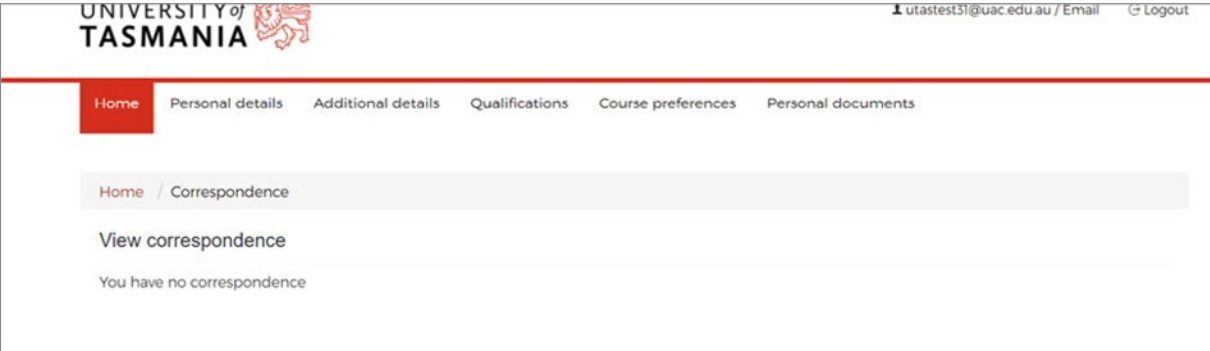
You can supply course-specific documents after submission of the application.

2.2. View correspondence

You can view copies of assessment and offer correspondence that were emailed to you via the 'View correspondence' link on the 'Manage' homepage. You can download a copy of each piece of correspondence.



If you have not received any correspondence, the message says: 'You have no correspondence'.



2.3. Track your application

You can view your application summary and status via 'Track your application'.

After assessment, you are provided with the status of your course preferences and qualifications in shaded boxes. See examples below.

Qualifications

The status of your qualification assessment is highlighted in grey. Read the [Qualification Status Explanations](#).

Secondary studies

Item	Details												
#1	<table border="0"> <tr> <td>Type of qualification</td> <td>Australian Year 12</td> </tr> <tr> <td>Name of qualification</td> <td>TAS Year 12</td> </tr> <tr> <td>Name of school</td> <td>LAUNCESTON COLLEGE</td> </tr> <tr> <td>Australian state</td> <td>Tasmania</td> </tr> <tr> <td>Year attended</td> <td>2022</td> </tr> <tr> <td>Student number</td> <td>16T25576</td> </tr> </table>	Type of qualification	Australian Year 12	Name of qualification	TAS Year 12	Name of school	LAUNCESTON COLLEGE	Australian state	Tasmania	Year attended	2022	Student number	16T25576
Type of qualification	Australian Year 12												
Name of qualification	TAS Year 12												
Name of school	LAUNCESTON COLLEGE												
Australian state	Tasmania												
Year attended	2022												
Student number	16T25576												

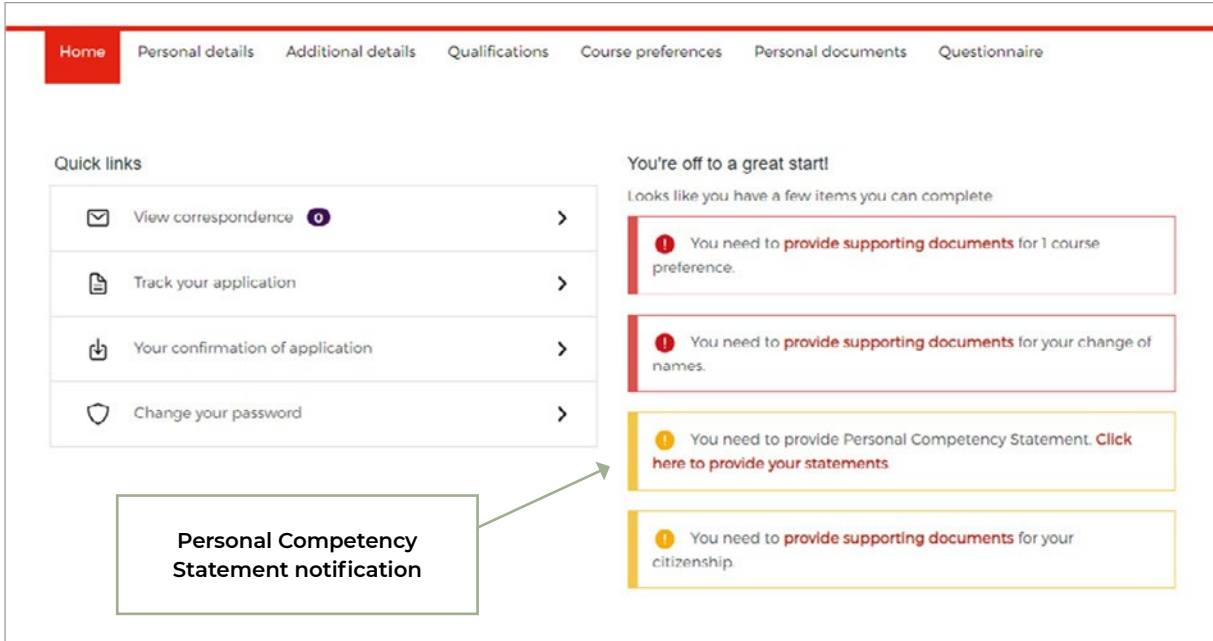
We have obtained your results.

Links are provided to support pages where the statuses are explained

3	H3N	Bachelor of Nursing - full or part time distance at University of Tasmania, Cradle Coast campus Start date: 21-Feb-2022	No documents required
<p>✔ You will be competing with other applicants for an offer.</p>			
4	26G	Master of Business Administration (Advanced) Maritime and Logistics - full or part time at University of Tasmania, Launceston campus Start date: 11-Jul-2022	PERSONAL-STATEMENT (mandatory) Document to be uploaded by 25-Jul-2022
<p>❗ Please provide your personal statement by uploading to your application.</p> <p>Decision pending - additional selection criteria.</p>			
5	C7S	Master of Professional Accounting - full or part time at University of Tasmania, Hobart campus Start date: 11-Jul-2022	No documents required
<p>Decision pending - additional selection criteria.</p>			

2.4. Personal Competency Statement

After application submission, you will be notified on the 'Manage' home page if you need to provide a Personal Competency Statement as shown in the screenshots below.



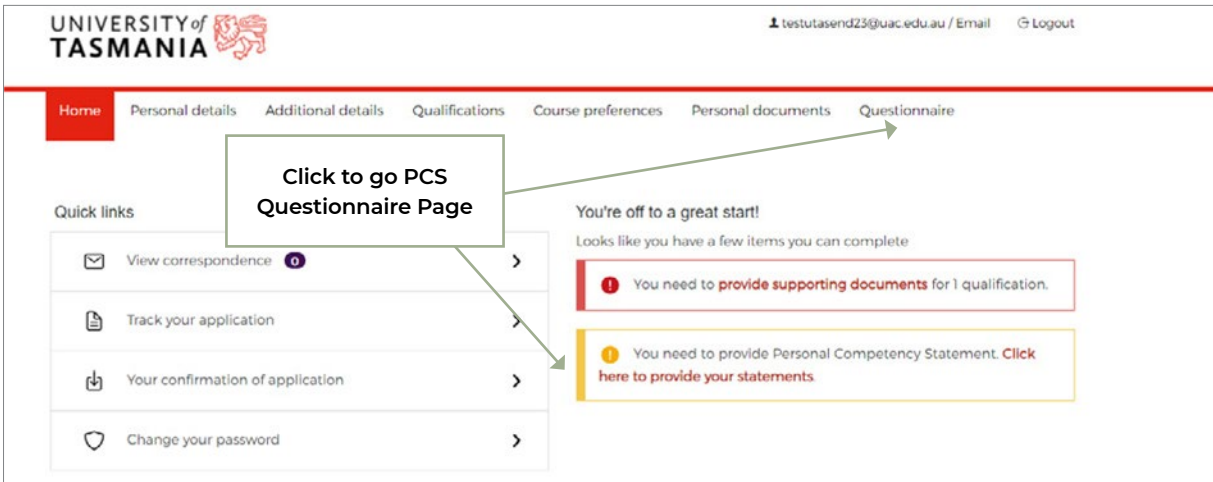
You are not required to submit a Personal Competency Statement if:

- you completed Year 12 within the past 5 years or
- you have a tertiary qualification at Certificate IV level or higher.

If you're not part of the cohorts above, you will be required to submit a Personal Competency Statement to support your application. You will see a notification after you've submitted the application or when you log in to 'Manage'.

In 'Manage' homepage, you may see an additional tab 'Questionnaire'. You can click on either the link on the notification or the tab to navigate to the Questionnaire page.

The Personal Competency Statement notification will disappear once responses have been submitted.



2.4. Personal Competency Statement CONT.

Once you have completed your response to each of the four questions in Personal Competency Statement Questionnaire page, you can click the 'Submit your responses' button.

If you exit the page before submitting, your responses will not be saved. A message warns you if you navigate away from the page that your responses will not be saved.

Home Personal details Additional details Qualifications Course preferences Personal documents **Questionnaire**

Personal Competency Statement

We all have different paths in life. A Personal Competency Statement gives you the chance to show us your wealth of life experience.

A Personal Competency Statement is required from applicants who did not complete Year 12, or who completed their Year 12 studies more than 5 years ago and who do not hold a post-secondary qualification (such as an AQF Certificate IV or higher).

Each of your responses requires a minimum of 100 characters. If you exit the page before submitting, your responses will not be saved. Once submitted, your responses cannot be updated.

For further details on each criteria, click on the Help icon.

1. Independent Learning Strategies
Provides applicants with the opportunity to demonstrate their capacity for self-directed study.

1000 characters left

2. Interpersonal and Communication Skills
Provides applicants with the opportunity to demonstrate their ability to communicate clearly, particularly when using written and oral means, and the ability to interact effectively with others.

1000 characters left

3. Achievement and Experience
Provides applicants with the opportunity to highlight their experience, expertise and achievements that are indicative of their likely success in tertiary study. It also provides applicants with the opportunity to demonstrate their readiness to participate in the life of a tertiary institution and their preparedness for a lifetime of learning.

1000 characters left

4. Skills and Knowledge
Provides applicants with the opportunity to demonstrate they have the skills and knowledge required to be successful in tertiary study.

1000 characters left

Submit your responses

Once submitted, the responses cannot be updated.

2.4. Personal Competency Statement CONT.

If you add additional qualifications to your application that don't require you to submit a Personal Competency Statement (i.e. Year 12 within the past 5 years or tertiary qualification at Certificate IV level or higher):

- you won't see the Personal Competency Statement notification or the Questionnaire tab appearing in 'Manage' if you haven't responded to the Statement
- you will see your Personal Competency Statement but won't be able to edit it if you have already responded to the Statement.

2.4.1. Personal Competency Statement document


You may be required to submit a Personal Competency Statement if:

- your qualifications have been deemed not sufficient for assessment or
- your Personal Competency Statement submitted previously has been deemed not sufficient for assessment.

If this applies, you will be requested to supply the Statement via correspondence using the Personal document upload in 'Manage'. You will need to select 'Personal Competency Statement' from the dropdown and upload your document.

2.5. Change your password


If you are logged in to 'Manage', you can access a link on homepage to change your password. You must enter your registered email address to receive a password reset link.

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utastest01@uac.edu.au / Ema

Email reset password

Enter your email address below and click Submit button to have a reset password email sent to your registered email address.

I'm not a robot 

Submit

2.6. Schools Recommendation Program

If you are currently studying an Australian Year 12 or International Baccalaureate, you will be presented with a button to apply for the Schools Recommendation Program (SRP) in Manage after submission of your application.

The screenshot shows the 'Manage your application' section of the University of Tasmania portal. At the top, it says 'Your application has been submitted successfully.' Below this, there are two main columns: 'Manage your application' and 'Things to do'. In the 'Manage your application' column, there is a 'Manage your application' button. In the 'Things to do' column, there is a 'Download your confirmation of application' button. Below these, there is a section for 'Other schemes' with a sub-section for 'Schools Recommendation Program'. This section contains text about applying for an early offer and a 'Start SRP application' button. A callout box with an arrow points to this button, containing the text 'Click here to start SRP application'.

If your Year 11 results are found by the system automatically, they are displayed on the SRP page. To submit an SRP application, you must tick the declaration and click 'Submit SRP application'. In this scenario, no extra details are required for submitting the SRP application.

The screenshot shows the 'Schools Recommendation Program' page. It includes a navigation menu at the top with options like 'Home', 'Personal details', 'Additional details', 'Qualifications', 'Course preferences', 'Personal documents', and 'Offers'. Below the navigation, there is a breadcrumb trail 'Home / Schools Recommendation Program' and a heading 'We have a place for you'. The main content area contains information about the program and a blue notification box stating 'We've found your Year 11 results. You will not need to provide us with a copy of your school results, unless we contact you.' Below this, there is a section for 'Confirm the following details' with a table:

Year 11	
State:	New South Wales
School name:	TAFE DIGITAL
Year 11 completed:	2021

Below the table, there is a checkbox with the text 'I have read the SRP declaration and authority in full and agree to all terms and conditions relating to my SRS application.' A callout box with an arrow points to this checkbox, containing the text 'Tick declaration'. To the right of the checkbox, there is a 'Submit SRP application' button. A callout box with an arrow points to this button, containing the text 'Click the button to submit the SRP application'.

If your Year 11 results are not found automatically by the system, then you are asked whether you completed Year 11 at the same school as your Year 12. If you answer 'Yes', you must tick the declaration and click 'Submit SRP application'.

2.6. Schools Recommendation Program CONT.

UNIVERSITY of TASMANIA

srstestbb4@gmail.com / Email Logout

Home Personal details Additional details Qualifications Course preferences Personal documents Offers

Home / Schools Recommendation Program

We have a place for you

We've partnered with schools to introduce a program to help year 12 students get ahead. Rather than an ATAR, your application is based on your school's recommendation. This recommendation can factor in your Year 11 results, as well as other considerations.

If you don't receive an offer through the Schools Recommendation Program (SRP), you will be re-assessed for an offer once ATARs are released.

SRP offers will be released from August through to early November.

Applications close: 7 October 2022, 23:59:59.

Our records show you are studying Year 12 at the below school:
ST FRANCIS XAVIER COLLEGE

Did you complete Year 11 at this school? * Yes No

I have read the **SRP declaration and authority** in full and agree to all terms and conditions relating to my SRS application.

Application help Declaration Copyright statement Disclaimer Web accessibility Privacy

UNIVERSITY of TASMANIA

University of Tasmania, Australia, ABN 30 764 374 782. CRICOS Provider Code 00586B

However, if you answer 'No', you are required to enter the state and school name where you completed your Year 11 before agreeing to the declaration and clicking 'Submit SRP application'.

UNIVERSITY of TASMANIA

srstestbb4@gmail.com / Email Logout

Home Personal details Additional details Qualifications Course preferences Personal documents Offers

Home / Schools Recommendation Program

We have a place for you

We've partnered with schools to introduce a program to help year 12 students get ahead. Rather than an ATAR, your application is based on your school's recommendation. This recommendation can factor in your Year 11 results, as well as other considerations.

If you don't receive an offer through the Schools Recommendation Program (SRP), you will be re-assessed for an offer once ATARs are released.

SRP offers will be released from August through to early November.

Applications close: 7 October 2022, 23:59:59.

Our records show you are studying Year 12 at the below school:
ST FRANCIS XAVIER COLLEGE

Did you complete Year 11 at this school? * Yes No

Australian state/territory *
 Year 11 school name *

I have read the **SRP declaration and authority** in full and agree to all terms and conditions relating to my SRS application.

Application help Declaration Copyright statement Disclaimer Web accessibility Privacy

UNIVERSITY of TASMANIA

2.6. Schools Recommendation Program CONT.

UNIVERSITY of TASMANIA

srstestbb4@gmail.com / Email Logout

Home Personal details Additional details Qualifications Course preferences Personal documents Offers

Home / Schools Recommendation Program

We have a place for you

We've partnered with schools to introduce a program to help year 12 students get ahead. Rather than an ATAR, your application is based on your school's recommendation. This recommendation can factor in your Year 11 results, as well as other considerations.

If you don't receive an offer through the Schools Recommendation Program (SRP), you will be re-assessed for an offer once ATARs are released.

SRP offers will be released from August through to early November.

Applications close: 7 October 2022, 23:59:59.

Our records show you are studying Year 12 at the below school:
ST FRANCIS XAVIER COLLEGE

Did you complete Year 11 at this school? * Yes No

Australian state/territory * Australian Capital Territory

Year 11 school name *

I have read the **SRP declaration and authority** in full and agree to all terms and conditions relating to my SRS application.

Application help Declaration Web accessibility UNIVERSITY of TASMANIA

After submitting an SRP application, you will see a confirmation message on the 'Manage' dashboard.

UNIVERSITY of TASMANIA

Home Personal details Additional details Qualifications Course preferences Personal documents Offers

Quick links

- View correspondence
- Track your application
- Your confirmation of application
- Change your password

You have no tasks at the moment

Other schemes

Schools Recommendation Program

If you're a 2022 Year 12 student in Australia, apply for an early offer through the Schools Recommendation Program by 7th October.

✔ Your SRP application was successfully submitted on Wed, 08 Jun 2022.
 Need to upload supporting documents? Find your Year 11 qualification under **Qualification** to add your documents.

You can then navigate to the 'Qualification' page and upload Year 11 results against your Year 11 qualification to support your SRP application. Your Year 11 qualification is automatically added to this page when you submit your SRP application.

2.6. Schools Recommendation Program CONT.

TASMANIA

Home Personal details Additional details **Qualifications** Course preferences Personal documents Offers

Quick links

- View correspondence
- Track your application
- Your confirmation of application
- Change your password

You have no tasks at the moment

Other schemes

Schools Recommendation Program

If you're a 2022 Year 12 student in Australia, apply for an early offer through the Schools Recommendation Program by 7th October.

✔ Your SRP application was successfully submitted on Wed, 08 Jun 2022.
Need to upload supporting documents? Find your Year 11 qualification under [Qualification](#) to add your documents.

Click Qualifications

Your current / previous qualifications

Add a qualification

Add all your qualifications here. If you are currently studying, or have previously studied at the University of Tasmania, provide this information under Tertiary studies.

Secondary studies eg High school certificate, International Baccalaureate	Tertiary studies eg Certificate IV, Diploma, Bachelor, Master degree
Preparatory courses eg Tertiary preparation certificate, Foundation course	Professional awards eg Registered nurse, CPA

Help with uploading qualification documents

Year 11 qualifications created

Secondary 2

Secondary studies

If you are an IB Diploma student, you need to authorise the release of your official results to our partner UAC via the Request for Results Service through your schools IB Diploma Coordinator.

NSW Year 12 FIVE ISLANDS SECONDARY COLLEGE 2022 Optional documents can be provided Upload	Australian Year 11 FIVE ISLANDS SECONDARY COLLEGE 2021 Optional documents can be provided Upload
---	--

Click to upload supporting documents

You can view the date you submitted your SRP application on by clicking 'Track your application' from the 'Manage your application' dashboard as follows:

2.6. Schools Recommendation Program CONT.

UNIVERSITY of TASMANIA

srstestbb4@gmail.com / Email Logout

Home Personal details Additional details Qualifications Course preferences Personal documents Offers

Quick links

- View correspondence
- Track your application
- Your confirmation of application
- Change your password

Other schemes

Disability information

Disabilities or illnesses You have not provided any disability information.

Additional Details

Staff member of University of Tasmania No

University of Tasmania's student accommodation No

School Recommendation Program Application

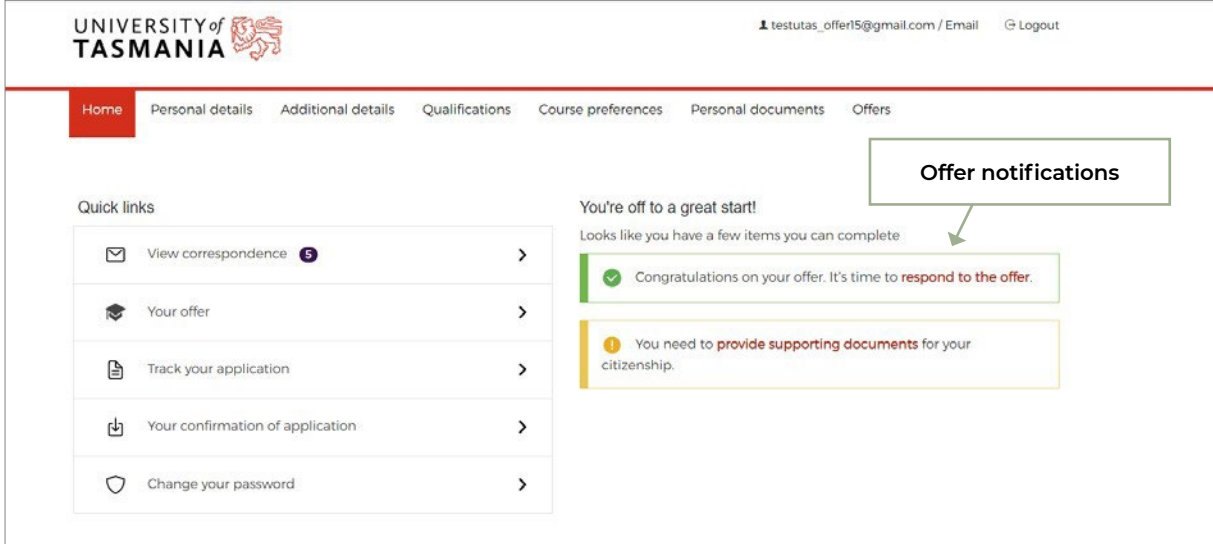
Date of application Wed, 08 Jun 2022

Qualifications

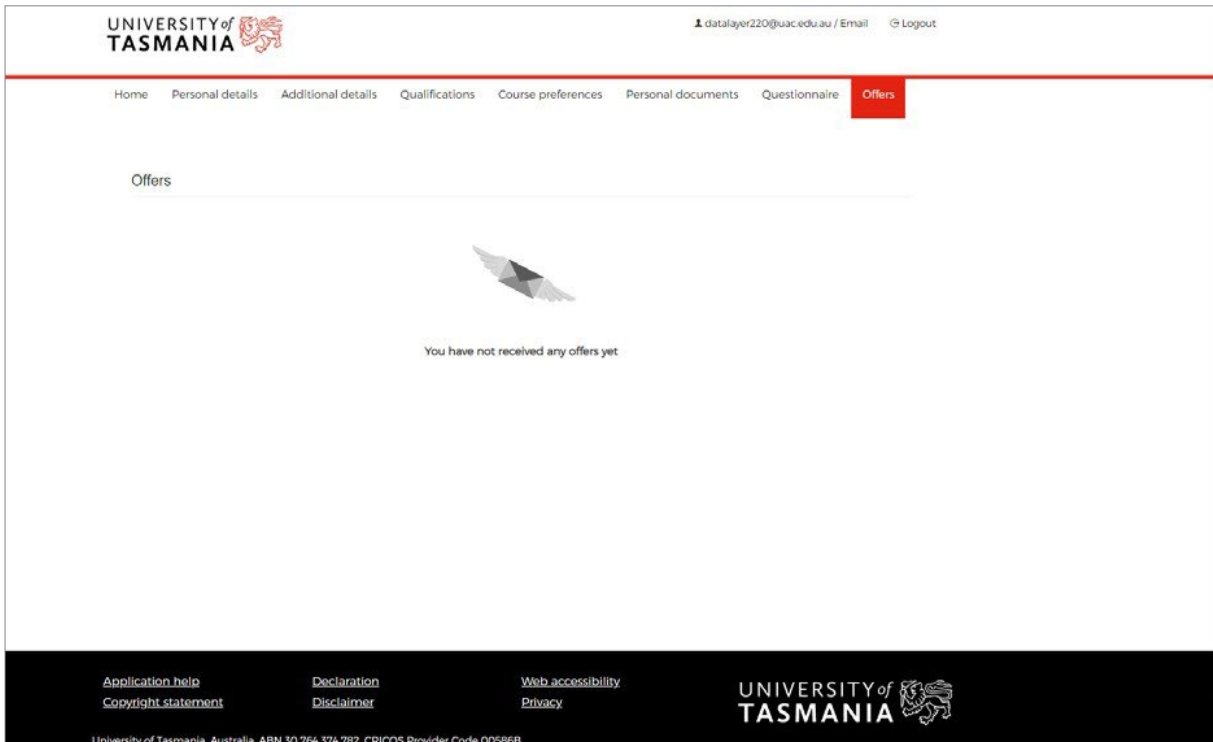
If you haven't submitted an SRP application, you will not see this section in the 'Track your application' page.

2.7. Offer Acceptance

When you receive an offer, you will receive an email and see a notification on the dashboard in 'Manage'. You can then view and respond to offers via an option in Manage.



If you have not yet received any offers, you will see a message like this:



2.7. Offer Acceptance CONT.

If you have received an offer, you will see your offer displayed and asked to respond as follows:

UNIVERSITY of TASMANIA

testutas_offers@gmail.com / Email Logout

Home Personal details Additional details Qualifications Course preferences Personal documents **Offers**

Offers

Offers are made by UAC on behalf of the Institution concerned and is based upon information provided by you and on advice received from UAC. If the institution subsequently finds that the information or advice was incorrect, it may withdraw the offer, despite its acceptance by you.

Offer date	Course code	Course name	Status
05 May 2022	A3A	Bachelor of Arts at Cradle Coast Start Date: 20 Feb 2023 Notes - Congratulations on your offer. - You will receive enrollment details once you accept the offer.	Respond
05 May 2022	A3A	Bachelor of Arts Online Start Date: 11 Jul 2022 Notes - Congratulations on your offer. - You will receive enrollment details once you accept the offer.	Respond
05 May 2022	A3A	Bachelor of Arts Online Start Date: 20 Feb 2023 Notes	Respond

Click to respond to an offer

You can then click to 'Respond' tab besides the offer to choose 'Accept', 'Decline' or 'Defer' as shown below (Note: display of deferral option is based on course configuration):

if you would like to change your response after responding to an offer, contact us directly.

Email address Student ID

of your student credentials
email course.info@utas.edu.au
864 for support.

Respond to this offer

Welcome to University of Tasmania. Congratulations on your offer to the following course.

A3A Bachelor of Arts Online
Start date : 11 Jul 2022

Choose carefully as you can't change your response once you've confirmed it.

How would you like to respond?

Accept offer
 Reject offer
 Defer offer

Cancel Confirm

Accepted
Accepted on 17 May 2022.

you would like to change your response, contact the institution directly.

Offer date Course

05 May 2022 A3A

05 May 2022 A3A

Notes
- Congratulations on your offer.

Respond

2.7. Offer Acceptance CONT.

Once you accept an offer, your University of Tasmania credentials (i.e. University of Tasmania email address and University of Tasmania student ID) along with instructions and a link to a University of Tasmania website will be displayed on the offers page.

The screenshot shows a user interface for managing offers. At the top, there is a navigation bar with links: Home, Personal details, Additional details, Qualifications, Course preferences, Personal documents, and Offers (highlighted in red). Below the navigation bar, the page title is 'Offers'. A section titled 'Congratulations on your offer!' contains instructions to respond before the closing date and a link to 'View enrolment information'. It also mentions that users can change their response by contacting support directly. To the right, a 'Your login details' box displays the user's email address (testutas1@uac.edu.au) and student ID (394067), with a 'Manage account' button below. An arrow points from a box labeled 'Student credentials' to the email address. Below this, a table lists offers with columns for Offer date, Course code, Course name, and Status.

Offer date	Course code	Course name	Status
12 Apr 2022	M3N	Bachelor of Medicine and Bachelor of Surgery Bonded at Hobart Start Date: 11 Jul 2022 Notes: · Test note1 · Test Note 2 · Test Note 3	✘ Rejected Rejected on 02 May 2022 If you would like to change your response, contact the institution directly.
12 Apr 2022	X3V	Double Degree (4 year) at Cradle Coast Start Date: 11 Jul 2022	✔ Accepted Accepted on 02 May 2022 If you would like to change your response, contact the institution directly.

3. Support

All course and application enquiries (except technical support) are directed to University of Tasmania via phone (+61 3) 6226 2999 or utas.edu.au/about/contact.

For technical support with the application process, contact UAC, via an [enquiry form](#) or telephone (+61 2) 9752 0200.



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