HOW TO COMPLETE YOUR VTAC APPLICATION

In six easy steps

If you're in Year 12 and you are keen to apply for university courses, this is a really exciting time! You can apply for courses to start in 2023 and for most courses, you can defer your offer until 2024. There are three ways you can apply for courses. This guide will focus on applications via the Victorian Tertiary Admissions Centre (VTAC).

EARLY ENTRY

Universities can take into consideration more than just your ATAR. Such as:

Year 11 results
Community service
School recommendation
Hardship (e.g., rural, financial).

Early entry is different at each university (dates, requirements, forms etc.).

Apart from CQUniversity, you must apply via VTAC for the course and then either direct to the university for the early entry application or via VTAC SEAS.

Download the Victorian early entry guide **HERE**

VTAC

Apart from CQUniversity, you must apply for all university courses in Victoria via the Victorian Tertiary Admissions Centre (VTAC).

You can apply for up to 8 courses and there are two main offer rounds in December and January.

You will place courses in order of preference, and you can only receive one offer per round.

Explore the VTAC website via this **LINK**

DIRECT ENTRY

The only university you can apply direct to in Victoria is CQUniversity. You can also apply direct to some institutes that offer university courses such as:

Whitehouse Institute of Design
SAE Creative Media Institute

You can apply direct to the institutes via their early admission programs.

KEY DATES: VTAC + EARLY ENTRY

AUGUST

	EARLY ENTRY PROGRAMS ARE OPEN FOR:

Victoria University	VU Guaranteed (selected schools only)
Australian Catholic University	ACU Guarantee
La Trobe University	Aspire – Community Contribution
Charles Sturt University	Charles Sturt Advantage
RMIT University	Early Offer Program
Federation University	Early Offer Program
Swinburne University	Early Entry
CQUniversity	Principal's Recommendation Scheme
SAE Creative Media Institute	Launchpad Early Entry Program
Whitehouse Institute of Design	Early Offer Scheme

1   UNIVERSITY APPLICATIONS – VTAC

VTAC applications now open for:

Undergraduate courses

Scholarships via VTAC

Special Entry Access Scheme (SEAS)

Personal form etc.

1   EARLY ENTRY PROGRAMS OPEN FOR:

RMIT University	SNAP (selected schools only)
The University of Melbourne	Access Melbourne
Monash University	Monash Guarantee
Deakin University	Regional Access Program

EARLY ENTRY

31   Applications close for Charles Sturt University

SEPTEMBER

EARLY ENTRY PROGRAMS CLOSE

16	La Trobe University	Aspire – Community Contribution
18	RMIT University	Early Offer Program
23	Australian Catholic University	ACU Guarantee

29   VTAC APPLICATIONS

Timely applications close for undergraduate courses.

OCTOBER

EARLY ENTRY PROGRAMS CLOSE

6	Swinburne University	Early Entry
7	RMIT University	SNAP (selected schools only)
	The University of Melbourne	Access Melbourne
	Monash University	Monash Guarantee
	Victoria University	VU Guaranteed

7   UNIVERSITY APPLICATIONS – VTAC

Applications close for:

Special Entry Access Scheme (SEAS)

Scholarships via VTAC

DECEMBER

EARLY ENTRY PROGRAMS CLOSE

TBA	Deakin University	Regional Access Scheme
12	Federation University	Early Offer Program

RESULTS RELEASED

12	VCE and ATAR
15	HSC

VTAC APPLICATIONS

14   Change of Preference closes (4pm)

UNIVERSITY OFFERS

21   December offers released.

January offers released on 13 January 2023.

The first step is to research your course options and develop a draft preference list. You can use the following resources to assist you. Ensure your dream courses have back up course options.

Research occupations

Use the Good Universities Guide to research occupations by interest area. Click **HERE**

Participate in a VTAC webinar

Register for a webinar run by VTAC staff. Learn about the application process. For list of upcoming dates, click **HERE**
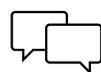
Get advice & attend open days

Get assistance from your Career Adviser to create your preference list and back up options.

Participate in open days. Download the Victorian Open Day Calendar via this **LINK**

Use VTAC course search

Use the VTAC course search function to explore your options. Click **HERE**

Download the VTAC Guide to researching tertiary courses **HERE**

STEPS 2, 3, 4
Create VTAC account
Complete course application
Pay application fee

STEP 2 - CREATE VTAC ACCOUNT

Resource
Watch a video on how to create your account. Click HERE

Unique Student Identifier (USI)
Before you create your VTAC account, you will need to create a Unique Student Identifier (USI). If you have completed a VET subject at school or a course such as First Aid, you may already have one. You can create or retrieve your USI number via www.usi.gov.au

Steps
Applications open Monday 1 August.

1. Go to www.vtac.edu.au
2. Click on 'Create an account'
3. Work through the steps. You will need your VCAA/NESA Student Candidate Number and your USI

STEP 3 – COMPLETE COURSE APPLICATION

Resource
Watch a video on the preference system. Click HERE

How to complete your course application
1. Login to your VTAC account with your ID and pin
2. Select the course application link
3. Work through the steps
4. Enter up to 8 course preferences.
5. Try and complete this by Thursday 29 September (5pm).

Changing preferences
Note: You can change your preferences as many times as you like until Wednesday 14 December (for most courses). Check your courses don't have early closing dates (e.g., medicine, portfolio/audition entry courses).

STEP 4 – PAY THE APPLICATION FEE

If you complete your application before Thursday 29 September, the fee will be $44. If you complete a course application after this date, there will be a late fee.

Steps to pay
1. Login to your VTAC Account
2. Select the payment link
3. Pay the one-off application fee.

STEP 5
Apply for special consideration

Category 1

Personal Information &
Location

Category 2

Disadvantaged Financial
Background

Category 3

Disability or medical

Category 4

Difficult Circumstances

Information from VTAC: "If there have been circumstances that have made it hard for you to do your best at study, you should consider putting in a special consideration application via VTAC's Special Entry Access Scheme (SEAS). SEAS is designed to make sure institutions get a sense of your full potential and it enables institutions to consider the circumstances you have experienced and their impact upon your studies when making selection decisions.

SEAS also allows institutions to identify applicants from under-represented groups when making selection decisions for some courses. SEAS allows selection officers to grant special consideration for course entry to applicants so that you may be offered a place with a lower rank than otherwise required, but it does not exempt you from meeting the published institutional and course requirements."

There are four categories.

RESOURCES

Watch a video on SEAS. Note – this is information for the 2022 intake. Information for the 2023 intake will be released soon. Click **HERE**

Work out your eligibility for any of the four categories by exploring the VTAC SEAS website. Click **HERE**

APPLICATION PROCESS

1. Login to your VTAC Account
2. Click on the Special Consideration (SEAS) link
3. Apply for any of the 4 categories that you are eligible for by Friday 7 October (5pm).

EVIDENCE

Organise supporting statements and any other required documentation and post them with the SEAS document cover letter to VTAC by Friday 7 October or upload them directly to the 'Submit SEAS /Scholarships Documents' portal.

Access & Equity Scholarships

Indigenous Commonwealth Scholarships

Academic Merit Scholarships

There are 3 types of scholarships students can apply for via the VTAC system: access and equity, Indigenous Commonwealth Scholarships, and Academic Merit Scholarships. The following universities are not part of the VTAC scholarships program: The University of Melbourne, Australian Catholic University, and Federation University.

RESOURCE

Watch a video on how to apply for scholarships via VTAC. Note – this is information for the 2022 intake. Information for the 2023 intake will be released soon. Click HERE

Explore the scholarships available via the VTAC scholarships webpage. Click HERE

APPLICATION PROCESS

1. Login to your VTAC Account
2. Click on the scholarships link
3. Work through the steps.
4. Copy and paste information from SEAS in the financial, medical/disability and/or difficult circumstances sections (if relevant)
5. Complete application by Friday 7 October (5pm).

EVIDENCE

Organise supporting statements and any other required documentation and post them with the SEAS/Scholarships document cover letter to VTAC by Friday 7 October or upload them directly to the 'Submit SEAS /Scholarships Documents' portal.

UNIVERSITIES

The following universities are part of the VTAC scholarships program:

Charles Sturt University
Deakin University
La Trobe University
Monash University
RMIT University
Swinburne University of Technology
Victoria University.