Documents required to be submitted with an application for Undergraduate (Bachelor-level) Study

Your application will not be assessed unless you provide required documentation together with your Application for Admission form. All documentation can be sent electronically by email to the Admissions Office (admissions@utas.edu.au). Documentation is not required to be certified. The documents you are required to provide will depend on your educational background as categorised below. In addition, applicants to Fine Art and Design and Visual Communications programs may be required to provide a portfolio of recent work. Details for applicants to these courses are provided at the end of this information sheet.

Applicants who have complete or incomplete University-level (higher education) level qualifications
Please provide a copy of your academic transcript/s with your Application for Admission. Current and former UTAS students are not required to provide their UTAS transcript, but are required to provide transcripts relating to studies taken at other Institutions.

Applicants who have completed study at TAFE/ VET or with a Registered Training Organisation at a Certificate III level or higher
Please provide a copy of either the academic transcript/s which confirms that you have completed the qualification, or evidence of having completed and received the Award/s with your Application for Admission.

Applicants who have completed Year 12 and attained an ATAR
If you completed your Year 12 studies in the previous 10 years, UTAS will be able to obtain your academic records. If you completed Year 12 more than 10 years ago, and have taken no formal study at a Certificate III level or higher since that time, please attach a copy of your Year 12 results to your Application for Admission form.

Applicants who have completed Year 12 without an ATAR
Please provide a statement in support of your application. To give your statement (known as a Personal Competency Statement) some structure, and to adequately indicate how you will meet the University’s general entry requirements, please refer to documentation guidelines at: http://www.utas.edu.au/admissions/undergraduate/documentation-guidelines

Applicants who have taken no formal study since Year 10, or at a Certificate III level or higher level
Please provide a statement in support of your application. To give your statement (known as a Personal Competency Statement) some structure, and to adequately indicate how you will meet the University’s general entry requirements, please refer to documentation guidelines at: http://www.utas.edu.au/admissions/undergraduate/documentation-guidelines

Applicants for admission to Fine Arts and Visual Communications programs must satisfy the University’s normal admission requirements, with the addition of at least a passing grade in a practically orientated pre-tertiary Visual Arts or Design subject and English subjects, or at TAFE certificate IV or higher, with evidence of some study of Art History or Theory.

If you do not meet these requirements, it will be necessary to submit a folio of no more than ten photographs, drawings, paintings or electronic images of your creative work and a statement of about 200 words outlining your interest in the course including any relevant experience or qualifications.
Applicants for admission to the Bachelor of Paramedic Practice (Conversion Pathway) course code 53C are required to provide:

- a statement from your Employer which confirms you are currently employed as a qualified Paramedic with an Ambulance Service or equivalent organisation. This statement must be written on your Employer’s formal letterhead document. An example of the wording for the statement can be found at: [http://www.utas.edu.au/__data/assets/pdf_file/0006/389886/Confirmation-of-employment-letter-instructions-for-Bachelor-of-Paramedic-Practice-Conversion-pathway-applicants.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/389886/Confirmation-of-employment-letter-instructions-for-Bachelor-of-Paramedic-Practice-Conversion-pathway-applicants.pdf)

- proof of your qualification in Paramedicine. In the case of paramedics this is the Diploma of Paramedical Science (Ambulance), Advanced Diploma of Paramedical Science (Ambulance) or equivalent. In the case of military medics, it is proof of completion of the Advanced Medical Assistant / Technician qualification.