University Connections Program

A Guide for new University Connections Program (UCP) Applicants

This guide is intended for students wishing to apply to study UCP in 2019 using our new application system who have not studied at UTAS previously

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Before You Begin

Before you begin your application please ensure you have the following information:

- Details of the unit you will be undertaking as part of UCP. More information about the UCP units are available at http://www.utas.edu.au/schools-engagement/ucp
- Your TASC ID Number (You will be able to submit your application without your TASC ID Number, we can confirm those details later)
- We recommend you use Google Chrome as your internet browser

Registering as a New Student – someone who has not studied at UTAS before

**Note:** You will have 30 minutes to complete and submit your application before the system will time out. Once your application has timed out you will be unable to log back in. The Application process will take around 10 minutes to complete.

If your application times out please email HAPUCP.enquiries@utas.edu.au and provide the below information:

Name

Date of Birth

School

Course Title

And detail what step you were on when your Application timed out.
1. **Family Name**
Enter your family / surname.

2. **Given Name**
Enter your given / first name.

3. **Date of Birth**
Provide your date of birth – dd-mmm-yyyy

4. **Gender**
Indicate your gender from the provided list.

5. **Email**
Provide an email address that the university can use to contact you.

6. **Nationality**
Select your citizenship status from the provided list (e.g. Australian, Permanent Resident). International students should select “Temporary Entry Resident”.

7. **Password**
Enter a password.
Note: this password will not provide access to any University services. Your University of Tasmania username and password will be emailed to you once your enrolment is processed.

8. **Confirm Password**
Re-enter the password entered at step 7.

9. **Previous Applicant / Study**
If you have previously studied at the University of Tasmania, select this checkbox. Enter your University of Tasmania Student ID when prompted.

10. **Terms and Conditions**
Select the checkbox to agree to the University of Tasmania Terms and Conditions. Please click on the blue hyperlink to view the Terms and Conditions.

11. **Register**
Once all sections are complete, select Register to move to the next step.
Thank you for registering with the University of Tasmania!

The application should take you approximately 10 minutes to complete. The application will time out after 30 minutes of inactivity.

Continue with application

If you haven’t completed your details correctly an Error box will appear at the top of the screen and provide you with a list of sections you will need complete/amend.

8 ERRORS

⚠️ Phone: This field requires a value
⚠️ Country: This field requires a value
⚠️ Address: This field requires a value
⚠️ City/Town: This field requires a value
⚠️ State: This field requires a value
⚠️ Postcode: This field requires a value
⚠️ Country of Birth: This field requires a value
⚠️ Main Language: This field requires a value
Select Course

All University Connections Program units are enrolled under the Diploma of General Studies (X1G). The link to the application form will pre-populate the course details accordingly.

Select Add to application.

Confirmation of Course

Once the Diploma of General Studies has been added, you can proceed to the Next step in the application. If you are using Google Chrome, this step will be automatically processed for you. You just need to select Next.
Applicant Details – Your Personal Details
Your Family Name, Given Name, Date of Birth and Gender will pre-populate with the details entered in your registration. Update the following details:
- Title,
- Preferred Name (if it’s different from your given name), and
- Middle Name (if required)

Applicant Details – Your Contact and Address Details
Your email address will pre-populate with the email entered in your registration. Update the following details:
- Phone Number
- Address – this should be the address where you will be living during your study.
Applicant Details – Your Nationality and Cultural Details

Your citizenship type will pre-populate from the details entered in your registration.

The following instructions are for Citizenship Type = Australian or New Zealander (ie for Australian and NZ citizens)

If you are not an Australian or NZ citizen, more information on how to complete this section is provided in Appendix A:

- Permanent Humanitarian Visa and Permanent Resident (excluding Humanitarian)
- Temporary Entry Permit (International students)

Australian and NZ citizens must update the following details:

- **Country of Birth**
- **Main Language** – this is the language normally spoken at your home.

The following fields are optional but should be answered where appropriate

- **Main Nationality Country** – if you have dual citizenship please advise your main citizenship country.
- **Dual Nationality Country** – if you have dual citizenship please advise the other country in which you are a citizen.
- **Aboriginal or Torres Strait Islander** – please advise your Aboriginal or Torres Strait Islander identification status.
Applicant Details – Disability Details

The University of Tasmania provide a range of services to assist students with disabilities or impairments which may impact their University experience. This section allows you to advise the University of any disability you may have and receive advice on the available support services.

If applicable, please select the checkbox that best describes your disability/impairment/medical condition.

This section is not mandatory.

Applicant Details – All Sections Complete

Once all Applicant details have been entered. Select Next to continue with your application.
Educational Background

Enter the educational background of your parents/guardians. Select the gender of your parent and their highest educational qualification from the drop-down lists.

*Please note that Information relating to the education of your parents/guardians is collected by the University on behalf of the Department of Education and Training (DET). These details are not used in the assessment of your application.*

If you wish to provide the information for a 2nd parent/guardian, click **Add** to add the educational background of a 2nd parent/guardian.

Select **Next** to continue with your application.
Application Requirements

This section requests the following information:

- Your TASC ID – this requirement is optional, however, if you do not have this information when completing your application, you will need to provide it at a later date,
- Your current School/College, and
- The unit you wish to enrol in.

Select **Respond** for each requirement to provide your details.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Selected Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Applicant Details</td>
</tr>
<tr>
<td>Step 3</td>
<td>Educational Background</td>
</tr>
<tr>
<td>Step 4</td>
<td>Requirements</td>
</tr>
<tr>
<td>Step 5</td>
<td>Review and Submit</td>
</tr>
</tbody>
</table>

**Requirements**

Select **Respond** to answer each requirement marked as ‘Mandatory’.

Once all requirements are marked as ‘Response Received’ or ‘Optional’ you can proceed to the next step. Requirements marked as ‘Optional’ may help us assess your application faster if you provide a response.

Show less

<table>
<thead>
<tr>
<th>3 records.</th>
</tr>
</thead>
</table>

**TASC ID**

**Current School or College**

1 question must be answered

**Unit Selection**

2 questions must be answered
**TASC ID**

To complete this section:

a. Enter your TASC ID in the response field
   
   *If you don’t have your TASC ID with you, we will confirm these details later.*

b. Select Save

c. Click on ← to return the Application Requirements list.

**Current School or College**

To complete this section:

a. Select your School or College from the options provided.

b. Select Save

c. Click on ← to return the Application Requirements list.
Unit Selection
To complete this section:

a. Select the unit you wish to enrol in from the options provided.
b. Select Save
c. Click on LEFT to return the Application Requirements list.

Note: Object Design (FSF104)
Students requesting enrolment in Object Design (FSF14) are required to provide additional information relating to their class option and their teacher’s name. These additional questions will display when this unit is selected from the list.

Note: If you are studying *these units* and you are under 18 – you will be required to complete a UCP permission slip. You can find this *here*.
Application Requirements – All Sections are completed for you

Click **Next** to move to the next section.

**Application ID 207**

Your application is ready to submit. Review all the steps then select Submit

**Requirements**

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response.

**Note:**

If you did not provide your TASC ID this will still be listed as “Optional”. As this requirement is not mandatory, you will still be able to submit your application.

**Submit**

Click **Submit** to finalise your application.
Application Acknowledgement

On successful submission of your application an application acknowledgement email will be sent to the email you provided in your application.

Note: Please be aware that some email providers, such as Hotmail or Gmail move University of Tasmania emails automatically into their Spam/Junk Folders, please add us to your safe sender list (@utas.edu.au)

If you do not receive this email please contact HAPUCP.enquiries@utas.edu.au.

Next Steps?
Once we have enrolled you in your chosen units, we will confirm with you via email and provide you with information on any additional information we may require.

If you have any questions about your application please contact us
Please email us at HAPUCP.enquiries@utas.edu.au and provide the below information:

Name
Date of Birth
School
Unit Code and Title

Important Information
Please be aware that at the end of the teaching period for your units of study, we will release your results to your School or College for their evaluation of the Program.
Appendix A

A1 Nationality and Cultural Details - Permanent Humanitarian Visa & Permanent Resident (excluding Humanitarian)

Your citizenship type will pre-populate from the details entered in your registration.

The following instructions are for Citizenship Type = Permanent Humanitarian Visa or Permanent Resident (excluding Humanitarian).

Update the following details:

- **Main Nationality Country** – the country where you are a citizen.
- **Date Residency Granted** – the date your permanent residency in Australia was granted. If you do not know this date you can leave this blank, however, you will be required to provide this information at a later date.
- **Resident in Australia** – this should be checked as your participation in UCP indicates that you are currently living in Australia.
- **Dual Nationality Country** – if you have dual citizenship please advise the other country in which you are a citizen.
- **Country of Birth**
- **Main Language** – this is the language normally spoken at your home.
- **Aboriginal or Torres Strait Islander** – please advise your Aboriginal or Torres Strait Islander identification status. This should be answered “No” based on your citizenship type.
A2 Nationality and Cultural Details – Temporary Entry Permit

Your citizenship type will pre-populate from the details entered in your registration.

The following instructions are for Citizenship Type = Temporary Entry Permit.

Update the following details:

- **Main Nationality Country** – the country where you are a citizen.
- **Address** – the overseas address where you normally reside.
- **Resident in Australia** – this should be checked as your participation in UCP indicates that you are currently living in Australia.
- **Dual Nationality Country** – if you have dual citizenship please advise the other country in which you are a citizen.
- **Country of Birth**
- **Main Language** – this is the language normally spoken at your home.
- **Aboriginal or Torres Strait Islander** – please advise your Aboriginal or Torres Strait Islander identification status. This should be answered “No” based on your citizenship type.
### Applicant Details

Your personal details are displayed below.

Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then continue to the next step. Show less

#### Personal Details

#### Contact and Address Details

#### Nationality and Cultural Details

<table>
<thead>
<tr>
<th>Citizenship Details</th>
<th></th>
<th>Cultural Details</th>
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</thead>
<tbody>
<tr>
<td>Citizenship Type*</td>
<td></td>
<td>Country of Birth*</td>
</tr>
<tr>
<td>Temporary Entry Permit</td>
<td></td>
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</tr>
<tr>
<td><strong>Main Nationality Country</strong>*</td>
<td>United States of America</td>
<td>Year of Entry</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
<td>2012</td>
</tr>
<tr>
<td><strong>15 Main St</strong></td>
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<td>Main Language*</td>
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</tr>
<tr>
<td><strong>Line 2</strong></td>
<td></td>
<td>Aboriginal or Torres Strait Islander</td>
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<tr>
<td><strong>Line 3</strong></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>City/Town</strong></td>
<td>Springfield</td>
<td></td>
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<tr>
<td><strong>Postcode</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United States of America</td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>ILINOIS</td>
<td></td>
</tr>
<tr>
<td><strong>Dual Nationality Country</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>