Application Assistance:

If you would like one-on-one assistance with your University College Application, please phone 1800 788 244 during business hours.

How to apply to the University College - Internet Help Guide

To apply for a course with us, go to the University College applications page at [www.utas.edu.au/college/apply](http://www.utas.edu.au/college/apply), then follow these steps to complete your application.

1. Click ‘New Applicants’
2. ‘Create an Account’: fill out this form all the way to the bottom. These are your general details, such as name, date of birth, contact details* and citizenship status.

*The email address you provide here is the address where you will receive all communication regarding your application. Please note that some internet providers have spam filters which block receipt of emails. Hotmail addresses in particular can sometimes block correspondence so we advise, if possible, to use a different account for the purpose of your application (e.g. a gmail or other personal account instead). We also recommend adding @utas to your safe senders list. Do not use your school email address because you will not be at school when offers are made.

3. Click ‘Start your application’. You will see your own name at the top of the page once you have started your application.
4. Answer the question about your citizenship and click 'Next step'.

5. Answer the question about your current educational status and click 'Next step'.
6. Click ‘Add preference’. Here you need to type in the course you want to apply for.

7. To get to the Associate Degrees, type ‘Associate Degree’ into the search bar. You can also search for the Diploma of University Studies or the University Preparation Program if you are applying for these programs.
8. This page will show your preference(s). If it is correct, click ‘Next Step’.

9. Choose a term and a campus. You will need to select **On Campus**, even though your class content may be delivered online.
10. Answer this question about your Year 12 location.

11. Answer these two questions about your identity as an Australian Aboriginal and/or Torres Strait Islander. If you would prefer not to disclose this information, please check 'I choose not to answer'.
12. Fill in the information about your Year 11 study (or equivalent). Click on ‘Save Qualifications to my Application’ BEFORE clicking on ‘Next Step’.

13. Fill in the information about your Year 12 study. Click on ‘Save Qualifications to my Application’ BEFORE clicking on ‘Next Step’. 
14. Answer this question about your professional qualifications. For example, if you have a Certificate 3 in XYZ, check ‘yes’.

15. Please click on the two links and read these documents: University of Tasmania Declaration for Applicants and University of Tasmania Information and Communication Technology Policy. If you accept the content of these documents, tick the box, then click ‘Submit’. 
Your Offer and Enrolment in Units

If you have applied to study a University College Associate Degree and been accepted, you will be automatically enrolled into your first year of subjects/units. These subjects/units will be selected based on whether you have indicated you will be studying full-time or part-time. Each of the course pages on our website include a list of the subjects/units you will be enrolled in, however if you need further information about the enrolment process or would like to alter your enrolment, please call 1800 788 244 or email us at u.c@utas.edu.au.

Students who are studying the University Preparation Program and Diploma of University Studies will need to enrol in individual units as you will not be automatically enrolled in these.