Scholarships Application Guide for Applicants
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The Course Application Guide document can be found [here](#).
1. University of Tasmania application

1.1. Supported devices and browsers

The system 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-scholarships/

On the homepage you are is presented with options to either:

- 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.
1.4. Application Registration

When you click ‘Start’ on the homepage, you are taken to the Applicant 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.

The application performs 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).

Validations stop you from registering more than once with the same email address.
If you have previously registered in either the admissions or scholarships application portal, you must enter the site by logging in with your registered email address and password – refer to section 2.
1.5. 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.

Click this link to reset password

An email with instructions to reset the password is sent to your registered email address – see section 4.3.
1.6. Forgotten username

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

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

1.7. Applicant filter page

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

The Applicant filter page asks you about your Year 12 status with the question ‘Are you completing/did you complete an Australian Year 12 in 2022?’.

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

If you select ‘No’, you can progress by clicking ‘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.

The student number and PIN must match the Year 12 student records in the UAC Connect system to allow you to progress to the Personal details page. You will get an error message if you enter an invalid student number and/or PIN.

Help text for student numbers and PINs:

**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.
1.8. Personal details page

The Personal details page has four sections that capture and display your personal and demographic details:

1. **About yourself** – this includes title, full name, gender, date of birth, citizenship/permanent residence category, Indigenous status and authorisation of a person to act of the your behalf.

2. **Refugee status** – if you identify as the holder of an Australian refugee visa, or Global Special Humanitarian Visa (subclass 202).

3. **Contact details** – email address, contact phone numbers, postal and permanent residential address.

4. **Year 12 studies** – if you have or will complete Australian Year 12 qualification.

5. **You and University of Tasmania** – this includes the relationship between you and University of Tasmania with the options: if the applicant is a prospective student interested at studying University of Tasmania, if you have already applied at the University of Tasmania in current admission period or if the applicant is a current student at University of Tasmania.

1.8.1. 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, surname or date of birth within the application.

If you don’t apply with a student number and PIN, you can manually fill out your application.
1.8.1. About yourself CONT.

The following fields are not editable after submission of application:

- Title
- Full Name
- Gender
- DOB
- Citizenship
- Authorisation (only editable if previously answered ‘No’)

1.8.2. Your Refugee status

You can answer ‘Yes’ or ‘No’ if you are the holder of an Australian refugee visa, or Global Special Humanitarian Visa (Subclass 202).

You are not required to provide any other details to their Refugee Status.
1.8.3. Contact details

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

If you are applying without a student number and PIN, you can manually fill in your contact details. You are also provided with an Australian address dropdown.
1.8.3. Contact details cont.

You can change your personal email address on the Personal details page at any time. You will receive a notification as shown below:

All fields in Contact details are editable after submission of your application.

1.8.4. Year 12 studies

You are required to provide if you have completed or will complete your Australian Year 12 qualification.

If you select ‘Yes’, then you will be presented with further three options to choose from, as shown in the following screenshots:
1.8.4. Year 12 studies CONT.

**Option 1:** If you select 'I am a student in Year 11 or below' then you must provide details of your current schooling as shown below:

![Option 1 Image]

**Option 2:** If you select 'I am currently undertaking Year 12' then you must provide your current student number as shown below:

![Option 2 Image]
1.8.4. Year 12 studies CONT.

Option 3: If you select 'I have completed Year 12' then you must provide details of your Year 12 as shown below:

If you select 'No', then no further details are required to be provided

If you have applied with your current student number and pin on filter page, you will find the option 'Yes' selected by default.
1.8.5. You and University of Tasmania

You are required to select the option which best suits your relationship with University of Tasmania.

You will be presented with three options:

**Option 1:** You are a prospective student interested studying at University of Tasmania but haven’t applied. If you select ‘Yes’ to this option, then you must provide your interested commencement year and semester as shown below in the screenshot:

```
You and University of Tasmania

Please tell us about your relationship with University of Tasmania

I am a prospective student interested at studying at University of Tasmania, but I haven’t yet applied

Yes  No

Commencement year
2020

Commencement semester
○ Semester 1  ○ Semester 2

I have applied to study at University of Tasmania in the current admissions period *

○ Yes  ○ No

I am a current University of Tasmania student *

○ Yes  ○ No

i.e. commencing a deferred course or a currently enrolled student

Note: If you select your citizenship/residency status as ‘Holder of a student visa, temporary resident visa or visitor visa’, you will see the above-mentioned Option 1 as follows:

```
You and University of Tasmania

Please tell us about your relationship with University of Tasmania

I have applied to study at University of Tasmania in the current admissions period *

○ Yes  ○ No

I am a current University of Tasmania student *

○ Yes  ○ No

i.e. commencing a deferred course or a currently enrolled student

Continue
```
1.8.5. You and University of Tasmania CONT.

Option 2: You have already applied to study at University of Tasmania in the current admissions period. If you select ‘Yes’ to this option, then you must provide your application number as shown in the screenshot below:

Option 3: You are a current student at University of Tasmania. If you select ‘Yes’ to this option, then you must provide your current student number as shown in the screenshot below:

It’s mandatory for you to select at least one option from the above. If you answer ‘No’ to all these question/options an error message will be displayed, and you will not be able to progress any further in the application.
1.9. Profile number

After entering personal details and selecting ‘Continue’, you are presented with your scholarship profile application number in a pop-up screen. Application numbers are 9 digits.

At this point an email providing the same information is generated and sent to your email address. When applicants click ‘Continue’ they are presented with the Financial Support page.

1.10. Financial Support page

There are number of Financial Support that you can claim. The full list and its respective details are as follows:

1. **Geographic**: Select ‘Yes’ if, within the two years immediately of commencing your current/proposed course; you have lived in regional/remote area of Australia for at least 12 months. You must provide your month and year of commencing the course.

   - Within the two years immediately prior to commencing your current (or proposed) course of study, have you lived in a regional or remote area of Australia for at least 12 months?*
   - When did or will you commence your current or proposed course of study?*
1.10. Financial Support page CONT.

2. **Carer:** If you have carer responsibilities, you will select this option as ‘Yes’ and you must enter the details of the respective person requiring care.

   ![Carer form]

   Enter details

   Click ‘Add’ to save the details entered

3. **Language:** If you come from a non-English speaking background and have difficulties speaking English then you must select this option as ‘Yes’.

   ![Language form]

   Answered ‘Yes’ to original question

   If you answer ‘No’ to the original question, no further details are required.

4. **Medical:** If you have a medical illness/disorder that has an impact on your ongoing studies then you must select ‘Yes’ as an answer to this question.

   ![Medical form]

   No further details are required by the applicant at this stage.
5. **Sole Parent**: If you are a sole parent, you must provide details of your dependent child/children as shown in the following screenshot:

6. **Financial**: You must provide details here if you are receiving any Centrelink payments. You also must indicate if your parent/guardian is receiving the Centrelink payments on your behalf.

   The screenshots are as follows:
   - If you are receiving a Centrelink means-tested income support statement, you must choose ‘Yes’ to this question and provide any Centrelink Reference Number details as shown in the screenshot below:
1.10. Financial Support page CONT.

If you select 'No' to the above-mentioned question, you are not required to provide any of your Centrelink details.

If you are expecting to or have already applied for Centrelink payments, you need to indicate if it is going to be in the current admissions period or not. The screenshots are as follows:

**Figure 1 If answered 'Yes':**

```
Have you, or will you, apply for and expect to receive a Centrelink means-tested income support payment in this admissions period? *

Yes  No
```

When do you expect this to be?

- Before 1 July
- After 1 July

**Figure 2 If answered 'No':**

```
Have you, or will you, apply for and expect to receive a Centrelink means-tested income support payment in this admissions period? *

Yes  No
```
1.10. Financial Support page CONT.

You must indicate if your parent/guardian is receiving tax benefits on your behalf as follows:

**Figure 3 If answered ‘Yes’:**

Does your parent or guardian receive Family Tax Benefit A on your behalf?  
- Yes  
- No

If you answered ‘No’ to this question, you must provide a response if you believe you meet the criteria for consideration of exceptional financial hardship.

If answered ‘Yes’, you will have options to claim Impact to learning and Living arrangements as disadvantages. Refer points 8 and 9.

**Figure 4 If answered ‘Yes’:**

Do you believe you meet the criteria for consideration of exceptional financial hardship?  
- Yes  
- No

**Figure 5 If answered ‘No’:**

Do you believe you meet the criteria for consideration of exceptional financial hardship?  
- Yes  
- No

7. **Out of Home Care:** If you have been placed with an Out of Home Care provider as the result of government intervention at any point in your life you must answer ‘Yes’ to this question.

If you answer ‘Yes’ to the above-mentioned scenario, you can submit your responses to Impact to Learning and Living arrangements financial support. Refer points 8 and 9.

If you answer ‘No’, you can click continue and view the summary of your application.
1.10. Financial Support page CONT.

8. **Impact to learning:** You can indicate if you have no/limited access to computer for studies and any additional costs.

9. **Living arrangements:** You can indicate if you are experiencing homelessness or instability of housing.
1.11. Summary Page

You can view your application summary and also edit the information you have provided if required.

After reviewing your application, you can submit your application by clicking ‘Submit’ button.
1.11.1. 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.

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

You can choose to double check your application.
1.12. Profile Summary

Once you click the 'Submit my application' button, you proceed to the screen below, where you can download a PDF summary of your profile (Profile Summary).

You can also click to ‘Download your Document Package’ to download the documents required to support your financial support claims.

You can also view the different scholarships you are eligible to apply by clicking on ‘See scholarships’ as illustrated in the screenshot below.

At this point you will receive an email acknowledging the submission of your profile.
2. Manage your profile

After you have submitted your profile, you can access your profile again via the ‘Already have an account?’ facility accessed via the University of Tasmania application homepage.

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

Once you log in to your profile you can:

- Apply for Scholarships. (Scholarships page).
- View your submitted scholarship application/s (Your applications page).
- Update your Personal details (Profile page).
- Update Financial Support (Personal circumstances page).
- Upload required documents (Your documents page).
- Download summary of your profile, confirmation package and change your password (Admin page).
- Download a summary
2.1. Scholarships

You can apply for scholarships via ‘Your applications’ page as well as by clicking on the ‘See scholarships’ tab shown in the following screenshot:

You can filter the scholarships by selecting any specific criteria such as Student type, Course level, Study year etc. You can also search for specific scholarships you are interested in using the Search bar as shown in the following screenshot:
2.1. Scholarships CONT.

Scholarship specifications are displayed in the following screenshot.

![Scholarship Title](Scholarship Title)

![Open and close date](Open and close date)

![Click here to be redirected](Click here to be redirected to the university's scholarships website listing)

![Brief scholarship description](Brief scholarship description)

2.2.1. Apply for scholarships

**Closed:** If a scholarship has closed for applications you will not be able to apply for it.

![International University of Tasmania Work Ready Program](International University of Tasmania Work Ready Program)

**Ineligible:** The scholarships list is automatically filtered to prevent applicants from selecting scholarships they are ineligible to apply for based on – Gender, Citizenship, Indigenous status, Personal circumstances (refer section 1.9 and 1.11).

Where you do not meet criteria, an 'X' and a warning message are displayed as follows:

![Warning message](Warning message)

![Ineligible 'X'](Ineligible 'X')
2.2.1. Apply for scholarships cont.

Register: If a scholarship is scheduled to open at a future date, if you are eligible, you can Register your interest as shown in the screenshot below:

When you click Register, you will be taken to 'Your applications' page where you can see your registered scholarships. You will then receive an email on the day the scholarship opens for applications.
2.2.1. Apply for scholarships cont.

If at any point, if you want to remove your interest from the chosen scholarship; you can simply click ‘Deregister’. You will not receive any correspondence for the scholarship.

Quick Apply: If you want to apply for a scholarship with a ‘Quick Apply’ button, you are not required to submit any further details for the scholarship.

You can then see your scholarships under your ‘Quick Apply’ tab as follows:

If you want to withdraw your application, the following steps are required to be followed:

If you wish, you can reapply to the withdrawn scholarship from the ‘Your applications’ tab.
2.2.1. Apply for scholarships cont.

Apply: You can apply for the scholarships by submitting relevant details as follows:

When you click ‘Apply’, you will be presented with a Scholarship application details page and will be required to respond to any questions and submit any supporting documentation for the respective scholarship. The screenshots are shown below:
2.2.1. Apply for scholarships CONT.

- If you have already submitted and you wish to withdraw it, click here.
- Click to submit the application.
- This will save the application in draft mode.
- Document upload warning message is showing option to upload file or select from previously uploaded files.
2.2. Upload supporting documents

2.2.1. Supporting documents
You can upload supporting documents by navigating to the “Your documents” tab. Any documents required will be displayed under this section.

2.2.2. Document packages
You are required to submit a disadvantage form for each respective disadvantage. You need to download the form as shown below, complete it and re-upload it to the system.
2.3. Admin

You can do the following from this page:

- Download Summary of profile
- Download confirmation of package
- Change your password.

2.3.1. Application Help

UAC-hosted application help pages are built to mirror the University of Tasmania webpages. The system help includes pages on the following topics:

- Scholarship application help
- Manage application
- Documents
- Declaration
- Technical help
- Apply/Login
- Contacts (University and UAC)

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

For technical support with the application process, you are asked to contact the university’s partner, UAC, via an enquiry form or telephone (+61 2) 9752 0200.