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The Scholarships Application Guide for Applicants document can be found here.

Document control

Version history
Version: 1.0
Date: 29 August 2022
Author: Jade Hoang, Bhavya Agarwal

Reference documents
Version: 1.0
Date: 14 August 2022
Application help text
Introduction

This document provides an overview of the course application process (including a Schools Recommendation System application for current year 12 students).
1. University of Tasmania application

1.1. Supported devices and browsers

The application 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-apply

On the homepage you can:
- 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 **your 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 system will perform 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).
1.4. Application registration cont.

If you already have an account, you must enter the site by logging in via ‘Manage your application’ – refer to section 2.

1.5. Email verification

After registration (see section 1.5), you will receive an email verification link to verify your registered email. After you have clicked on the link sent in the email, you can click ‘I’ve verified my account’ button as shown in the screenshot below to start logging in.
1.6. 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.

An email with instructions to reset the password is sent to your registered email address.
1.7. Forgotten username

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

Click this link to retrieve login details
1.8. Forgotten username cont.

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

1.8. Applicant filter page

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

You must choose one of the options in the citizenship list.

Note: International students studying an Australian Year 12 or IB in Australia are not eligible to apply via the University of Tasmania Application portal.

If you select option ‘a holder of a student visa, temporary resident visa or visitor visa or None of the above’ then you will be redirected to the University of Tasmania international application portal via a warning message as shown below:
1.8.2. Australian Year 12 question

In addition to the Citizenship question, the applicant filter page asks about the your Year 12 status with the question ‘Are you completing/did you complete an Australian Year 12 in 2022?’.

All current Australian Year 12 and non-current Australian Year 12 applicants who meet the citizenship requirement can apply.

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

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.

You will get an error message if you enter an invalid student number and/or PIN.

Help text for student numbers and PINs:

Your Year 12 student number:
Please enter the Year 12 student number allocated to you by your state or territory board of studies (don’t include any spaces or dashes).

Tasmanian Certificate of Education (TCE) Applicants:
Your 8-digit student number was issued to you by TASC. Examples: 12B3456, 12B34567, S9231067 or 00A10464
Can’t find the number? Please call 03 6165 6000.
1.8.2. Australian Year 12 question cont.

Other Year 12 Applicants:
Examples of student numbers:
NSW – 12345678
ACT – 0331234 or 2012343
IB (personal code) – ABC123
VCE – 12345678B
QCE – 1234567891
SACE – 123456B
NTCE – 123456B WACE – 12345678

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.

1.9. Personal details page
If you have forgotten your username you used to register, you can access the Personal Details page, which has four sections that display the your personal and demographic details.

1. About yourself – this includes title, current and previous names, gender, date of birth, citizenship/permanent residence category, country of birth, year of arrival in Australia, authorisation of a person to act of your behalf and optional USI.

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


4. Support services – disability and illness information.
1.9.1. 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 or surname within the application.

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

The following fields are not editable after submission of application:

- Title
- Full name
- Previous names
- Gender
- DOB
- Citizenship country and Country of birth
- Authorisation (only editable if previously answered No)
- USI

1.9.2. Contact details

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

If you apply without a student number and PIN, you can manually fill in your contact details. Australian addresses are available in the dropdown.

If you select 'Different from postal address', further boxes appear in which you enter your residential address.
1.9.2. Contact details cont.

You can change your personal email address on the Personal Details page at any time. If you do so, you must verify your new email address.

![Image of confirm new username prompt]

- Change your email address and update your username. Confirm that the changes below are correct before continuing.

  **Previous username**
  utastest102@uac.edu.au

  **New username**
  utastest104@uac.edu.au

  - Keep previous username
  - Continue with new username

![Image of check inbox to verify email]

- Check your inbox to verify your email. You will receive a link to confirm your new email address.

  - Click here to confirm the new email address

- If you need further assistance, contact us for support.
1.9.2. Contact details CONT.

If you want to revert back to your previous email address, you can change the email address by clicking on the link as shown below.

All fields in Contact details are editable by the you after submission of the application.
1.9.3. Government statistics

The information is not used to assess the application.

You cannot edit the following fields after submission:
- Do you speak a language other than English at home?
- Number of parents or guardians during schooling
- Parent/guardian 1 details
- Parent/guardian 2 details

1.9.4. Support Services

You can provide details of any support services required during your study at the university. Details of support services are kept confidential and supplied to the Disability/Support services team at University of Tasmania via a report.

All fields in Support Services are editable after submission.
1.10. Application number

After entering personal details and selecting 'Next', you are presented with your application number in a pop-up screen. Application numbers are 8 digits.

At this point an email providing the same information is sent to your email address – refer to 4.1. When you click 'Continue' you are presented with the Additional details page.

1.11. Additional details page

The Additional details page captures additional information with the following 2 questions:

If you answer ‘Yes’ to ‘Are you now, or have you ever been a staff member of University of Tasmania’, you have the option of providing a staff number.
1.11. Additional details page CONT.

The Additional details page captures additional information with the following 2 questions:

- Are you now, or have you ever been a staff member of the University of Tasmania? *
- Are you interested in the University of Tasmania’s student accommodation options? *

The staff number must contain 8 digits. You will receive an error message if you enter an invalid staff number and click ‘Next’ or ‘Save’ (after submission).

You can leave the staff number blank and proceed. You can come back and provide the information after submitting your application, provided that you answered ‘Yes’ to the staff member question previously.

You must answer both questions in order to proceed. You will receive an error message if you try to click ‘Next’ without answering the questions.
1.11. Additional details page CONT.

You must answer both questions in order to proceed. You will receive an error message if you try to click ‘Next’ without answering the questions.

Once your application has been submitted, you cannot update your ‘Yes’/’No’ responses to these questions.

When you click ‘Next’ you are presented with the Qualifications page.
1.12. Qualifications page

If you apply with a student number and PIN, your current Year 12 qualification are pre-populated and displayed automatically based on your Year 12 student record.

You can view your Year 12 details by clicking on the view icon in the top right corner of the card. You cannot edit the details on this qualification.

You must add all your qualifications here, including your studies at the University of Tasmania.

You can provide the following qualifications:

- Secondary studies: Australian Year 12, International Baccalaureate, non-standard Australian Year 12, International secondary studies
- Tertiary studies: Australian and/or international tertiary studies
- Preparation course: Australian and/or international preparation program/course
- Professional awards.

You can apply with no qualification. You can add a qualification after the application has been submitted. Refer to section 2.

You cannot edit your qualification details once the application has been submitted.
1.12.1. Secondary studies

If you’re an Australian Year 12 student applying with your student number and PIN, you will have your Year 12 qualification pre-populated under ‘Secondary’. You won’t need to supply your Year 12 qualification again.

Non-current Australian Year 12 students can add a Secondary qualification by clicking on ‘Secondary studies’ and start filling out the details.

Add new secondary qualification

Qualification type

Country of qualification

Name of school

Year attended

Exam session

Student number (if known)

Add new secondary qualification

Qualification type

Country of qualification

Name of school

Year attended

Exam session

Student number (if known)
1.12.1. Secondary studies CONT.

Each type of secondary qualification has slightly different input fields from others.
1.12.2. Tertiary studies

You can add a Tertiary qualification by clicking on 'Tertiary studies' and start filling out the form. If you have completed or are completing Tertiary studies in Australia, you are required to select from a list of Australian institutions.
1.12.2. Tertiary studies CONT.

Type name and select an Australian institution

Provide qualification details
1.12.2. Tertiary studies CONT.

If you have an overseas tertiary qualification, you can manually enter it after selecting a country.

You can click on the help icon next to ‘Tertiary studies’ for help text.
1.12.3. Preparatory courses

You can select from a list of Australian preparation courses if applicable. The University of Tasmania’s preparation courses selectable from the qualification name drop down list are:

- University of Tasmania – Murina (Aboriginal Enabling) Program
- University of Tasmania – University Preparation Program

If a preparation course cannot be found in the dropdown list, select ‘Other bridging or preparatory studies course’ and fill out other details.
1.12.3. Preparatory courses CONT.

After selecting a course, you need to provide the rest of your qualification details.

If you have completed an overseas preparatory course, you can select 'No' to the Australian study question and provide your qualification details.
1.12.3. Preparatory courses CONT.

You can click on the help icon next to ‘Preparatory courses’ for help text.
1.12.4. Professional awards

You can click on the help icon next to 'Professional awards' for help text.

1.12.5. Uploading qualification documents

After a qualification has been added, the system will indicate to you whether you need to supply documents.
1.12.5. Uploading qualification documents CONT.

You may be requested to supply documents outside the application via correspondence sent to your email address during assessment. Failure to provide documents may result in you not getting an offer.

To upload documents, you click the ‘Upload’ link and are asked to choose a PDF file to upload.

You can upload documents during the application or after you’ve applied. You can upload up to five supporting documents for each qualification. To upload additional documents, use the same file selection process.

Documents that are uploaded and saved cannot be deleted.

Each document must be a PDF smaller than 5MB.

**PDF converter**

If your document isn’t a PDF, you can convert it using UAC’s document conversion service – attach the document file to an email addressed to conv2pdf@uac.edu.au or with one of the many document conversion packages available on the web. If you use UAC’s document conversion service, for each attached file you’ll receive an email back within a few minutes containing a converted PDF.

If you are using an Apple computer with an OS X version less than 10.8, you should not use the built-in PDF software to prepare PDF documents. Documents created or saved using this software and uploaded to UAC will be not viewable.
1.13. Course preferences page

You must specify at least one and up to a maximum of five course preferences.

1.13.1. Searching for courses

In the ‘Search for courses’ screen, you can refine your search by typing course name, course code or campus in the keyword search. A field of studies and course level drop-down can also help narrow down the search.

The universities course codes are displayed with course details and start dates. You choose courses by clicking on the start dates – this ensures you nominate the desired commencement date where more than one is available. Each course start date pairing constitutes a distinct preference. Green tick icons indicate chosen courses.

You can apply for multiple start dates of the same course by clicking on the start dates you wish to commence study.

To unselect a course preference on this screen, click on the start date again until the green tick disappears.
1.13.1. Searching for courses CONT.

A green tick appears next the preference/s selected

Click ‘Review your preferences’ to proceed
1.13.2. Confirming preferences

When you click ‘Review your preferences’, preferences are shown in the order you selected. You can change the order of preferences by ‘drag and drop’ or using the up/down arrows. To delete a preference, click on the red ‘X’. You cannot delete all your preferences – you must have at least one course preference to continue your application. After deleting a preference, you can return to the ‘Search for courses’ page to choose another course to add.

You must click ‘Save changes’ and the ‘Next’ to proceed to the next page.
1.13.3. Confirming preferences

1.13.3.1. Course acknowledgment text

Information is provided about additional course requirements for each preference.

You need to make sure you read the course’s additional information (if any) before submitting your application.
1.13.3.2. Course questions

You are required to answer course-specific questions for several courses. The questions will appear against the preferences in the ‘Review preferences’ screen.

You can provide your answer by either:
- entering it in the input field
- or clicking the question link appearing on your preferences.

The table below summarises the course specific questions. Screenshots for each question are provided below.

<table>
<thead>
<tr>
<th>Course requirement</th>
<th>Mandatory in Apply?</th>
<th>Answer required for each preference?</th>
<th>Editable in Manage?</th>
</tr>
</thead>
</table>
1.13.3.2. Course questions CONT.

UCAT ANZ ID number requirement

You must enter the UCAT ANZ ID number with a valid format (i.e., 'ANZ' followed by 8 digits). You will get an error message if you try to save an invalid UCAT ANZ ID number.

You can also view and respond to other questions by clicking on a link on your preference.

Instrument/voice questions
1.13.3.2. Course questions cont.

Instrument/voice questions

[Diagram of the UAC Course Application Guide showing questions link against the course preferences and options to select an instrument or voice with instructions to provide an answer and click 'Update' to save.]
1.13.3.2. Course questions CONT.

Nursing courses: English language proficiency declaration

Compulsory declaration for College of Health and Medicine
1.13.3.2. Course questions CONT.

Double degree options

You will get an error message if you select an invalid combination for the double degree.

You cannot combine these courses
1.13.3.2. Course questions CONT.

Health/Aged care employment details

If you are employed in the health or aged care sector, please provide the name of your employer (otherwise skip the questions).

Is your employer an ACSA or ARNA member?

- Yes
- No

If you are employed by, or a member of, a UTAS Partner Organisation, please upload a copy of your membership invoice, a recent payslip, or a statement on your Employer's letterhead confirming your employment. You will be guided to the secure document upload facility during this application process.

150 characters left
1.13.3.2. Course questions CONT.

Partner organisation employment details

Theatre and Performance major question
1.13.3.2. Course questions CONT.

Bachelor of Arts Master of Teaching – Teaching specialisation

Teaching specialisation – Bachelor of Arts and Master of Teaching
Master of Teaching – Teaching areas

If you’re applying for a Master of Teaching (Secondary) course, you are required to select two teaching areas for your degree – except for The Arts which can be taken as first and second teaching areas.

Secondary teaching areas

Your nominated teaching areas. You can drag and drop to rearrange your selections.

1. Humanities and Social Sciences
2. Language

Indicate all areas in which you are eligible to teach using the tick boxes. Read the information on requirements and eligibility BEFORE nominating your teaching areas. The information is based on your eligibility for nominated teaching areas.

Be sure to confirm that the teaching areas that you’re eligible for are offered by the your preferred institution.

Tick the teaching areas below that you are eligible for and interested in teaching.

- Arts
- English
- HASS
- Languages
- Mathematics
- Science

Update
1.13.3.2. Course questions CONT.

Research area

Warning message for course questions

A warning message will be displayed if you click ‘Next’ without answering the course questions.

You can click ‘Acknowledge warning’ and then ‘Next’ to go to the ‘Review & Submit’ page.
1.13.3.3. Course documents

You may upload documents against the preference if required.

If you don’t upload mandatory documents for a course, you will receive an automated reminder to your email address the day after your application is submitted, with further reminders if you still have not uploaded documents on the 8th day and 22nd day after submission. You may also receive correspondence triggered by admissions staff during assessment requesting additional document upload.
1.14. Review and submit page

On this page you are asked to review your application before you click the ‘Submit’ button at the bottom of the page.

Information entered by you is shown in this page. You can edit your details by clicking on the edit icon which takes them back to the relevant page.

Additional course requirements and documentation requirements are also displayed.

---

**Personal details**

- Application number: 70002036
- Date of application: Thu, 17 Mar 2022
- Last updated: Sun, 20 Mar 2022 21:00
- Prepared for: MISS TEST APPLICANT

- **Previous given name:** Not provided
- **Previous family name:** Not provided
- **Gender:** Female
- **Date of birth:** 23 Jan 2003
- **Mobile phone number:** 12345678
- **Alternative phone number:** 12345678
- **Email address:** tates12@uac.edu.au
- **Unique Student Identifier:** Not provided
- **Postal address:** 1 WEST MILBY RD, CONDOBOLIN, NSW 2877
- **Permanent residential address:** 1 WEST MILBY RD, CONDOBOLIN, NSW 2877
- **Authorised person:** You have not authorised any person to act on your behalf

**Citizenship**

- **Citizenship status:** Australian citizen
- **Citizenship country:** Australia and territories
- **Country of birth:** Australia and territories
1.14. Review and submit page CONT.

<table>
<thead>
<tr>
<th>Government statistics</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language spoken at home</td>
<td>English</td>
</tr>
<tr>
<td>Australian Aboriginal or Torres Strait Islander (ATSI)</td>
<td>Neither Australian Aboriginal nor Torres Strait Islander</td>
</tr>
<tr>
<td>Highest school level</td>
<td>Year 12</td>
</tr>
<tr>
<td>Number of parents or guardians during schooling</td>
<td>You have indicated that you had no parent or guardians</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disability information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabilities or illnesses</td>
<td>Vision impairment - blind</td>
</tr>
<tr>
<td></td>
<td>ADHD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member of University of Tasmania</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff number</td>
<td>Not provided</td>
</tr>
<tr>
<td>University of Tasmania's student accommodation</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary studies</td>
<td>Details</td>
</tr>
<tr>
<td>Item</td>
<td>Details</td>
</tr>
<tr>
<td>Type of qualification</td>
<td>Australian Year 12</td>
</tr>
<tr>
<td>Name of qualification</td>
<td>NSW Year 12</td>
</tr>
<tr>
<td>Name of school</td>
<td>LAKE CARCELLGO CENTRAL SCHOOL</td>
</tr>
<tr>
<td>Australian state</td>
<td>New South Wales</td>
</tr>
<tr>
<td>Year attended</td>
<td>2022</td>
</tr>
<tr>
<td>Student number</td>
<td>32297976</td>
</tr>
</tbody>
</table>

| Type of qualification        | Australian Year 12                          |
| Name of qualification        | NSW Year 12                                  |
| Name of school               | HIGH SCHOOL                                  |
| Australian state             | New South Wales                              |
| Year attended                | 2019                                         |
1.14. Review and submit page CONT.

Tertiary studies

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Institution</td>
<td>BOSTON UNIVERSITY</td>
</tr>
<tr>
<td>Course level</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Student number</td>
<td>...</td>
</tr>
<tr>
<td>Course</td>
<td>DIPLOMA IN ARTS</td>
</tr>
<tr>
<td>Field of study</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Year commenced</td>
<td>2017</td>
</tr>
<tr>
<td>Year last attended</td>
<td>2019</td>
</tr>
<tr>
<td>Course completed</td>
<td>Yes</td>
</tr>
<tr>
<td>Full-time equivalent</td>
<td>2.0 years</td>
</tr>
<tr>
<td>Suspended</td>
<td>No</td>
</tr>
</tbody>
</table>

⚠️ Documents must be provided

Course preferences

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Course</th>
<th>Additional course requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AZM</td>
<td>Associate Degree in Music at Hobart</td>
<td>No documents required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start date: 11-Jul-2022</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HBO</td>
<td>Bachelor of Nursing at Launceston</td>
<td>No documents required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start date: 11-Jul-2022</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAC</td>
<td>Test Bachelor of Applied Science (Professional Honours - in Conservation Management) at Hobart</td>
<td>SUPPLEMENTARY-FORM (mandatory) Document to be uploaded by 01-Jan-1970</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start date: 11-Jul-2022</td>
<td></td>
</tr>
</tbody>
</table>

UCAT ANZ ID number

UCAT ANZ ID number: ANZ000000002

Nursing English Proficiency

Your nominated English proficiency level: English is primary language

Submit
1.14.1. 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.
1.15. Confirmation of application

Once you click the ‘Submit my application’ button, you proceed to the screen below, where you can download a PDF version of your Confirmation of Application.

At this point an email is sent to you, acknowledging your application.

You also have the option to go to ‘Manage your application’.

Information you are required to provide in ‘Manage your application’

1. You need to provide supporting documents for 1 qualification.
2. You need to provide supporting documents for 1 course preference.
2. Manage your application

After you have applied, you can access your application again via the ‘Manage your application’ facility via the University of Tasmania application homepage.

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

Once you log in to ‘Manage your application’, the ‘Manage’ homepage provides options for you to:

- Update your personal details (Personal details page)
- Add qualification details or upload documents for qualifications (Qualifications page)
- Update course preferences (Course preferences page)

Within ‘Manage’ you can also:

- Upload personal documents such as proof of change of name, date of birth or citizenship (if required)
- view correspondence
- track your application
- respond to the Personal Competency Statement (if required)
- change your password
- submit a Schools Recommendation Program (SRP) application (current year 12 students only)
- view offer outcomes and respond by either accepting, declining or deferring an offer
- download a copy of your Confirmation of Application.

Prominent alerts on the ‘Manage’ homepage indicate whether you need to provide supporting documents/information for qualifications and/or course preferences.
2. **Manage your application** CONT.

After you have applied, you can access your application again via the 'Manage your application' facility via the University of Tasmania application homepage.

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

![Alerts indication if you need to provide supporting information/documents](image-url)
2.1. Upload supporting documents

2.1.1. Personal documents

You can upload supporting documents by navigating to the ‘Personal documents’ tab in your ‘Manage’ homepage (if required). You can upload the following documents:

- Change of name proof
- Birthdate proof
- Citizenship proof
- Personal Competency Statement.

Documents that are uploaded and saved cannot be deleted. Each document must be a PDF smaller than 5MB. Refer to 2.4.1 for details on when to supply Personal Competency Statement document.

2.1.2. Course documents

You can supply course-specific documents after submission of the application.
2.2. View correspondence

You can view copies of assessment and offer correspondence that were emailed to you via the 'View correspondence' link on the 'Manage' homepage. You can download a copy of each piece of correspondence.

If you have not received any correspondence, the message says: ‘You have no correspondence’.
2.3. Track your application

You can view your application summary and status via 'Track your application'.

After assessment, you are provided with the status of your course preferences and qualifications in shaded boxes. See examples below.

![Links are provided to support pages where the statuses are explained](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>HSN</td>
</tr>
<tr>
<td>4</td>
<td>26C</td>
</tr>
<tr>
<td>5</td>
<td>C75</td>
</tr>
</tbody>
</table>

Links are provided to support pages where the statuses are explained.
2.4. Personal Competency Statement

After application submission, you will be notified on the 'Manage' home page if you need to provide a Personal Competency Statement as shown in the screenshots below.

You are not required to submit a Personal Competency Statement if:

- you completed Year 12 within the past 5 years or
- you have a tertiary qualification at Certificate IV level or higher.

If you’re not part of the cohorts above, you will be required to submit a Personal Competency Statement to support your application. You will see a notification after you’ve submitted the application or when you log in to ‘Manage’.

In ‘Manage’ homepage, you may see an additional tab ‘Questionnaire’. You can click on either the link on the notification or the tab to navigate to the Questionnaire page.

The Personal Competency Statement notification will disappear once responses have been submitted.
2.4. Personal Competency Statement CONT.

Once you have completed your response to each of the four questions in Personal Competency Statement Questionnaire page, you can click the ‘Submit your responses’ button.

If you exit the page before submitting, your responses will not be saved. A message warns you if you navigate away from the page that your responses will not be saved.

Once submitted, the responses cannot be updated.
2.4. Personal Competency Statement CONT.

If you add additional qualifications to your application that don’t require you to submit a 
Personal Competency Statement (i.e. Year 12 within the past 5 years or tertiary qualification 
at Certificate IV level or higher):

- you won’t see the Personal Competency Statement notification or the Questionnaire 
tab appearing in ‘Manage’ if you haven’t responded to the Statement
- you will see your Personal Competency Statement but won’t be able to edit it if you have 
already responded to the Statement.

2.4.1. Personal Competency Statement document

You may be required to submit a Personal Competency Statement if:

- your qualifications have been deemed not sufficient for assessment or
- your Personal Competency Statement submitted previously has been deemed not sufficient 
for assessment.

If this applies, you will be requested to supply the Statement via correspondence using the Personal 
document upload in ‘Manage’. You will need to select ‘Personal Competency Statement’ from the 
dropdown and upload your document.

2.5. Change your password

If you are logged in to ‘Manage’, you can access a link on homepage to change your password. 
You must enter your registered email address to receive a password reset link.
2.6. Schools Recommendation Program

If you are currently studying an Australian Year 12 or International Baccalaureate, you will be presented with a button to apply for the Schools Recommendation Program (SRP) in Manage after submission of your application.

If your Year 11 results are found by the system automatically, they are displayed on the SRP page. To submit an SRP application, you must tick the declaration and click ‘Submit SRP application’. In this scenario, no extra details are required for submitting the SRP application.

If your Year 11 results are not found automatically by the system, then you are asked whether you completed Year 11 at the same school as your Year 12. If you answer ‘Yes’, you must tick the declaration and click ‘Submit SRP application’.
2.6. Schools Recommendation Program CONT.

However, if you answer ‘No’, you are required to enter the state and school name where you completed your Year 11 before agreeing to the declaration and clicking ‘Submit SRP application’.
2.6. Schools Recommendation Program CONT.

After submitting an SRP application, you will see a confirmation message on the ‘Manage’ dashboard.

You can then navigate to the ‘Qualification’ page and upload Year 11 results against your Year 11 qualification to support your SRP application. Your Year 11 qualification is automatically added to this page when you submit your SRP application.
2.6. Schools Recommendation Program CONT.

You can view the date you submitted your SRP application on by clicking ‘Track your application’ from the ‘Manage your application’ dashboard as follows:
2.6. Schools Recommendation Program CONT.

If you haven’t submitted an SRP application, you will not see this section in the ‘Track your application’ page.
2.7. Offer Acceptance

When you receive an offer, you will receive an email and see a notification on the dashboard in ‘Manage’. You can then view and respond to offers via an option in Manage.

If you have not yet received any offers, you will see a message like this:
2.7. Offer Acceptance CONT.

If you have received an offer, you will see your offer displayed and asked to respond as follows:

You can then click to 'Respond' tab besides the offer to choose 'Accept', 'Decline' or 'Defer' as shown below (Note: display of deferral option is based on course configuration):
2.7. Offer Acceptance CONT.

Once you accept an offer, your University of Tasmania credentials (i.e. University of Tasmania email address and University of Tasmania student ID) along with instructions and a link to a University of Tasmania website will be displayed on the offers page.
3. Support

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

For technical support with the application process, contact UAC, via an enquiry form or telephone (+61 2) 9752 0200.