We suggest you print off these instructions to assist in your application process. If you have problems and need more help, please reach out – we are here to help you in any way we can.

*If you have previously completed one of our MOOC courses, do not use your login from the MOOC to “SIGN IN”. The University application process is different and does not link with your MOOC profile.*

*Ensure you are applying with a laptop/PC rather than a mobile or tablet device. Please note that our supported web browsers for the online application are Google Chrome, Mozilla Firefox and Safari. Microsoft Edge and Internet Explorer will not work for our online application portal.*

Go to [https://apply.utas.edu.au/Authentication/SignIn](https://apply.utas.edu.au/Authentication/SignIn) – We recommend that you save or bookmark this link as you will need to revisit this page after you have submitted your application to accept your letter of offer.

**Create your Applicant Profile**

1. **Fill in your personal email address and choose a password.**

2. **Once you have created your applicant profile you can use these details to login again at:**
   [https://apply.utas.edu.au/Authentication/SignIn](https://apply.utas.edu.au/Authentication/SignIn)

3. **Fill in your name details.**

   - Only select **YES** to this if you have studied a tertiary level course at UTAS
   - This section does **not refer** to study in our MOOCs
Fill in your contacting details and residential address. If the following menu items do not function as drop-down menus it is likely that you are not using a recently updated/supported browser. Please refer to the note in red at the start of this document.

Enter AUS and then select the drop-down option for Australia

Select the relevant State/Territory/Province from the drop-down list

Type in your full street address

Enter the first letters of your suburb and select the relevant option. This will automatically fill in the postcode for you. See example for HOBART to the left.

Ensure that you have entered the correct details on this first page, especially your first and last name. These will be the details that are applied to your future student account.

When you are ready, tick these two boxes and then select SUBMIT
Now you need to go to your email inbox and select the **Verify your Email Address** link that we have sent you. Please check your Junk/Spam folders. Select the **RESEND EMAIL** link if necessary.

![Verify your Email Address](image)

When you are ready and verified, select **SIGN IN** to continue.

**Start/Continue your Course Application**

*If you are directed to this screen below, please select **Course applications in 2021 only**.*

All information regarding our fees for the Dementia Care program can be found at [https://www.utas.edu.au/wicking/m1d/hecswaiver-and-fees](https://www.utas.edu.au/wicking/m1d/hecswaiver-and-fees)

![Course Applications](image)

Select **Continue 2021 Application** on the far right hand side.
Section 1: General

Fill in the relevant details for your citizenship, country of birth and Year 12 Studies.

If at any stage, you need to exit your application please look for the LOG OFF link on the top right-hand side of each page. Select this and then save your progress. When you log back in later your answers will be saved. If you exit the application without doing this, you will lose your progress.
Section 2: Course Selection

To choose your course, select Add Preference.

Do not change any of these options on the left-hand side.

Left click here any type the word Dementia.

Select the relevant course you are looking to apply for from this drop-down menu.
If you are applying for our Diploma of Dementia Care (M1D) you will then come to the screen below. Please note that you must either answer yes/no to both tick box questions AND enter some text in the middle text box. If you are unsure if your employer is an ACSA or ARNA member, please select NO. This will not affect your eligibility to study with us.

Please read through this section carefully then select SAVE.

You will then be directed back to the Add Preference page, however you should now see that the course you have selected appears at the bottom of the page with a number “1” in a grey circle.

Once you see this please select Next Step.
Section 3: Government Statistical Information

Complete all questions in section 3

Section 4: Qualifications

Advanced Standing

Some of our courses do offer advanced standing, however we follow an in-house process that is unique to our courses. Applicants find out more information about this after they have accepted their offer to study.

Please select NO to the advanced standing question.
Applicants who do not enter information about Year 11/12 study AND select No in the following Post-Secondary Study section will be required to submit a Personal Competency Statement in Section 5.

**Post-Secondary Study**

For applicants that have complete or incomplete post-secondary study please refer to the steps below on how to add your studies to your qualifications. We will use a Certificate IV in Aged Care completed in 2017 as an example.

Any relevant information around year 11/12 study can be entered here.

Selecting NO and Next Step is ok for both questions and this will not impact your eligibility to study with us.
Once you have saved your qualification to your application you should see the details at the top of the page in a grey section. You have the option to delete this on the right-hand side if you have entered the details incorrectly. You can also select YES and continue to add further qualifications to your application if you wish.
Section 5: Personal Competency Statement

In the following section you may be required to complete a **Personal Competency Statement** – this is designed to ensure that you can meet the general entry requirements to study with us. Please read the section below in blue carefully to see if you will be required to do this. If you select **NO** and the system does not allow you to progress you will need to select **YES** and fill in details in the 4 text boxes.

Information around what to include may be found at [https://www.utas.edu.au/admissions/undergraduate/documentation-guidelines](https://www.utas.edu.au/admissions/undergraduate/documentation-guidelines).
This statement can be quite short – a couple of sentences under each heading is fine.

Section 6: Application Summary

This section will show a full summary of all the answers you have provided in your online application.

Please review this careful and continue when you are happy that the details are true and correct.
Please upload any documentation you believe relevant to your application. *(JPEG format images will not be accepted).* If you do not have anything to upload it is ok to leave this blank and continue by clicking **Next Step**.

**Section 7: Submission**

If you would like to authorise our admissions team to contact a third party regarding your application, please select **YES** and fill in the relevant details. Otherwise, select **NO**.
Congratulations. You have now submitted your application to study with us in 2021.

Now that you have submitted your application it is very important that you continue to login to your applicant account here at https://apply.utas.edu.au/Authentication/SignIn for further information.

Please continue to check your email (junk/spam included) in case our admissions team requests further information from you.

When your letter of offer is generated it is available in this login portal and not sent via email. Therefore, you need to login and check your account on a regular basis. Once you have accepted your offer online, we will send further information around your student login details, how to enrol in units, and more.

**Contact information:**

If you have any questions relating to your application, please contact us at dementia.care@utas.edu.au.