Important information for HDR Candidates undertaking X5A / S6O
(Commonwealth Supported Place Form)

Background information:
Higher Degree by Research (HDR) students who are Australian Citizens, Australian Permanent Residents (including Humanitarian Visas), or New Zealand Citizens are considered domestic candidates. All other HDR students are considered international candidates.

If you are a domestic candidate, enrolled in either the Graduate Certificate in Research (X5A) OR the Graduate Diploma of Marine and Antarctic Science (S6O), completion of a Request for a Commonwealth supported place and a HECS-HELP loan form is a government requirement for the coursework component (X5A/S6O) of your enrolment.

Fees:

**Tuition Fees**: Domestic candidates will not incur a tuition fee or HECS-HELP debt.

**Student Services and Amenities Fees (SSAF)**: All domestic candidates will be required to pay SSAF periodically (for international candidates, SSAF is included in HDR tuition fees). As a domestic candidate, you may be eligible to defer your SSAF debt. Information about what SSAF is, why you have to pay it, and when and how to pay it (including how to request a deferral) can be found online here.

Completing your Request for a Commonwealth supported place and a HECS-HELP loan form (a Government Assistance Form):

**Note before proceeding**: If you are domestic candidate commencing your candidature from overseas, including New Zealand, please contact the Graduate Research Office prior to proceeding.

1. Login to eStudent using your UTAS username and password.
2. Under ‘My Study’ click on ‘X5A’ or ‘S6O’:

   ![Image of eStudent interface]

3. Select ‘Manage my enrolment’ if your view does not launch automatically to ‘Manage My Course’
4. Click on ‘Add’ (found on the righthand side of the screen) and select the Request for a Commonwealth Supported Place form as illustrated below:

![Add button]

NB: If the ‘Add’ button does not appear, click on Government Assistance (found on the left-hand side menu) and the ‘Add’ button should then appear.

5. Read through the following instructions to complete the form. These instructions are specific to HDR candidates:
   - Section A: Student Details
     - This section will autofill. Any changes will result in the form being submitted with an error status of ‘Personal Details Do Not Match’.
   - Section B: Provider
     - This section is semi-autofill. You will need to select your relevant course, either X5A or S6O. This will then also populate the Campus field.
   - Section C: Citizenship /Visa Status
     - Please complete the sub-section that applies to you.
   - Section D: Tax File Number
     - Only complete Section D if you have answered ‘yes’ to item 7, 8 or 9 in Section C.
     - Please tick ‘I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution amounts upfront and in full.’
     - A Tax File Number does not need to be provided as you are not deferring tuition fees.
     - Although you are declaring ‘full upfront payment’, there will be no tuition fee or HECS-HELP debt incurred. The ‘Student Contribution’ amount is paid by the University.
   - Section E: Declaration
     - Please tick the declarations that apply to you.

6. Submit your form.

7. Ensure that there are no error messages, and that your form has been successfully submitted.

Enrolment:
Once you have completed your CAF, you will be able to self-enrol in your X5A/S6O units. For further information please see:
- HDR Coursework Information
- X5A Course and Unit Handbook / S6O Course and Unit Handbook
- eStudent Enrolment Guide

Timetable:
Once enrolled in your unit(s), please consult the UTAS Timetable (or the unit coordinator if the timetable is blank), for information on class dates, times, and venues. Please note, any units or classes conducted off-campus (delivered online and/or via Zoom) will not appear on the UTAS Timetable.

Please also check MyLO for any preparatory work pertaining to your unit, particularly if your unit begins within the next two weeks.

Contact us:
Please contact the Graduate Research Office if you require assistance.

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1Permanent Residents are not eligible to defer SSAF. 2Eligible candidates can request to defer the payment of their upcoming SSAF by completing SA-HELP Form. 3You may not be eligible for a Commonwealth Supported Place (CSP) until you are in Australia (onshore). If this is the case, you will not incur tuition fees.