



HOW TO COMPLETE YOUR VTAC APPLICATION

In six easy steps

If you're in Year 12 and you are keen to apply for university and/or TAFE courses, this is a really exciting time! You can apply for courses to start in 2024 and for most courses, you can defer your offer until 2025. There are three ways you can apply for courses. This guide will focus on applications via the Victorian Tertiary Admissions Centre (VTAC).



VTAC

Apart from CQUniversity and Charles Sturt University, you must apply for all university and some TAFE courses in Victoria via the Victorian Tertiary Admissions Centre (VTAC).

You can apply for up to 8 courses and there are two main offer rounds in December and January.

You will place courses in order of preference, and you can only receive one offer per round.

Explore the VTAC website via this [LINK](#)



DIRECT ENTRY

The only universities you can apply direct to in Victoria are CQUniversity and Charles Sturt University.

You can apply direct to some private tertiary institutes, such as:

Whitehouse Institute of Design
SAE Creative Media Institute
JMC Academy.



EARLY ENTRY

VTAC applications.

If a university that only accepts applications via VTAC for Year 12 leavers has an early entry program you would like to apply for, you will need to make two separate applications.

- 1; complete the early entry application on the university's website.
2. apply for the course/s via the VTAC website.

Direct entry

Apply for the early entry program direct to the institute's website.

Download the Victorian early entry guide [HERE](#)



KEY DATES: VTAC + EARLY ENTRY

JULY

EARLY ENTRY PROGRAMS ARE OPEN FOR:

	Victoria University	VU Guaranteed (selected schools only)
	La Trobe University	Aspire – Community Contribution Aspire – Year 11 Conditional Entry
	Charles Sturt University	Charles Sturt Advantage
	RMIT University	Early Offer Program
	Federation University	Early Entry
	Swinburne University	Principal's Recommendation Scheme
	CQUniversity	Launchpad Early Entry Program
	SAE Creative Media Institute	Early Offer Scheme
	Whitehouse Institute of Design	
24	Australian Catholic University	ACU Guarantee
31	Monash University	Monash Guarantee
31	University of Melbourne	Access Melbourne
31	RMIT University	SNAP (selected schools)

31 UNIVERSITY APPLICATIONS – VTAC

VTAC applications now open for:
Undergraduate courses
Scholarships via VTAC
Special Entry Access Scheme (SEAS)
Personal form etc.

AUGUST

EARLY ENTRY PROGRAMS OPEN

As for July, plus the following:

Deakin University	Regional Access Scheme
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EARLY ENTRY PROGRAMS CLOSE

31	Charles Sturt University	Charles Sturt Advantage
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SEPTEMBER

EARLY ENTRY PROGRAMS CLOSE

1	La Trobe University	Aspire – Community Contribution
17	RMIT University	Early Offer Program
18	Australian Catholic University	ACU Guarantee

VTAC APPLICATIONS

28	Timely applications close for undergraduate courses.	
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OCTOBER

EARLY ENTRY PROGRAMS CLOSE

TBA	Victoria University	VU Guaranteed
6	The University of Melbourne	Access Melbourne
6	Monash University	Monash Guarantee
6	RMIT University	SNAP (selected schools only)
9	Swinburne University	Early Entry

UNIVERSITY APPLICATIONS - VTAC

Applications close for:

6	Special Entry Access Scheme (SEAS)
6	Scholarships via VTAC

DECEMBER

EARLY ENTRY PROGRAMS CLOSE

TBA	Deakin University	Regional Access Scheme
1	Federation University	Early Offer Program
1	CQUniversity	Principal's Recommendation Scheme

RESULTS RELEASED

11	VCE and ATAR
14	HSC

VTAC APPLICATIONS

13	Change of Preference closes (4pm)
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UNIVERSITY OFFERS

21	December offers released. January offers released on 13 January 2023.
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STEP 1

Research courses

The first step is to research your course options and develop a draft preference list. You can use the following resources to assist you. Ensure your dream courses have back up course options.



Research occupations

Use the Good Universities Guide to research occupations by interest area. Click [HERE](#)



Participate in a VTAC webinar

Register for a webinar run by VTAC staff. Learn about the application process and applying for special consideration and scholarships. For list of upcoming dates, click [HERE](#)



Get advice & attend open days

Meet with your career adviser to create your preference list and back up options. Participate in open days. Download the Victorian Open Day Calendar via this [LINK](#)



Use VTAC course search

Use the VTAC course search function to explore your options. Click [HERE](#)



STEPS 2, 3, 4

Create VTAC account
Complete course application
Pay application fee

STEP 2 - CREATE VTAC ACCOUNT

Resource

Watch a video on how to create your account. Click [HERE](#)

Unique Student Identifier (USI)

Before you create your VTAC account, you will need to create a Unique Student Identifier (USI). If you have completed a VET subject at school or a course such as First Aid, you may already have one. You can create or retrieve your USI number via www.usi.gov.au

Steps

Applications open Monday 31 July 2023.

1. Go to www.vtac.edu.au
2. Work through the steps to create your VTAC account. You will need your VCAA or NESA Student Candidate Number and your USI.

STEP 3 – COMPLETE COURSE APPLICATION

Resource

Watch a video on the preference system. Click [HERE](#)

How to complete your course application

1. Login to your VTAC account with your ID and pin
2. Select the course application link
3. Work through the steps
4. Enter up to 8 course preferences.
5. Try and complete this by Thursday 28 September (5pm).

Changing preferences

Note: You can change your preferences as many times as you like until Wednesday 13 December (for most courses). Check your courses don't have early closing dates (e.g., medicine, portfolio/audition entry courses).

STEP 4 – PAY THE APPLICATION FEE

If you complete your application before Thursday 28 September, the fee will be \$55. If you complete a course application after this date, there will be a late fee.

Steps to pay

1. Login to your VTAC Account
2. Select the payment link
3. Pay the one-off application fee.



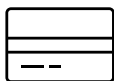
STEP 5

Apply for special consideration



Category 1

Personal Information &
Location



Category 2

Disadvantaged Financial
Background



Category 3

Disability or medical



Category 4

Difficult Circumstances

Information from VTAC: "If there have been circumstances that have made it hard for you to do your best at study, you should consider putting in a special consideration application via VTAC's Special Entry Access Scheme (SEAS). SEAS is designed to make sure institutions get a sense of your full potential and it enables institutions to consider the circumstances you have experienced and their impact upon your studies when making selection decisions.

SEAS also allows institutions to identify applicants from under-represented groups when making selection decisions for some courses. SEAS allows selection officers to grant special consideration for course entry to applicants so that you may be offered a place with a lower rank than otherwise required, but it does not exempt you from meeting the published institutional and course requirements."

There are four categories.

RESOURCES

Watch a video on SEAS. Note - this is information for the 2023 intake. Information for the 2024 intake will be released soon. Click [HERE](#)

Work out your eligibility for any of the four categories by exploring the VTAC SEAS website. Click [HERE](#)

APPLICATION PROCESS

1. Login to your VTAC Account
2. Click on the Special Consideration (SEAS) link
3. Apply for any of the 4 categories that you are eligible for by Friday 6 October (5pm).

EVIDENCE

Organise supporting statements and any other required documentation and post them with the SEAS document cover letter to VTAC by Friday 6 October or upload them directly to the 'Submit SEAS /Scholarships Documents' portal.



STEP 6

Apply for scholarships



Access & Equity Scholarships

There are 3 types of scholarships students can apply for via the VTAC system: Access and Equity, Indigenous Commonwealth Scholarships, and Academic Merit Scholarships. The following universities are not part of the VTAC scholarships program: The University of Melbourne (apply direct) and Australian Catholic University (apply via UAC).



Indigenous Commonwealth Scholarships

RESOURCE

Watch a video on how to apply for scholarships via VTAC. Note - this is information for the 2023 intake. Information for the 2024 intake will be released soon. Click [HERE](#)

Explore the scholarships available via the VTAC scholarships webpage. Click [HERE](#)

APPLICATION PROCESS

1. Login to your VTAC Account
2. Click on the scholarships link
3. Work through the steps.
4. Copy and paste information from SEAS in the financial, medical/disability and/or difficult circumstances sections (if relevant)
5. Complete application by Friday 6 October (5pm).

EVIDENCE

Organise supporting statements and any other required documentation and post them with the SEAS/Scholarships document cover letter to VTAC by Friday 6 October or upload them directly to the 'Submit SEAS /Scholarships Documents' portal.

UNIVERSITIES

The following universities are part of the VTAC scholarships program:

Charles Sturt University
Deakin University
Federation University
La Trobe University
Monash University
RMIT University
Swinburne University of Technology
Victoria University.



Academic Merit Scholarships