

Applying for an undergraduate course

This fact sheet provides a basic introduction to the SATAC application for undergraduate courses.

Getting started

Before you submit a SATAC application you should investigate the courses that interest you. Go to Open Days, read course information brochures, or contact the institution offering the course for advice. Think about your options and the outcomes of studying a particular course.

Ensure you have the necessary information to complete a SATAC application:

- a **personal email address** that you check regularly (current year 12 students are advised **not** to use a school email address, as you may not have continuous access to it)
- if you are a current year 12 student you will need your **year 12 candidate/registration number** from your board of studies
- information about your current studies or the qualifications you hold

You can apply as a **domestic applicant** or an **international year 12 applicant** through SATAC.

You are a **domestic applicant** if you are an Australian citizen, an Australian permanent resident, a holder of an Australian permanent humanitarian visa, or a New Zealand citizen.

You are an **international year 12 applicant** if:

- you hold a student visa, temporary resident visa or visitor visa, and you were enrolled in an Australian year 12 program, or the International Baccalaureate in a school in Australia, in the current year, or
- you completed an Australian year 12 program offshore in your home country in the current year

International applicants who are not current year 12 students do **not** apply through SATAC's undergraduate service.



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Apply online

All applications are submitted online at www.satac.edu.au. To apply for an undergraduate course select the **Undergraduate** button from the SATAC homepage.

In the undergraduate section you can use **course search** to find out more about the courses available through SATAC, read important information about the application process, including key dates, fees and admission pathways, and **Apply** for undergraduate courses.

To access the online application select **Apply** to get started. There are separate buttons for **domestic applicants** and **international year 12 applicants**, choose the one that applies to you.

Note

You only need to submit one SATAC application to apply for up to six (6) undergraduate courses. Your application is valid for the year, so you can apply for semester 1, midyear and other teaching periods in the same application.

International year 12 applicants can apply for semester 1 entry only through SATAC. Applications for midyear entry should be made directly with the institution concerned.

Registration page

To begin a new application, enter your personal details as requested on the **Registration** page. It is important that your name matches official records, e.g. as recorded with your board of studies in your home state (the SACE Board in South Australia and the Northern Territory), and your email address should be current and one you'll have regular access to.

The screenshot shows the 'Register' form with the following fields and instructions:

- Title: -Select-
- First given name: [text input] *Given names must match official records eg Catherine not Kate.*
- Second given name (if any): [text input]
- Surname/family name: [text input]
- Date of birth: [dropdown]
- Citizenship status: -Select-
- Email: [text input] *Use a personal email address that you check regularly.*
- Create username: [text input] *Minimum 4 characters using only letters and numbers.*
- Create password: [text input] *Minimum 8 characters using at least one letter and number.*
- Confirm password: [text input]
- Enter the characters from the box below: [CAPTCHA box showing '2D5']
- Register button

Create a **username** and **password** that is easy for you to remember, as you will need it to access online applicant services after you have submitted your application.

Once you have completed the registration page SATAC will email you a link to access your online application. Emails are usually received within 24 hours, but there can be delays during peak periods. If you don't receive your email check your junk or spam mail folder or contact SATAC if you continue to experience difficulty.

Your **registration email** contains a link to activate your application. Click the link, read through the important information before you begin your application, then **log in** using the username and password you created to get started.

Note

If you are an international year 12 student you will need to verify your Australian year 12 enrolment on the registration page using your registration/candidate number as provided by your board of studies. SATAC will verify that a valid registration/candidate number has been entered before you can proceed.

Inside the application

You have completed the registration and login process so now you can begin to fill in your application.

Each section of the SATAC application is listed in the menu on the left of the application screen. You must complete and save each section in the list before you can move onto the next. As you complete and save each page you'll get a tick next to the menu item, and the next page will become active.

Home

- ✓ **Terms and conditions**
- ✓ **Personal details**
- ✓ **Preferences**
- ✓ **School studies**
- ✓ **Foundation studies**
- ✓ **Tertiary studies**
- ✓ **Certificates**
- ✓ **STAT**
- ✓ **Personal competencies**
- Employment
- Special consideration
- Universities Equity
- Submit

Carefully read the instructions and information on each page as you work through the application. In the **Tips** column to the right of the application screen you'll find helpful hints for completing each page.

You will need to read, and then agree to, the **terms and conditions** of application before you can proceed.

Steps in the application

The SATAC application collects information about you such as your personal details, the courses you are applying for, and details of your current or prior studies. These may include:

- School studies (such as SACE or interstate year 12, International Baccalaureate, or overseas A Levels)
- Foundation studies (such as bridging or tertiary preparation courses)
- Tertiary studies (such as university study or TAFE/VET study at Diploma level or above)
- Certificates (such as TAFE/VET awards at Certificate III or higher)
- STAT (Special Tertiary Admissions Test)

We use this information to assess your **eligibility** to apply for undergraduate study. You can enter details of each type of study in the appropriate section of the application.

You must complete every section of the application, even if you haven't done every type of study. If you haven't studied a particular qualification simply answer **no** when asked if you have completed this type of study and **save** to move on.

Note

- ! Look out for messages and alerts inside the application. They will assist you in progressing through each section.

Some elements of the application are **dynamic**, meaning they are triggered by the types of courses you add to your preferences, or the types of qualifications you claim.

For example, some health sciences courses require you to sit the UMAT (Undergraduate Medicine and Health Sciences Admission Test). The application recognises this and will trigger the UMAT page if you add such a course to your preferences. The UMAT page would only display to you if you apply for a course that requires it.

Adding preferences

Enter the courses you wish to apply for in the **Preferences** page. You can list up to six (6) course preferences in your SATAC application, and they should be listed in order of interest with preference 1 being the course you are most interested in studying.

You can search for courses and add, delete and re-order preferences in this section by following the prompts. You should be aware of any course closing dates and change of preference deadlines before making changes to your preferences. Key dates are available on the SATAC website.

As you **add preferences** to your application they will appear in a table at the top of the page. Each time you make changes to your preferences, such as adding/deleting or re-ordering preferences, you must **Save** after each action.

When you are happy with the order of your preferences **Save** the page and move onto the next section of the application.

Preferences

Pref. Num.	Course Code	Start	Course (Click to show details)	Institution	Delete
1	314552	SEM1	Bachelor of Medicine/Bachelor of Surgery	University of Adelaide	<input type="checkbox"/>
2	214941	SEM1	Bachelor of Clinical Sciences/Doctor of Medicine	Flinders University	<input type="checkbox"/>
3	114831	SEM1	Bachelor of Clinical Sciences (double degree with Flinders University's Doctor of Medicine (MD) in the Northern Territory)	Charles Darwin University	<input type="checkbox"/>
4	414371	SEM1	Bachelor of Medical Radiation Science (Medical Imaging)	University of South Australia	<input type="checkbox"/>

Reorder

Delete Preference

Enter a course code or search using any combination of the filters below:

Course code or single keyword	Area of Study
<input type="text"/>	--All Areas of Study--
Institutions	Levels
--All Institutions--	--All Levels--
<input type="button" value="Search"/>	

When you have finished adding courses to your list, click Save.

Applying for STAT

Prospective students who do not have the necessary qualifications, or whose qualifications are not competitive enough, may consider sitting an admissions test, or providing details of their work and life experience, to gain entry to their chosen course.

If you are considering this pathway you will normally be required to sit the **Special Tertiary Admissions Test (STAT)**, however some courses will consider life experience in the form of a personal competencies statement and/or work experience, or a combination of all three.

Note

Before you book a STAT sitting or provide a personal competencies statement or employment details, check first if you are **eligible** for this pathway, and whether it is necessary for your application. Information about course entry requirements is available in the SATAC Guide or at www.satag.edu.au.

The SATAC application does not pre-assess your qualifications to determine whether you are eligible for this pathway, and there are fees associated with sitting the STAT which are not refundable if you change your mind or if you receive an offer before sitting the test.

Special consideration

Special consideration may be given to applicants if they have circumstances that have disadvantaged them in their studies. If you choose to seek special consideration you will be able to access a confidential questionnaire once you've submitted your application.

Current year 12 students cannot seek special consideration through SATAC but should seek consideration from the SACE Board if in South Australia or the Northern Territory, or from their board of studies or directly from their school if they are elsewhere in Australia.

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Adjustment factors

Current year 12 students who attend a school which is identified as eligible for school-based equity adjustments, and who supply a valid candidate/registration number in the **school studies** page of the application, should qualify for school based equity adjustments. SATAC confirms eligibility once final year 12 results are provided to us.

Other applicants who have studied at year 12 level in Australia can apply for individual adjustments under the Universities Equity Scheme.

The **Universities Equity** page will become available in the application if your year 12 registration/candidate number is **not** associated with an eligible equity school.

If you are currently studying year 12 and are in receipt of a Health Care Card or means-tested income support payment from Centrelink we may be able to verify your details electronically with them. The application will step you through the process. Other applicants will be able to access an individual equity bonus points application form after submitting the application.

Note

Current year 12 students must provide their registration/candidate number in the SATAC application. This ensures that SATAC can obtain their year 12 results once they are released by the SACE Board in December. Current year 12 students also pay a reduced processing fee, and may be entitled to school-based equity adjustments under the Universities Equity Scheme.

Submitting your application

When all sections of the application have been completed i.e. each item in the application menu has a green tick next to it, the **Submit** page will activate.

Before submitting your application be sure to check the information you provided is correct. If necessary, go back to correct any errors before you submit, just click on the link in the menu to access the relevant page.

Tick the box at the bottom of the screen to acknowledge that you have provided true and correct responses to the questions in the application, then click **Submit my application** to continue.

Once your application is submitted successfully you'll receive a **SATAC reference number**.

Note

Your online application is not considered successfully submitted until you have received a SATAC reference number.

Fees

SATAC charges a fee to cover the cost of processing and assessing your application. There are also fees associated with sitting the STAT. See the SATAC website for details.

You may choose to pay your fees online once your application is submitted using Visa or MasterCard, or you can print a tax invoice to pay offline. The tax invoice will provide details of payment options.

Submitting documents

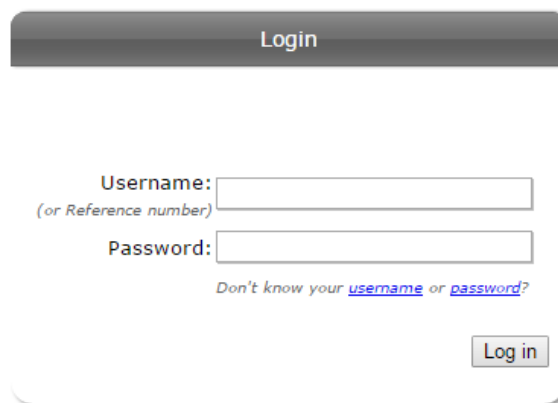
You can upload supporting documents online after your application is submitted. Supplementary documents, such as those required for special consideration, the Universities Equity Scheme or personal competencies statement guidelines, can be emailed to your nominated email address.

My Application

To access a partially completed or submitted application go to **My Application** on the SATAC website.

Accessing a partially completed application

If you are unable to complete your SATAC application in one sitting you can **Log Out** at any time. You can access your partially completed application by logging in with your **username** and **password** via **My Application**. You should be aware of any closing dates or deadlines that may apply and ensure your application is submitted on time to avoid paying a **higher processing fee**.



Accessing a submitted application

Once you have submitted your application you can access online **applicant services** by logging in via **My Application**. You will need your **username** and **password** to log in.

You can pay outstanding fees, check or change your preferences, upload supporting documents if required, resend supplementary documents to your email address, and check offers after the offer rounds.

Be sure to check any change of preference deadlines before making changes to your preferences.

To change or add qualifications or correct personal details such as your date of birth or name, you will need to contact SATAC in writing to advise of the change. These details cannot be amended via My Application once an application has been submitted. You can submit an online enquiry form from the **Contact Us** page on the SATAC website.

Note

Don't forget to pay your application fees! Offers will not be made to applicants who have fees outstanding.