



# HOW TO COMPLETE YOUR VTAC APPLICATION

In 6 easy steps



## Step 1 – research courses via VTAC

### Resource

Video on how to search for courses using the VTAC course search function - <https://bit.ly/3zseP3o>

### Research courses

Use the VTAC course search function to explore your options via [www.vtac.edu.au](http://www.vtac.edu.au)

### Participate in a VTAC information webinar

Register via <https://vtac.edu.au/events>

### Get advice

Participate in Open Days. Explore dates via <https://bit.ly/37lueMc>

Meet with your me to create your preference list and back up options.



## Step 2 – create your VTAC account

### Resource

Video resources - <https://bit.ly/3zsbz8c>

### Steps to create your account

Applications open Monday 2 August, 9am.

1. Go to [www.vtac.edu.au](http://www.vtac.edu.au)
2. Click on 'Create an account'
3. Work through the steps. You will need your VCAA/NESA ID number and your USI number.

Note: You can create or retrieve your USI number via [www.usi.gov.au](http://www.usi.gov.au)



## Step 3 – enter course preferences

### Resource

Video resources, <https://bit.ly/3zseP3o>

### How to apply

1. Login to your VTAC account with your ID and pin
2. Select the course application link
3. Work through the steps
4. Try and complete this by Thursday 30 September (5pm).

### Changing preferences

Note: You can change your preferences as many times as you like until Monday 20 December (for most courses).

Check your courses don't have early closing dates (e.g., medicine, portfolio/audition entry courses).



### Step 3 – pay the VTAC processing fee

If you complete your application before Thursday 30 September, the fee will be \$42.

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 processing fee.

### Step 4 – apply for special consideration

#### Resource

Video resources -  
<https://bit.ly/3zseP3o>

Work out your eligibility for any of the four categories by exploring the VTAC SEAS (Special Entry Access Scheme) site- <https://bit.ly/3x9SF4u>

#### 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 8 October (5pm).

#### Evidence

Organise supporting statements and any other required documentation and post them with the SEAS document cover letter to VTAC by 8 October or upload directly to the 'Submit SEAS /Scholarships Documents' portal.

### Step 5 – apply for scholarships

#### Resource

Video resources -  
<https://bit.ly/3zseP3o>

#### 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 medical/disability and/or difficult circumstances sections (if relevant)
5. Complete application by Friday 8 October (5pm).

#### Evidence

Organise supporting statements and any other required documentation and post them with the Scholarship document cover letter to VTAC by 8 October or upload directly to the 'Submit SEAS/Scholarships Documents' portal.

