

Undergraduate fact sheet 1: Applying



You can apply through UAC to UAC's participating institutions if you are an Australian citizen, a New Zealand citizen, or a permanent resident of Australia (including the holder of an Australian permanent humanitarian visa).

You only need to apply once for entry to courses for undergraduate study throughout the 2016–17 admissions period; that is, starting in late 2016, semester 1, 2017 and semester 2, 2017.

You apply through UAC as either a Year 12 or a non-Year 12 applicant.

Year 12 applicants

You are a Year 12 applicant if you are:

- attempting an Australian Year 12 qualification in 2016, or
- attempting an International Baccalaureate (IB) in Australia in 2016.

An Australian Year 12 qualification in 2016 includes:

- one or more courses in the 2016 NSW HSC
- one or more courses in the 2016 ACT Year 12
- a 2016 Year 12 in the Northern Territory, South Australia, Tasmania, Victoria, Western Australia or Queensland (except Queensland Year 12 external students; read 'Non-Year 12 applicants' below).

Non-Year 12 applicants

You are a non-Year 12 applicant if you:

- are not attempting an Australian Year 12 qualification in 2016 or an International Baccalaureate (IB) in Australia in 2016
- are attempting a Queensland Year 12 in 2016 as an external student
- are attempting a New Zealand National Certificate of Educational Achievement (NCEA) Level 3 in 2016
- are a non-standard Year 12 student.

For more information, read *Undergraduate fact sheet 2: Admission requirements and selection*.

International students

Some international students (including those attempting an Australian Year 12 or New Zealand NCEA Level 3 qualification or International Baccalaureate in 2016) can apply through UAC. If you are an international student and not in one of these categories you must apply directly to the institutions. For further information, visit www.uac.edu.au/international and download a copy of the *UAC International 2016–17 booklet*.

What do I need to do before I apply?

Read the relevant sections of UAC's website at www.uac.edu.au/undergraduate. Check if the institution you wish to apply to is one of UAC's participating institutions.

If you have questions or concerns, find out the answers before you apply. For questions about:

- your application to a participating institution, call UAC on 1300 275 822 or (02) 9752 0200 from mobiles
- admission requirements or course details, contact the relevant institution.

How do I apply?

Apply online through UAC's website. Visit www.uac.edu.au/undergraduate and follow the links.

Year 12 applicants

You will need your UAC PIN and Year 12 student number to start your application. A nine-digit UAC application number will be generated after you enter your personal details.

Non-Year 12 applicants

Apply online through UAC's website. Visit www.uac.edu.au/undergraduate and follow the links. When you apply, you will need to agree to a declaration.

If you have previously applied to UAC

If you have applied for an undergraduate course through UAC in the past three years and you have kept your UAC application number and PIN, you have the option of auto-filling your qualifications information from your previous application. There is no need to re-enter this information into your application; the system will enable you to inherit this data and make your application process quicker and easier.

Any documents previously submitted to UAC will need to be resubmitted. Your documents can be separately transferred for a fee. You may also need to supply additional documentation.

Submit one application only

Submit one application to UAC for undergraduate courses that start throughout the 2016–17 admissions period. If you change your mind about the courses you want to apply for, change your course preferences through your application.

Your UAC PIN and UAC application number

Your UAC Personal Identification Number (PIN) has four digits. You will need your UAC PIN to apply, to log in to your application, to check your offer and to check your ATAR (if you are a 2016 NSW HSC or ACT Year 12 applicant).

2016 NSW HSC applicants and ACT Year 12 applicants are issued with a UAC PIN in August 2016. We recommend that you change your UAC PIN after you have applied by logging in to your application and selecting 'Change your PIN'. Remember to keep your UAC PIN in a secure place and do not give it to anyone else.

Interstate Year 12, IB and non-Year 12 applicants use the first four digits of their date of birth (eg if your birthday is 3 October, your UAC PIN is 0310).

Your nine-digit UAC application number is issued when you apply. Your Confirmation of Application will also include your UAC application number. You will need your UAC application number to log in to your application, to change your preferences, to check your offers and to view correspondence.

When do I apply?

Applications open on Wednesday 3 August 2016 and close on **Wednesday 12 July 2017**. Remember that your application will remain valid throughout the admissions period.

Apply as early as possible as most offers are made in the Main Round on Wednesday 18 January 2017. To be included in particular offer rounds, you must apply by certain dates. See *Undergraduate fact sheet 3: Important dates for 2016–17 admissions* for more details.

Early closing dates

Remember that some courses, particularly those with additional selection criteria, have early closing dates. You cannot select a course after it has closed.

For courses with early closing dates, refer to the course information in the UAC Guide and on UAC's website at www.uac.edu.au/undergraduate/course-search.

Semester 2 courses

You can apply for semester 2 courses at any time during the admissions period. However, not all institutions include semester 2 courses in their course listing when applications open in August. Instead, they are added to the course listing on UAC's website and in My UAC throughout the year.

Check the course search on UAC's website at www.uac.edu.au/undergraduate/course-search or in My UAC for the most up-to-date listing of courses available at UAC's participating institutions.

Paying for your application

How much you pay depends upon when you apply. The following charges apply for applications to any course starting at any time.

Applications made on or between	2016 Year 12	Non-Year 12
3 August – 30 September 2016	\$41.00	\$67.00

If you apply after midnight (Sydney time) on Friday 30 September 2016 your processing charge will increase. Applicants are encouraged to apply as early as possible to avoid higher processing charges.

These charges are not refundable under any circumstances, except as required by law, and cannot be transferred from one admissions period to another. Make sure you print out your payment receipt with your Confirmation of Application when you apply and keep it in a safe place as proof of payment.

Applications made on or between	2016 Year 12	Non-Year 12
1 – 31 October 2016	\$166.00	\$192.00
1 – 30 November 2016	\$186.00	\$212.00
1 December 2016 – 10 February 2017	\$196.00	\$222.00
11 February – 12 July 2017	\$41.00	\$67.00

UAC reserves the right to change its fees and charges during the admissions period. For the latest UAC fees and charges, visit www.uac.edu.au/undergraduate/fees.

If you do not pay the processing charge, your application cannot be processed and you will not be made an offer.

How to pay

You can use a credit card (MasterCard or Visa only) or PayPal to pay for your UAC application. Your application is not complete until you have submitted and paid for it.

Selecting your course preferences

You can choose up to nine course preferences. Order your course preferences carefully. Place the course you would like to do most at the top, your next most preferred second and so on down the list. If you are interested in several courses, enter the course codes *in order of preference* up to the maximum of nine. Your preferences can include any courses starting in late 2016, semester 1, 2017 and semester 2, 2017. Your application will remain valid throughout the admissions period.

If there is more than one start date for a course, you will need to select your preferred start date. You can apply for the same course with multiple start dates; however, each start date is a new preference.

Also check the offer round when most offers will be made for your courses – this is the major round. This information can be found in the UAC Guide, on UAC's website and in My UAC. You can receive one offer per round, so re-ordering your preferences after each round may give you multiple offers to choose from.

You can change your preferences as often as you like through your application. Each offer round has a closing date for changing preferences for that round. The change of preferences closing date for the Main Round is **Friday 6 January 2017**. For a full list of dates, read *Undergraduate fact sheet 3: Important dates for 2016–17 admissions* or visit UAC's website.

Are all my preferences given equal consideration?

Yes. If you are not selected for your first preference, you will be considered equally with all other eligible applicants for your second preference and so on.

Your chance of being selected for a particular course is not decreased because you placed a course as a lower order preference. Similarly, you will not be selected for a course just because you entered that course as a higher order preference.

For example:

Anna does not qualify for an offer to the courses she has listed as preferences 1, 2 or 3, and has course 116677 as preference 4. Anna is eligible and more competitive than Blair and Catriona, who have both listed course 116677 as their first preference. Anna, therefore, receives an offer ahead of Blair and Catriona.

Selecting pathway courses

Most institutions offer pathway courses for applicants who don't meet the entry requirements for their degree course.

Some institutions offer pathway courses through UAC, which means that you can include them in your list of preferences. Visit www.uac.edu.au/undergraduate/admission/pathway-courses.shtml for further information.

Authorising someone to act on your behalf

All information in your application is confidential. For privacy reasons we cannot discuss information relating to your application with anyone else. However, you can authorise a relative or friend to act on your behalf and talk to UAC about your application. For further information, visit www.uac.edu.au/undergraduate/apply/authorising.shtml.

If you have a disability

If you have a disability and are having problems applying through UAC, call us on 1300 275 822 or (02) 9752 0200 from mobiles between 8.30am and 4.30pm (Sydney time) Monday to Friday or write to UAC, Locked Bag 112, Silverwater NSW 2128. We will help you through the application process.

Your responsibilities as an applicant

When you apply through UAC, you have certain responsibilities. By meeting your responsibilities you will ensure that your application will be processed and assessed as soon as possible.

If you fail to meet your responsibilities UAC may cancel your application and/or institutions may withdraw any place offered if at any stage you have submitted an application that contains information that UAC or a participating institution determines to be untrue or incomplete. For further information, visit www.uac.edu.au/general/responsibilities.shtml.

After you apply

Your Confirmation of Application

After you have applied through UAC, you will be able to download your Confirmation of Application. Check this carefully to make sure everything in your application is correct. If you need to change your contact details or course preferences or add study that you did not include in the application, you can do this by logging in to your application and updating the personal details section. You can also change your preferences via My UAC. For other changes, notify UAC as soon as possible in writing.

Additional selection criteria

You will need to check if there are additional selection criteria for any of your chosen courses. You may need to provide a personal statement, complete a questionnaire, submit a portfolio of work, or attend an audition, interview or test. Details are in the individual course descriptions in the UAC Guide, on UAC's website and in My UAC.

Providing documents

If you need to provide documents to UAC, this will be indicated in your application confirmation package, which you will be prompted to download when you complete your application through UAC.

Some documents can be either uploaded via your application or posted or delivered to UAC. Other documents can only be uploaded through your application. This will be made clear in the instructions included in your confirmation package.

If your confirmation package does not include instructions for providing supporting documents, you do not need to submit any documents to UAC.

Read *Undergraduate fact sheet 7: Providing documents* for more details.

Viewing correspondence from UAC

You must provide an email address when you apply because UAC will send you email alert messages when you have correspondence about your application. When you receive an email alert from UAC, log in to your application to view the correspondence, and take appropriate action. It is your responsibility to check your emails regularly (including your junk emails) for any messages from UAC.

Tracking your application

You will be able to track the progress of your application throughout the assessment process. By logging in to your application on UAC's website, you will be able to check whether UAC has received your results and finalised the assessment of your qualifications and if there are any issues preventing you from receiving an offer to any of your preferences.

For more information on application tracking, visit UAC's website at www.uac.edu.au/undergraduate/check-change.

Managing your application

After you have applied through UAC, you can change your preferences via your application on UAC's website at www.uac.edu.au/undergraduate or by installing UAC's app, My UAC. Through your application you can also:

- check and change your contact details
- change your UAC PIN
- add qualifications to your application
- check correspondence, including your payment receipt
- download your Confirmation of Application
- download your offer letter
- upload documents
- track the progress of your application.

To access your application, you will need your UAC application number and UAC PIN.

Changing your contact details

UAC needs your correct contact details if you have applied through UAC so that you can receive important information from us or the institutions.

Change your contact details in the personal details section of your application or write to UAC quoting your application number.

Note:

- You cannot change your contact details by telephone, fax or email.
- Do not include changes to your contact details with other correspondence.
- If you are a 2016 NSW HSC student, you must change your address with both UAC and BOSTES.

Offers

For information about offers, read *Undergraduate fact sheet 5: Offers and enrolment*.



Universities Admissions Centre (NSW & ACT) Pty Ltd

Telephone: 1300 ASK UAC (1300 275 822)
from mobiles: (02) 9752 0200 from overseas: +61 2 9752 0200

Email: use our online enquiry form at www.uac.edu.au/enquiry

Website: www.uac.edu.au

Postal address: UAC, Locked Bag 112, Silverwater NSW 2128

In person: Quad 2, 6 Parkview Drive, Sydney Olympic Park NSW 2127

Office hours: 8.30am–4.30pm Monday to Friday (Sydney time)