

Undergraduate fact sheet 1: Applying



Can I apply through UAC?

You can apply through UAC if you're:

- an Australian or New Zealand citizen
- a permanent resident of Australia
- the holder of an Australian permanent resident humanitarian visa.

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 2017, or
- attempting an International Baccalaureate (IB) in Australia in 2017.

An Australian Year 12 qualification in 2017 includes:

- one or more courses in the 2017 NSW HSC
- one or more courses in the 2017 ACT Year 12
- a 2017 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').

Non-Year 12 applicants

You are a non-Year 12 applicant if you:

- are not attempting an Australian Year 12 qualification in 2017 or an International Baccalaureate (IB) in Australia in 2017
- are attempting a Queensland Year 12 in 2017 as an external student
- are attempting a New Zealand National Certificate of Educational Achievement (NCEA) Level 3 in 2017, or
- 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 IB in 2017) 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 uac.edu.au/international and download a copy of the *UAC International 2017-18* booklet.

Your UAC Personal Identification Number (PIN)

Your UAC Personal Identification Number (PIN) has four digits. You'll need your UAC PIN to apply for courses, to log in to your application, to update or change details, to view your offer/s and to check your ATAR (if you are a 2017 NSW HSC or ACT Year 12 applicant). It's a good idea to change your UAC PIN once you've submitted your application. Keep your UAC PIN in a safe place and don't give it to anyone else.

2017 NSW HSC applicants and ACT Year 12 applicants: You'll receive your UAC PIN by email in July 2017.

2017 Australian interstate Year 12 applicants, IB and all other applicants: Your UAC PIN is the first four digits of your date of birth (eg if your birthday is 3 October, your UAC PIN is 0310; if your birthday is 17 May, your UAC PIN is 1705).

Your UAC application number

Your UAC application number

You will be emailed your UAC application number when you apply. It will also be recorded on your Confirmation of Application. Keep it handy, as you'll need it to log in to and manage your application and to view your offer/s.

When do I apply?

Applications open on Wednesday 2 August 2017.

Early closing dates

Some courses, particularly those with additional selection criteria, have early closing dates. You won't be able to select a course after it has closed.

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

What if I'm still deciding which courses to choose?

It's best to apply before midnight on Friday 29 September 2017 to avoid the increase to the processing charge. It doesn't matter if you're not 100 per cent sure which courses to apply for – you can change your preferences as many times as you want before preference deadlines.

Check the course search on UAC's website at 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.

How do I apply?

Year 12 applicants

Apply online through UAC's website at uac.edu.au/undergraduate. A series of questions will guide you through the application process.

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

Non-Year 12 applicants

Apply online through UAC's website at 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.

Only one application

You can submit only one application to UAC for undergraduate courses starting in the 2017-18 admissions period. In this one application, you can select up to five courses from any of the participating institutions. If you change your mind about the courses you've selected, you can replace or re-order them at any time before offer round closing dates by logging in to your application through the UAC website.

Paying for your application

You're required to pay a fee to lodge your UAC application. How much you pay depends on when you apply – the processing charge increases after 29 September 2017.

Apply as early as you can to avoid the higher fees.

These charges are not refundable under any circumstances, except as required by law, and cannot be transferred from one admissions period to another.

Your application is not complete until you've paid the processing charge. 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.

	2017 Year 12	Non-Year 12
Early bird		
2 August – 29 September 2017	\$58.00	\$68.00
Standard		
From 30 September 2017	\$183.00	\$193.00

UAC reserves the right to change its fees and charges during the admissions period. For the latest UAC fees and charges, visit 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.

Payment methods

You can pay with a credit card (MasterCard or Visa only) or PayPal to pay for your UAC application.

2017 Year 12 students can also use BPAY or Post BillPay.

If you wish to pay with PayPal and you don't already have a PayPal account, you'll need to set up an account well before any closing dates. Visit paypal.com.au at least 10 days before you apply.

Selecting your course preferences

You can choose up to five course preferences.

Take some time to think about the courses you've chosen, and which of them you'd most like to do. First on the list should be the course you'd most like to do, followed by your second preference, then third, fourth and fifth preferences.

You can change the order of your preferences – or even the courses you've selected – as often as you like before the closing dates for each offer round. You can also re-order your preferences before and after each offer round.

If there is more than one start date for a course, you'll need to select your preferred start date. You can apply for the same course with multiple start dates, however each start date counts as a separate preference.

For a full list of dates, read *Undergraduate fact sheet 3: Important dates for 2017–18 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, James and Sarah all applied for B Accounting. Anna put it as her fourth preference, while James and Sarah listed it as their first preference. Anna missed out on offers to her first, second and third preferences but was a more competitive candidate for B Accounting than both James and Sarah. So, Anna received an offer to B Accounting (her fourth preference) while James and Sarah did not, despite them listing it first.

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 uac.edu.au/undergraduate/admission/pathway-courses.shtml for further information.

Authorising someone to act on your behalf

Your application and all the information within it is confidential. For privacy reasons, we cannot discuss information relating to your application with anyone but you.

If you wish, you can authorise another person to act on your behalf and speak to UAC about your application. To do this, you and the person being authorised must complete the appropriate section when you apply, or submit a letter of authority to UAC.

A letter of authority must include your nine-digit UAC application number plus your full name, contact phone number, email address and signature. It should also include the full name and signature of your authorised person.

Services for applicants with a disability

If you have a disability and you're having trouble applying through UAC, call us on 1300 275 822 or (02) 9752 0200 (from mobiles), Monday to Friday between 8.30am and 4.30pm Sydney time, and we'll 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.

You must:

- read the instructions before submitting your application
- read the relevant parts of this Guide or corresponding information on UAC's website
- follow any institution-specific instructions
- provide true and complete information in connection with your application
- provide true and complete copies of official documentation with your application where requested
- accept the conditions set out in the online declaration.

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 uac.edu.au/general/responsibilities.shtml.

After you apply

Your Confirmation of Application

After you've applied through UAC, you'll 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 didn't originally include, log in to your application on UAC's website. You can also change your preferences via the My UAC app.

For other changes, notify UAC in writing as soon as possible and send to: UAC, Locked Bag 112, Silverwater NSW 2128.

Additional selection criteria

Look to see 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, attend an audition or interview or complete a test. Details are in the individual course descriptions in the UAC Guide, on UAC's website and in the My UAC app.

Providing documents

If you need to provide any documents to UAC in support of your application, you'll be told in your application confirmation package, which you'll be prompted to download when you complete your application.

You'll be encouraged to supply documentary evidence of your Australian citizenship in order to speed up the admission and enrolment process if you receive an offer. For examples of the documents that we'll accept, go to uac.edu.au/undergraduate/apply/documents.shtml.

Documents will need to be uploaded to UAC's website by logging in to your application, or be sent in hard copy to the UAC office. This will be made clear in the instructions included in your confirmation package.

Read *Undergraduate fact sheet 6: Providing documents* for more details.

Correspondence from UAC

You'll need to provide a current email address when you apply so UAC can let you know when you've got correspondence about your application, which you'll need to access by logging in to your application. It's a good idea to regularly log in to check for messages.

Some email accounts might send emails from UAC to your junk folder. Add the domain uac.edu.au to your list of safe email contacts to stop this from happening. It's your responsibility to check your emails regularly (including in your junk folder) for any messages from UAC.

To update or change your contact details, log in to your application or write to UAC quoting your UAC application number.

Tracking your application

You'll be able to track the progress of your application throughout the assessment process by logging in to your application. You'll be able to see when 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.

Changing your course preferences

You can change your course preferences by logging in to your application on the UAC website at uac.edu.au/undergraduate or in the My UAC app (select the 'Change your preferences' option). You'll need your UAC application number and UAC PIN.

Closing dates for changing preferences

You can add, delete or change the order of your preferences as many times as you like until change of preference closing dates for each offer round. Read *Undergraduate fact sheet 3: Important dates for 2017–18 admissions* for offer round dates and corresponding change of preference closing dates.

Remember that some courses have early closing dates, which means you must have that course as a preference by the course closing date. To find out if a course has an early closing date, refer to the information in the UAC Guide, or the latest course information on the UAC website at uac.edu.au/undergraduate/course-search, or in the My UAC app.

labelling your application

If you wish to cancel your UAC application, you must do so in writing and send it to UAC, Locked Bag 112, Silverwater NSW 2128. Remember to include your UAC application number.

Please note: UAC will not under any circumstances refund charges or fees paid, except as required by law.



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 uac.edu.au/enquiry

Website: 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)