

QTAC Checklist: A Starter Pack

****Please note:** This checklist covers the main parts of your online QTAC application.

Everyone's application is unique so there may be other forms or things you need to do for applying for tertiary study through QTAC, and you can add these to the Other section**

You are welcome to tailor this checklist to keep your application information in one place.

Creating an ATAR Portal account:

****This is separate to your QTAC application – it's how you find out your ATAR****

Opens 1 August: [ATAR | QTAC](#)

Release date: Friday 13th December

To create your account, you need:

- ☐ Full name (as shown on your QCAA learning account): _____
- ☐ Date of birth: _____
- ☐ LUI number: _____
- ☐ Personal email address (do not use your school email)
 - **Suggestion:** create an account that serves as your tertiary email business, eg QTAC, then tertiary student, even applying for internships, casual work and graduate positions
 - **If you use an existing email account - Suggestion:** set up a folder QTAC and a rule to send all QTAC emails to one place

Creating a QTAC account:

Opens on 1 August: [Applications | QTAC](#)

- ☐ Unique Student Identifier (USI): _____
 - [For students | Unique Student Identifier \(usi.gov.au\)](#)
 - You need ID to create one eg drivers license, passport, birth certificate
- ☐ LUI: check on Student Café or as Ms B if you can't find it
- ☐ An email account NOT your school account
 - See above about a personal email account

QTAC Course preferences:

- Up to Six Preferences, 1 offer
- Applicants are recommended to list their preferences in order of:
 - 1 and 2: what you want most to do next year
 - 3 and 4: back ups for what you want to do next year
 - 5 and 6: safety net options you want to do next year if you don't get an offer for 1 – 4 preferences

You'll need:

- Course codes: find in the QTAC 2025 guide, double check on the institution's website

Write them down:

| | Course code | Course name | Institution | Prerequisites checked? |
|---|-------------|-------------|-------------|------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

- ☐ Have you checked the prerequisites for each course?
 - ☐ Yes! ☐ Maybe ☐ Not yet...
- ☐ Are you going to defer your studies for a gap year?
 - ☐ Yes! – have you checked that your course preference(s) are eligible to be deferred with the tertiary institution?

Additional Criteria:

If you chose courses related to **creative and performing arts**, they may have additional requirements that need to be satisfied, including: [Admission Criteria | QTAC](#)

- Audition, interview, portfolio, questionnaire

If you chose **Education**, you need to write a Personal Statement of why you want to be teacher: [Admission Criteria | QTAC](#)

Adjustment factors and bonus ranks:

They are automatically applied for subjects that meet the institution's criteria and each institution has a maximum that can apply.

For example:

- LOTE
- Specialist Maths
- Each institution has statements online about what they accept for bonus ranks
- Clayfield as a partner school with ACU

Pro tip: check each of your institutions in your preferences for what adjustment factors they accept

Write them down:

Elite Athletes Adjustment Scheme:

Go: [Elite Athlete Adjustment Scheme | QTAC](#)

Check eligibility, the form to download and FAQs all at the above link

Quick headlines:

- National or international level
- Sport is recognised by Sports Australia
- Check the link above for details and the fine print

Rural Access Scheme:

Go: [Rural Access Scheme | QTAC](#)

From QTAC: "If you are year 12 boarder, please make sure your residential address is your home address" ie on your QTAC Application account.

Check your home address under the link "Am I eligible?" to see if you qualify for an adjustment factor(s).

Educational Access Scheme:

Do you want to apply for special consideration due to circumstances in your senior schooling?

[EAS, Education Access Scheme, eas, Eas, EAs \(qtac.edu.au\)](http://qtac.edu.au)

- ☐ Yes
 - What categories do you wish to apply for? (check the above link)

 - What forms and documentation do you need?

Do I need a Clayfield College school statement for my EAS application?

- ☐ Yes!
- ☐ Not yet

Who do you need to email about your EAS documentation? Eg Ms Mills? School Counsellor? Other?

Other:

VET Study during Year 10, 11 and 12:

- ☐ Yes! What did you complete or are completing?

Is it visible on your student learning account with QCAA?

- ☐ Yes! ☐ Not sure

You can check here: [myQCE \(qcaa.qld.edu.au\)](http://qcaa.qld.edu.au)

Scholarships:

Interstate applications:

Overseas applications: