

VTAC CHECKLIST

Name:

Tutor Group:

VTAC REGISTRATION

Closing date September 28

Have I ...	Opened a VTAC account?	
	Entered at least one preference?	
	Opened the SEAS section and ticked Category 1? (Locals only)	
	Paid? (You can do this until any time before December)	

PREREQUISITES

Have I ...	Checked all the prerequisites for each course on my preference list?	
	Made a note to re-check these on Dec 15 when I know my results?	

ADDITIONAL DEADLINES & REQUIREMENTS

Have I ...	Checked whether courses on my list have additional requirements? - Auditions, folio presentation/upload, selection kits, additional documentation in VTAC?	
	Diarised all these extra requirements and deadlines, so I don't miss any?	
	Allocated time to complete these additional requirements?	

PREFERENCES

Have I ...	Researched my "dream course" and entered it in VTAC as Pref #1?	
	Researched the direct pathways into that course and entered them?	
	Researched alternatives to the above, and entered them?	
Do I ...	Understand how the preferencing system works, so that I can arrange in the right order for MY needs and wishes?	

PAYMENT & DATES

Closing date December 12 & 18 – see below

Have I ...	Paid for my VTAC registration? Do this NOW if you know you want to be in the Offer Rounds for 2018 If you are unsure, put an alarm in your phone to pay on time! - For locals, pay by Dec 18. - For internationals, pay by Dec 12.	
	Checked all other relevant dates & diarised them? (eg Change of Preference)	

LOOKING AT UNIS INTERSTATE?

Have I ...	Registered with the relevant organisation (UAC/QTAC/SATAC)?	
	Checked the deadlines, requirements and rules?	
	Diarised all the above to make sure I meet all deadlines & requirements?	

PLANS OTHER THAN UNI?

Have I ...	Investigated what I want to do?	
	Sought help if needed to work out HOW to achieve this goal?	
	Taken steps to achieving it?	
	Told Ms Witt of my plans, so she can stop nagging me about VTAC?	

Please note: This list is intended as a guide to make sure you cover the basics.
It is your responsibility to check any other requirements that may have been inadvertently left off this list.

ATAR RELEASE

Do I understand the following things?	On December 15 , I will get my ATAR and VCE results.	
	I can then make changes to my preferences if I wish.	
	I should never delete a course I really want, even if it looks ambitious.	
	I need to make sure I have realistic back-up plans.	
	I will only get one offer per round, and may only get one offer.	
	I know how to alter my preferences if I want to try for Round 2 offers.	
	I can email Ms Witt for help, and I can visit NHS next year if I still need to.	

ATAR RELEASE PERMISSION

Have I ...	Signed my ATAR release permission form – preferably with a “YES” x 2! ☺	
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SCHOLARSHIPS

Closing date October 13

Have I ...	Filled in all the questions in the VTAC scholarship application section? Uploaded any supporting documents as per SEAS categories if relevant? <i>This needs to be done for both SEAS AND scholarships, although if your support people used the email link, you have the capacity to link this to both applications – make sure you click the right button.</i>	
	Looked on specific uni websites to see if I am eligible for other scholarships not covered by VTAC? If yes, have I applied for them?	
	Applied for the La Trobe Vice Chancellor’s Scholarship if applicable? (not VTAC)	

CONSIDERING VIC UNI?

	Check out their EEOP site and apply for this directly.	(Closes Oct 13)	
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SEAS

Closing date October 10

Have I ...	Ticked “YES” for CATEGORY 1 ? This is essential for RMIT’s SNAP program & other good things. Checked whether I qualify for any of the other categories? - CAT 2 - Financial difficulties - CAT 3 - Medical condition, disability, mental health issues - CAT 4 - Any other difficult circumstances		
	Read all the supporting material (& seen Ms Witt) so I know what to do? FOR CATEGORY 2: Entered my CRN number if I have one?		
	Scanned & uploaded a parent’s Centrelink statement? Written an impact statement if neither of the above apply to me, but I still feel I have been financially disadvantaged? Identified and spoken to someone to write a statement of support if I have chosen to write an impact statement?		
	Provided an email link for my support person or uploaded their statement? FOR CATEGORIES 3 AND/OR 4: Drafted and written an impact statement in Word?		
	Uploaded my finished impact statement to my VTAC account? Identified and spoken to an appropriate person to write a support statement? For CAT 4, this must be a medical professional. Given a copy of my impact statement to my support person, along with the tips sheets from Ms Witt?		
	Provided an email link for my support person or uploaded their statement?		
	For CAT 2-4, have I ...	Downloaded my SEAS receipt & checked my application by Oct 10?	

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