



 Career Tools

2023-2024

**Applying Through VTAC
Survival Kit**



VTAC

Victorian Tertiary Admissions Centre

VTAC – the Victorian Tertiary Admissions Centre – is the central body that takes applications on behalf of many universities, TAFE’s and private colleges primarily in Victoria. This document gives you a summary of the key points relating to VTAC and making a VTAC application, however, your main source of information should be the [VTAC website](https://www.vtac.edu.au).

Participating Institutions

There is a large number of institutions who participate in the VTAC process and for whom you will need to apply through VTAC. You can get the most up to date list at: www.vtac.edu.au/institutions.html



- Academy of Interactive Entertainment
- Academy of Interactive Technology
- Australian Catholic University
- Australian College of Applied Professions
- Australian Institute of Music
- Box Hill Institute
- Cairnmillar Institute
- Charles Sturt University
- Chisholm
- Collarts (Australian College of the Arts)
- CQ University
- Deakin College
- Deakin University
- Elly Lukas Beauty Therapy College
- Endeavour College of Natural Health
- Endota Wellness College
- Federation University Australia
- The Gordon
- Holmesglen
- JMC Academy
- Kangan Institute
- La Trobe College Australia
- LCI Melbourne
- Longerenong College
- Marcus Oldham College
- Melbourne Institute of Technology
- Melbourne Polytechnic
- Monash College
- Monash University
- Northern College of the Arts and Technology
- Ozford Institute of Higher Education
- Photography Studies College
- RMIT University
- SAE Creative Media Institute
- Southern Cross University
- Swinburne University of Technology
- Torrens University Australia
- The University of Melbourne
- Victoria University
- Victorian Institute of Technology
- Whitehouse Institute of Design
- William Angliss Institute of TAFE

VTAC Key Dates and Fees

Important Dates (Summary)

This is a summary only. For a complete list, click here .	Domestic Students	International Students
Timely applications open \$55.00	Monday 31 July (9am)	
SEAS and scholarship applications and supporting documentation open	Monday 31 July (9am)	Eligible international students receive a pop up notification upon registration.
SEAS and scholarship applications and supporting documentation close	Friday 6 October (5pm)	
Timely applications close	Thursday 28 September (5pm)	
Late applications open \$140.00	Thursday 28 September (5.15pm)	
Late course applications close	Friday 3 November (5pm)	
Very late applications open \$180.00	Friday 3 November (5.15pm)	
Very late applications close	Friday 1 December (5pm)	
VCE results and ATAR	Monday 11 December (7am)	
Change of course preferences close	Wednesday 13 December (4pm) (Vic. students only)	
December offer round	Thursday 21 December 2023	
January offer round 1	Friday 12 January 2024	Friday 5 January 2024
January offer round 2	Tuesday 30 January 2024	Thursday 11 January 2024

Fees and Payments

For your course application to be considered, you must pay the processing fee by the final payment date through your VTAC account. You can pay:

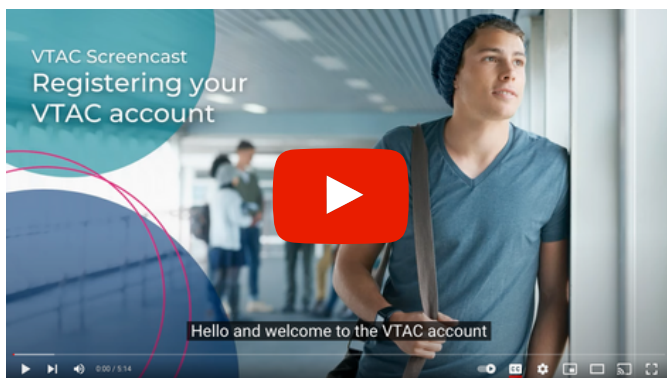
- Immediately at the end of your application or later.
- Via a PayPal account, or by Visa or MasterCard.



Applying through VTAC

1. Register your VTAC account

Your VTAC account is where you manage your course, SEAS, and scholarship applications, change your preferences, and update your personal details. Before you can create your VTAC account, you will need a USI which you can [find or create here](#). Watch the video below to learn how to set up your account, practise with the [Account Registration Demo](#), or [click here](#) to read further details.



2. Use CourseSearch

[CourseSearch](#) provides information about essential requirements and admission criteria for courses such as prerequisite studies and lowest selection ranks.. You will need to familiarise yourself with it to make your application. Download the [How to use CourseSearch fact sheet](#), or watch the video below to learn how it works.



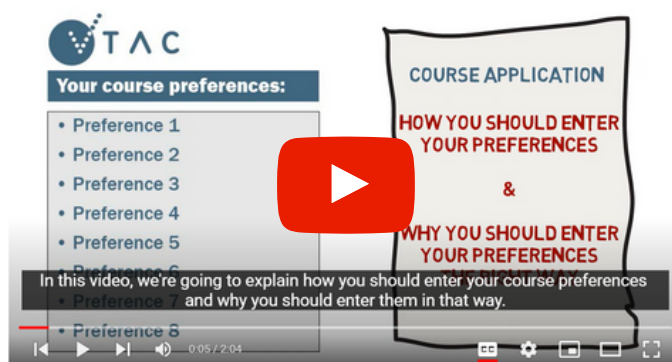
3. Apply for courses

Once your account is set up, you can start your application. Read the [instructions for applying](#), practise with the [Course Application Demo](#), or watch the VTAC webinar video below to learn how. If you're applying from interstate, watch [this one](#).



How to correctly list your preferences

You can list up to 8 course preferences. It's extremely important to list the course you most want most at number 1 and to work your way down. Understanding course preferences and offers can be a little tricky, so be sure to watch the video below so you get it right and give yourself the best chance of getting offers for the course(s) you want! You can change your preferences as many times as you need to until the closing date.





SEAS Special Entry Access Scheme

What is SEAS?

If circumstances have made it hard to do your best, consider putting in a special consideration application via VTAC's [Special Entry Access Scheme](#) (SEAS). A SEAS application allows selection officers to grant you course entry with a lower rank than otherwise required, although you must still meet course prerequisites. All Domestic students, and some International students on specific humanitarian visas can apply for SEAS.

SEAS Categories

There are four SEAS categories. These following links/videos will help you understand the eligibility and documentation required, and you can practise with the [SEAS Application Demo](#).

Category 1: [Personal Information and Location](#)

VTAC encourages all applicants to apply for Category 1, even if you don't feel disadvantaged. The below video provides an overview of SEAS and Category 1.



Category 2: [Disadvantaged financial background](#)

**Category 2
of SEAS deals
with financial
disadvantage.**

Category 3: [Disability or medical condition](#)

**If your studies have
been disadvantaged
for reasons of health...**

Category 4: [Difficult Circumstances](#)

**Category 4 of SEAS
deals with family and
life circumstances
that have affected
your education...**



Hot tip

Category 1 includes location, gender, being an Indigenous Australian, being from a non-English speaking background, and being the first in your family to attend tertiary study.



VTAC Scholarships and Personal Statements

Applying for Scholarships

VTAC manage some scholarship applications on behalf of Charles Sturt, Deakin, La Trobe, Monash, RMIT, Swinburne, and Victoria universities. These scholarships are generally awarded for three categories such as [access and equity](#), [merit](#), and [Indigenous Commonwealth scholarships](#).

The video below provides a scholarship overview. Learn more and find out if you could be eligible using this handy [checklist and fact sheet](#) with application instructions.



**Have you
applied for
VTAC Scholarships?**

Evidence

You may need to provide evidence as part of your scholarship application. This could be a written response, a statement of support, or financial evidence. You can find out what evidence is required by practising at the [Scholarship Application Demo](#). Evidence is not required for community service or leadership categories.



Hot tip

SEAS and scholarships are separate applications but you can often use the same evidence for both. This means if you've applied for SEAS, you should also apply for scholarships!

Other Institutions' Scholarships

In addition to the scholarships [available through VTAC](#), there are many more [scholarships on offer](#) which you apply for directly through each institution.

Writing a VTAC Personal Statement

A personal statement lets you submit information about your motivation for study, work experience, community experience, academic performance, languages, or other relevant information.

If a Personal Statement is listed under essential requirements and admission criteria for any of your preferences, you **MUST** submit one to be considered for the course. If it is not listed as essential or recommended but you choose to submit one anyway, the selection authorities may not consider it.

The deadline for submitting your Personal Statement to guarantee consideration for all offer rounds is Sunday 3 December (5pm).

You can read instructions for writing and submitting your [personal statement](#), or practise one through the [Personal Statement Demo](#).

Connect with VTAC

Stay connected with VTAC to have the latest information and reminders at your finger tips.

