Applying online for an undergraduate course

This fact sheet provides a basic introduction to the SATAC application for undergraduate courses.

Getting started

Before you submit a SATAC application you should investigate the courses that interest you. Go to Open Days, read course information brochures, or contact the institution offering the course for advice. Think about your options and the outcomes of studying a particular course. Read the information in undergraduate Clarify on the SATAC website.

Ensure you have the necessary information to complete a SATAC application:
• a personal email address that you check regularly (current year 12 students are advised not to use a school email address, as you may not have continuous access to it)
• if you are a current year 12 student you will need your year 12 candidate/registration number from your board of studies
• information about your current studies or the qualifications you hold.

You can apply as a domestic applicant or an international year 12 applicant through SATAC.
You are a domestic applicant if you are an Australian citizen, an Australian permanent resident, a holder of an Australian permanent humanitarian visa, or a New Zealand citizen.
You are an international year 12 applicant if:
• you hold a student visa, temporary resident visa or visitor visa, and you were enrolled in an Australian year 12 program, or the International Baccalaureate in a school in Australia, in 2015, or
• you completed an Australian year 12 program offshore in your home country in 2015.
International applicants who are not current year 12 students do not apply through SATAC’s undergraduate service.
Applying online for an undergraduate course

Apply online

All applications are submitted online at www.satac.edu.au. To apply for an undergraduate course select the Undergraduate button from the SATAC homepage.

In the undergraduate section you can choose to Explore course options using course search, Clarify the SATAC application process and selection rules, and Apply for undergraduate courses.

To access the online application select Apply to get started. There are separate buttons for domestic applicants and international year 12 applicants, choose the one that applies to you.

You only need to submit one SATAC application to apply for up to six undergraduate courses. Your application is valid for the year, so you can apply for semester 1, mid year and other teaching periods in the same application.

International year 12 applicants can apply for semester 1 entry only through SATAC. Applications for later year admission should be made directly with the institution concerned.

Registration page

To begin a new application, enter your personal details as requested on the Registration page. It’s important that your given names match official records e.g. as it’s recorded with your board of studies in your home state (the SACE Board in South Australia and the Northern Territory), and your email address should be current and one you’ll have regular access to. Double check your email address is spelled correctly as we’ll send you a registration email for verification.

Create a username and password that’s easy for you to remember, as you’ll need it to access applicant services after you’ve submitted your application.

Once you’ve completed the registration page SATAC will email you a link to access your online application. Emails are usually received within 24 hours, but there can be delays during peak periods. If you don’t receive your email check your junk or spam mail folder or contact SATAC if you continue to experience difficulty.

Your registration email contains a link to activate your application. Click the link, read through the important information before you begin your application, then log in using the username and password you created to get started.

Note

If you are an international year 12 student you will need to verify you are currently in year 12 on the registration page using your registration/candidate number as provided by your board of studies. SATAC will verify that a valid registration/candidate number has been entered before you can proceed.

Inside the application

You’ve completed the registration and login process so now you can begin to fill in your application.

Each section of the SATAC application is listed in the menu on the left of the application screen. You must complete and save each section in the list before you can move onto the next. As you complete and save each page you’ll get a tick next to the menu item, and the next page will become active.

Carefully read the instructions and information on each page as you work through the application. In the Tips column to the right of the application screen you’ll find helpful hints for completing each page.

You’ll need to read, and then agree to, the terms and conditions of application before you can proceed.
Steps in the application
The SATAC application collects information about you such as your personal details, the courses you are applying for, and details of your current or prior studies. These may include:

- School studies (such as SACE or interstate year 12, International Baccalaureate, or overseas A Levels)
- Foundation studies (such as bridging or tertiary preparation courses)
- Tertiary studies (such as university study or TAFE/VET study at Diploma level or above)
- Certificates (such as TAFE/VET awards at Certificate III or higher)
- STAT (Special Tertiary Admissions Test)

We use this information to assess your eligibility to apply for undergraduate study. You can enter details of each type of study in the appropriate section of the application.

You must complete every section of the application, even if you haven’t done every type of study. If you haven’t studied a particular qualification simply answer no when asked if you have completed this type of study and save to move on.

When you are happy with the order of your preferences save the page and move onto the next section of the application.

Adding preferences
Enter the courses you wish to apply for in the Preferences page. You can list up to six (6) course preferences in your SATAC application, and they should be listed in order of interest with preference 1 being the course you’re most interested in studying.

You can search for courses and add, delete and re-order preferences in this section by following the prompts. You should be aware of any course closing dates and change of preference deadlines before making changes to your preferences. Key dates are available on the SATAC website.

As you add preferences to your application they will appear in a table at the top of the page. Each time you make changes to your preferences, such as adding/deleting or reordering preferences, you must save after each action.

Applying for special entry
Many undergraduate courses have a special entry subquota, giving applicants without the necessary educational qualifications the chance to apply for entry to undergraduate courses. There are three main criteria which may be used for selecting special entry applicants – a Special Tertiary Admissions Test (STAT) result, a personal competencies statement and/or employment experience.

If you add a course with a special entry subquota to your preferences, and providing you meet the age requirements for special entry, a page will be added to your application for one or more of the special entry criteria, depending on what the course considers.

Read the information on special entry, which is available in the SATAC Guide or from the SATAC website, before you book a STAT sitting or provide a personal competencies statement or employment details. Decide first if you are eligible for special entry to courses, and whether it is necessary for your application. The SATAC application does not pre-assess your qualifications to determine whether you’re eligible for special entry, and there are fees associated with sitting the STAT which are non-refundable if you change your mind.

Special consideration
Special consideration may be given to applicants if they have circumstances that may have disadvantaged them in their studies. If you choose to seek special consideration you will be able to access a confidential questionnaire once you’ve submitted your application.

Current year 12 students cannot seek special consideration through SATAC but should seek consideration from the SACE Board if in South Australia or the Northern Territory, or from their board of studies or directly from their school if they are elsewhere in Australia.
Universities Equity Scheme
Current year 12 students who attend a school identified as an eligible equity school, and who supply a valid candidate/registration number in the School studies page of the application, should qualify for a school based equity bonus. SATAC confirms eligibility once final year 12 results are provided to us.

Other applicants who have studied at year 12 level in Australia can apply for individual bonuses under the Universities Equity Scheme. The Universities Equity page is dynamic based on the type of year 12 qualification you enter in the School studies page.

If you studied year 12 in 2014 or 2015 and were in receipt of a Health Care Card or means-tested income support payment from Centrelink we may be able to verify your details electronically with Centrelink. The application will step you through the process. Other applicants will be able to access an individual equity bonus points application form after submitting the application.

Note
Current year 12 students must provide their registration/candidate number in the SATAC application. This ensures that SATAC can obtain their year 12 results once they are released by the SACE Board in December. Current year 12 students also pay a reduced processing fee, and may be entitled to school-based equity bonuses under the Universities Equity Scheme.

Submitting your application
When all sections of the application have been completed i.e. each item in the application menu has a green tick next to it, the Submit page will activate.

Before submitting your application be sure to check the information you provided is correct. If necessary, go back to correct any errors before you submit, just click on the link in the menu to access the relevant page.

Tick the box at the bottom of the screen to acknowledge that you’ve provided true and correct responses to the questions in the application, then click Submit my application to continue.

Once your application is submitted successfully you’ll receive a SATAC reference number.

Note
Your online application is not considered successfully submitted until you have received a SATAC reference number.

You may choose to pay your fees online once your application is submitted using Visa or MasterCard, or you can print a tax invoice to pay offline. The tax invoice will provide details of payment options.

You will also find information on the documents, if any, you need to send to SATAC. Supplementary documents, such as those required for special consideration, the Universities Equity Scheme or personal competencies statement guidelines, can be emailed to your nominated email address.

My Application
To access a partially completed or submitted application go to My Application on the SATAC website.

Accessing a partially completed application
If you’re unable to complete your SATAC application in one sitting you can Log Out at any time. You can access your partially completed application by logging in with your username and password via My Application. You should be aware of any closing dates or deadlines that may apply and ensure your application is submitted on time to avoid paying a late fee.

Accessing a submitted application
Once you have submitted your application you can access online applicant services by logging in via My Application. You will need your username and password to log in.

You can pay outstanding fees, check or change your preferences, check documents required or resend documents to your email address, and check offers after the offer rounds.

Be sure to check any change of preference deadlines before making changes to your preferences. You will find information on changing preferences in a submitted application on page 5.

To change or add qualifications or correct personal details such as your date of birth or name, you will need to contact SATAC in writing to advise of the change. These details cannot be amended via My Application once an application has been submitted. You can submit an online enquiry form from the Contact Us page on the SATAC website.

Note
Don’t forget to pay your application fees! Offers will not be made to applicants who have fees outstanding.
Changing preferences in a SATAC application

| Log into your application via My Application | • You will need your username and password  
• Choose Change Preferences from the services menu  
• A change of preference includes changes to the order of existing preferences, the addition of new preferences, or the deletion of preferences in an application |
| You can add new preferences to your application | • You can list up to six (6) preferences in your application  
• Check the course entry details carefully for closing dates and additional application requirements  
• List courses in order of interest, with 1 being the course you’d most like to study |
| You can reorder or delete preferences in your application | • Use lower preferences as a “safety net”, and list courses you’d consider studying should you not be made an offer to your first preference  
• List semester 1 courses above courses that start later in the year  
• Be mindful of change of preference deadlines |
| Don’t forget to Save your changes | • You’ll receive an email confirming your change of preference, check it carefully |

Changing preferences after receiving an offer

| Check and, if necessary, respond to your offer | • Choose Offer Status from the services menu  
• 1st preference offers are accepted automatically  
• If your offer is to a lower preference, enter your response |
| Change your preferences | • Choose Change Preferences from the services menu  
• Add new, or reorder existing, preferences above your offered course so they can be considered in the next scheduled offer round  
• If you’re made an offer to a course, you can no longer delete that preference |
| Check or change the response to your offer | • After changing preferences you may need to change the response to your offer in Offer Status  
• Choose a response option that indicates you ‘still wish to be considered for your higher preferences’ |

Note: Adding or ‘shuffling’ semester 1 preferences after the main January offer round
If you receive an offer in the main January offer round and then change your preferences by putting a new semester 1 preference in a position above the offered course, you will not be guaranteed equal consideration for the newly added preference.
Similarly, if you receive an offer in the main January offer round and then change the order of your existing preferences and ‘shuffle’, i.e. move a semester 1 course which was below the offered course to a position above the offered course, you will not be guaranteed equal consideration for the ‘shuffled’ preference.
If you do not receive an offer in the main January offer round and you then change your preferences by adding a new semester 1 preference to your existing list, you will not be guaranteed equal consideration for the newly added preference. The meaning of ‘not guaranteed equal consideration’ in this context is as follows:
For some courses there may be no further offers made: for others, even if further offers are made, you may not receive an offer even if your selection rank is equal to or higher than that of an applicant who received an offer to the same course in the main offer round.
## Summary of how selection works

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| **Apply for an undergraduate course**                               | • All applications are submitted online at www.satac.edu.au  
• List the courses you want to study and your qualifications in the application                                                  |
| **SATAC assesses your qualifications**                             | • Each qualification is considered separately  
• Types of qualifications considered may include year 12 results, higher education study, TAFE/VET certificates or STAT results |
| **Institutions provide SATAC with results of any other criteria (e.g. auditions)** | • Some courses have additional application requirements such as an audition or portfolio  
• Check the course entry carefully for details of additional application requirements                                        |
| **SATAC checks your eligibility for each course based on selection rules** | • Separate subquotas for different qualification types allows SATAC to rank qualifications fairly  
• Selection rules for each subquota are determined by the institutions, not SATAC                                               |
| **SATAC calculates selection ranks for each subquota (if eligible)** | • Selection ranks determine your competitiveness  
• Different qualifications might have different selection ranks, each is considered separately  
• Selection is based on academic merit                                                                                      |
| **Institutions set number of places in each subquota**              | • Each subquota will have a set number of places  
• Institutions determine how many places are available in each course and for each subquota                                       |
| **SATAC makes an offer on behalf of the institutions**              | • SATAC makes offers to applicants who are both eligible and suitably competitive, and who have complied with the conditions of application  
• Offers are made on set offer round days  
• Course enrolment is managed by the institutions                                                                          |