

Information Sheet 1:

Meeting entry requirements, applying and enrolling in a course

This information sheet is designed to give you a general outline of the *processes* that you need to look at when planning for tertiary study. The information sheets complement the worksheets, which are designed to help you identify the *specific steps* that you need to follow in order to undertake tertiary study.

Once you have identified the course that you would like to study it is important that you meet the entry requirements. Follow the ten-step checklist below to make sure you have the best possible chance of being accepted into your course.

Step One - Identifying entry requirements

Note that entry requirements cannot be waived.

Information on entry requirements for your chosen course of study can be obtained from the course coordinator and/or the tertiary institution course handbook or website.

Check out **Worksheet 2: Finding a course that's right for you**. It will provide you with a list of questions to ask the course coordinator.

Step Two - Meeting entry requirements

It is important to decide how you will meet the entry requirements. Some courses will require portfolios, examples of written work, interviews or auditions.

Identify the dates that you need to meet the entry requirements. For example, submit work or undertake an audition.

If you miss these dates you may miss the deadline to be considered for entry into your course.

If the entry requirement is via the Special Tertiary Admissions Test (STAT) contact the tertiary admissions body in your State or Territory* for further information and dates.

Step Three - Applying for your chosen course

Most applications are made to the tertiary admissions body in your State or Territory.* Contact them for specific information about applying for your course.

Note that some institutions may require you to apply directly to the tertiary institution.# The course information centre or the course coordinator at the tertiary institution running your course will tell you where you need to apply.

Check out **Worksheet 2: Finding a course that's right for you**, which will provide you with a list of questions to ask the course coordinator.

Step Four - Identifying scholarships

Contact the Scholarships Office at the tertiary institution running your course to find out about scholarships and grants for all students.

When you are accepted into your course...

Step Five - Meeting disability staff

Make an appointment with the Disability Liaison Officer (DLO) or Student Support Officer (SSO).

Discuss any reasonable adjustments that you may require and establish an access plan.

Disability staff will be able to provide assistance with enrolment if required.

Worksheet 5: Questions to ask the Disability Liaison Officer or Student Support Officer and **Worksheet 4: Understanding your study requirements** will take you through the steps.

Step Six - Contacting the Aboriginal education unit

If you are an Indigenous student there will be an Aboriginal education unit at your tertiary institution. Please contact them.

Step Seven - Identifying enrolment dates

Contact the student administration centre at your tertiary institution to find out about enrolment options and dates.

It is important that you do not miss enrolment otherwise you may not be able to undertake your course.

Step Eight - Enrolling

Enrol in your course on the specified date.

Tick the box on the enrolment form stating that you have a disability. This will authorise the tertiary institution to contact you.

Step Nine - Attending Orientation Week

It is important that you attend orientation week activities. There may be sessions specifically for students with disabilities which will be very useful.

Information on orientation week activities are given to students at enrolment.

Step Ten - Introducing yourself!

Speak to lecturers and tutors — let them get to know you!

*

Australian Capital Territory and New South Wales
Northern Territory and South Australia
Queensland
Tasmania
Victoria
Western Australia

University Admissions Centre (UAC)
South Australian Tertiary Admissions Centre (SATAC)
Queensland Tertiary Admissions Centre (QTAC)
No admissions centre – apply to the tertiary institution directly
Victoria Tertiary Admissions Centre (VTAC)
Tertiary Institution Service Centre (TISC)

For example, the University of Tasmania and the University of Notre Dame require you to apply directly to the institution.