

# How to complete the *UTAS College Program Form*



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**We encourage you to fill out the form online. It is quicker and easier.**

You can fill in this form online by typing directly into the highlighted fields. However, we require your signature, your parent/guardian(s) signature and school/college approval so you must print it, sign it and hand in into your school/college contact.

The online form prompts you with details where required. If you print the form to complete offline then follow the guidelines below to complete sections which may have multiple answers.

## **Section A: Personal Details**

If applicable, note your University of Tasmania Student ID Number. Complete the relevant contacts details, including any previous names (you must submit certified evidence of name change with this application).

## **Section B: Citizenship Details**

What is your citizenship status:

- Australian citizen
- New Zealand citizen
  - (attach a certified copy of your New Zealand passport, or New Zealand Citizenship Certificate)
- Australian Permanent Resident
  - (attach a certified copy of your Visa and indicate the date of permanent status)
- Australian Permanent Humanitarian Visa holder
  - (attach a certified copy of your Visa and indicate the date of permanent status)
- International Student
  - (attach a certified copy of your Visa)

If you were born outside Australia, please enter the name of the country in which you were born and the date (dd/mm/yy) you first arrived in Australia.

Do you speak a language other than English at home?

If yes, enter the name of the non-English language that is spoken most often.

If you are of Aboriginal or Torres Strait Islander origin indicate which one applies to you. If you are of both Aboriginal and Torres Strait Islander origin simply write 'BOTH'.

## **Section C: Disability Details**

Students with disability and/or health condition may seek support from the University. If you want to inform UTAS about any Disability Details and support you may require please answer the questions indicated.

## **Section D: College or School Information**

Enter the details of your secondary education by writing in the year study was undertaken for Years 10, 11 and 12, name of the school/college you attended and the state where the school/college is located.

eg Grade/Year 10: 2011 School/College: Hutchins College State: Tasmania

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## Section E: Program Information

Most of the programs have a prescribed study pattern depending on the program you choose and you only need to tell UTAS what program you are going to study.

*(Refer to page 13 of the Information Handbook for Students to find the relevant program).*

For those students selecting the:

- **Visual and Performing Arts program**
  - you need to tell us what the equivalent TCE subject is so we know what unit to enrol you in;
- **Conservatorium of Music program**
  - you need to indicate the UTAS units you are going to study;
- **College Language program**
  - you need to tell us which language you are going to study.

## Section F: Education Level of Parents or Guardians

These questions are about the highest level of education completed by your parents or guardians. The Australian Government Department of Employment, Education and Workplace Relations require this information to be collected for statistical purposes.

You can indicate information for up to two parent/guardian(s).

Parent/Guardian - indicate whether male or female. Leave blank if there is no parent/guardian.

In the second box write in the highest level of education from the following list:

- Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)
- Bachelor degree
- Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- Completed Year 12 schooling\*
- Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- Completed Year 10 schooling\*
- Didn't complete Year 10 schooling\*
- Don't know

\* or equivalent

## Section G: Student Declaration and Signature

You must read and sign the declaration, along with your parent/guardian(s) and school/college, before sending it to the University. Applications with unsigned declarations and approvals cannot be processed.

## Have you...

- Talked to your school/college and parent/guardian(s) about your study?
- Completed all relevant questions on the application and enrolment form?
- Indicated your citizenship status?
- Listed your program information?
- Attached any documentation required (eg. visas)?
- Signed and dated the declaration?
- Attached a completed Commonwealth Assistance Form (CAF) *(this form is not required if you are International Student)*

**Your application cannot be processed if this information is not complete.**