### Year 12 checklist for applying through UAC

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you researched the courses available?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you know your UAC PIN?</td>
<td>✓</td>
</tr>
<tr>
<td>Lost or forgotten UAC PINs</td>
<td></td>
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<tr>
<td>Changing your UAC PIN</td>
<td></td>
</tr>
<tr>
<td>Have you provided a current and correct email address?</td>
<td>✓</td>
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<tr>
<td>Have you moved?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you need someone to act on your behalf?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you need to provide supplementary information?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you know what schemes and scholarships you can apply for through UAC?</td>
<td>✓</td>
</tr>
</tbody>
</table>

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**Have you researched the courses available?**

There are over 1,900 courses available for 2015–16 admissions via UAC. You can research the courses available using Table 1 and the course descriptions in the UAC Guide 2015–16. The information in the Guide is accurate as at publication in June 2015. For course changes since publication, visit www.uac.edu.au/undergraduate/course-search.

**Do you know your UAC PIN?**

Your UAC Personal Identification Number (PIN) is your key to applying through UAC.

This four-digit number also allows you to access information such as your course preferences, offers and your ATAR from UAC’s website.

Considering how important this number is – and that it can take time to re-issue it if you lose or forget it – remember to keep your UAC PIN in a secure place.

**What is your UAC PIN?**

If you are attempting the 2015 NSW HSC or the 2015 ACT Year 12, you are issued with your four-digit UAC PIN in the mail in early August. For all other applicants, your UAC PIN is the first four digits of your date of birth – for example, if your birthday is 17 May, your UAC PIN is 1705.

**What if my UAC PIN doesn’t work?**

If your UAC PIN doesn’t work, check that you are trying to use the correct number. NSW students – check that you are using your UAC PIN not the PIN issued to you by the NSW Board of Studies, Teaching and Educational Standards (BOSTES).

If you are using the correct PIN and are still experiencing difficulties, call UAC on (02) 9752 0200.

**Lost or forgotten UAC PINs**

If you have applied through UAC you can use Check & Change on UAC’s website at www.uac.edu.au to have your UAC PIN re-issued.

If you have not yet applied, you can have your UAC PIN re-issued by calling UAC on (02) 9752 0200. You will be asked some identification questions. If your details match our database you will be re-issued with your UAC PIN over the telephone. If they do not match, you will be asked to write to UAC requesting your UAC PIN be re-issued, or you can come to UAC in person.

**Changing your UAC PIN**

After you have applied, you can change your UAC PIN using Check & Change on UAC’s website at www.uac.edu.au. Note that your UAC PIN must contain four numeric characters.

**Have you provided a current and correct email address?**

It is very important that UAC has a current and correct email address because you will be notified by email about any correspondence we send to you, including any offer of admission.

You can change your contact details using Check & Change on UAC’s website at www.uac.edu.au.

**Have you moved?**

It is important that you provide UAC with an up-to-date address and telephone number so we can easily contact you – and ensure you receive your UAC PIN, which allows you to apply and access information such as your course preferences, offers and ATAR.

You can change your address after applying:
- via Check & Change on UAC’s website at www.uac.edu.au
- by writing to UAC.

Telephone, email and fax requests will not be accepted by UAC for security reasons.

You must also separately notify BOSTES of your new address. To change your address with BOSTES, write a letter to: BOSTES, Attention: Records, GPO Box 5300, Sydney 2001.

You must include your full name, student number, school, former address and new address.

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**Do you need someone to act on your behalf?**

If you wish to authorise someone to act on your behalf, you can do this by:
- completing the relevant section when you apply or
- providing a letter that authorises someone to act on your behalf.

The letter must contain your UAC application number, your full name and signature, and the full name and signature of the person authorised to act on your behalf.

If you are travelling interstate or overseas, remember to take a copy of the UAC Guide 2015–16, your UAC application number and your UAC PIN with you.

Note: This authorisation only applies to the UAC application process. It does not authorise someone to accept an offer on your behalf. For details on how to authorise someone to accept an offer on your behalf, contact the relevant institution.

**Are you an international student?**

If you are an international student studying a 2015 Australian Year 12, either in Australia or offshore, an International Baccalaureate or a New Zealand National Certificate of Education Achievement (NCEA) Level 3 in 2015, then you’ll need a copy of the UAC International 2015–16 booklet. The booklet will help you apply through UAC for study in 2015 and 2016. See your careers adviser to obtain your copy.

For more information visit the UAC website at www.uac.edu.au/international or call UAC on + 61 9752 0200.

**Do you know what schemes and scholarships you can apply for through UAC?**

**Schools Recommendation Schemes**

Schools Recommendation Schemes (SRS) are one way institutions make early offers to current Australian Year 12 students who have applied for undergraduate admission through UAC.

SRS aim to facilitate access to higher education for current Australian Year 12 students who might otherwise not be offered a place. SRS applications are assessed centrally at UAC, using school recommendations, academic and other achievements.

The closing date for SRS is Wednesday 30 September 2015 and applications are made online through UAC. For more information or to download the SRS booklet, visit www.uac.edu.au/srs.

**Educational Access Schemes**

Educational Access Schemes (EAS) are designed to help provide access to university for students who have experienced long-term educational disadvantage beyond their control or choosing, such as disrupted schooling, financial hardship, personal illness/disability and home environment and responsibilities.

The closing date for EAS applicants to receive eligibility letters in time for the Main Round is Monday 30 November 2015. For more information or to download the EAS booklet and application form, visit www.uac.edu.au/eas.

**Equity Scholarships**

Equity Scholarships (ES) assist financially disadvantaged students with the costs associated with higher education. Equity Scholarships through UAC comprise:
- Institution Equity Scholarships (IES) funded by individual institutions, donations or sponsorship
- Indigenous Commonwealth Scholarships funded by the Australian Government.

ES applications for the Main Round close on Wednesday 6 January 2016. Applications are made online through UAC. For more information or to download the Equity Scholarships booklet, visit www.uac.edu.au/equity.
UAC – what we do

The Universities Admissions Centre (UAC) is the central office that processes applications for undergraduate courses, postgraduate courses, Educational Access Schemes and Equity Scholarships and Schools Recommendation Schemes. UAC also notifies NSW HSC students of their ATAR (Australian Tertiary Admission Rank).

Applying through UAC is easier than applying separately to each participating institution. UAC co-ordinates the process, and notification of offers on behalf of the institutions. However, the institutions, not UAC, decide who receives an offer.

UAC’s participating institutions

UAC’s website features a list of its 31 participating institutions at www.uac.edu.au/undergraduate/institutions/. Section 2 in Part 1 of the UAC Guide 2015–16 also contains a list of the institutions, with more detailed information about each institution in Part 2.

Apply through UAC for courses at any of UAC’s 31 participating institutions.

Charges and fees for 2015–16 admissions

**UAC Guide 2015–16**

For domestic Year 12 NSW and ACT students (distributed through schools) **Free**

**UAC International booklet 2015–16**

For international Australian Year 12 students (distributed through schools) **Free**

**Processing charges – Domestic Year 12**

The following charges apply for applications to any course starting at any time. How much you pay depends upon when you apply.

If you apply after midnight (Sydney time) on Wednesday 30 September 2015 your processing charge will increase. Applicants are encouraged to apply as early as possible to avoid higher processing charges.

- Applications made on or between 5 August – 30 September 2015 $32.00
- 1 October – 30 October 2015 $157.00
- 31 October – 30 November 2015 $177.00
- 1 December 2015 – 12 February 2016 $187.00
- 13 February – 12 July 2016 $32.00

**Applications made on or between 5 August 2015 – 29 June 2016** $71.00

**Special Tertiary Admissions Test (STAT)**

- One test (either Multiple Choice or Written English) $135.00
- Both tests on same day $203.00
- Both tests on different days $270.00
- Alternative sitting (one test) $190.00
- Alternative sitting (both tests on same day) $266.00
- Change STAT registration $56.00
- Additional STAT result notice $53.00

**Changing course preferences**

- Check & Change No UAC charge
- Add qualifications to your application $130.00
- Track the progress of your application $45.00
- View your offer eligibility $65.00

**Check & Change**

- check and change your contact details
- check and change your course preferences
- check and change your UAC PIN
- add qualifications to your application
- check correspondence, including your fee-owing letter or tax invoice
- download your Confirmation of Application
- download your offer letter
- upload documents required for your course preferences
- track the progress of your application
- view your offer eligibility.

**Contacting UAC**

- telephone: 1300 ASK UAC (1300 275 822)
- (02) 9752 0200 (from mobiles)
- +61 9752 0200 (for international callers)
- website: www.uac.edu.au
- email: use the online enquiry form on UAC’s website www.uac.edu.au/contact.shtml
- facebook: www.facebook.com/universitiesadmissionscentre
- twitter: http://twitter.com/UACinfo
- youtube: www.youtube.com/user/UACinfo
- post: Locked Bag 112, Silverwater NSW 2128
- in person: Quad 2, 8 Parkview Drive, Sydney Olympic Park NSW
- office hours: 8.30am–4.30pm (Sydney time) Monday to Friday

**GST. Please apply carefully as UAC will not refund charges or fees under any circumstances, except as required by law.**