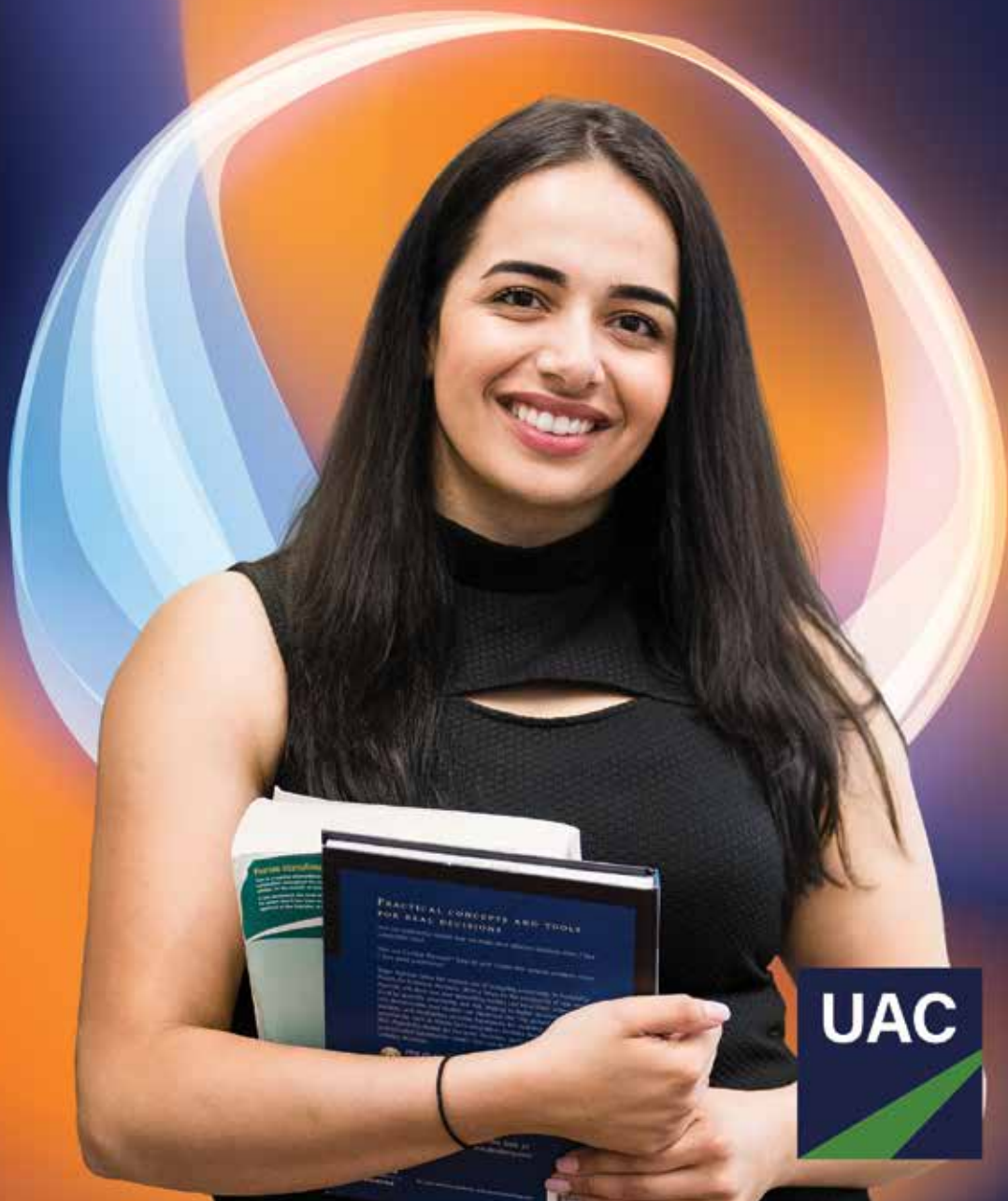


Steps to Uni

for Non-School Leavers



UAC

Key dates

Undergraduate applications

Applications open	early April
Early bird application deadline (application fee increases)	late September
Applications close	early February

Postgraduate applications

Applications open	early September
Early bird application deadline (application fee increases/drops again early Feb)	late October
Applications close	mid-August

Your application remains valid for the year-long admissions cycle.



Scan to view a list of
[UAC application dates](#)

Course closing dates

We recommend you apply during the early bird period. However, the closing date for each course is displayed on the [UAC website](#) course listing. Some courses have closing dates that are much earlier than others. You won't be able to select a course after it has closed.

Application processing charges

Early bird	approx. \$73
Standard	approx. \$200

Processing charges are subject to change after 30 June each year.

Connect with us

Follow us on social media to keep informed about key dates for admissions, course updates and events, or subscribe via our [website](#) to our email newsletter, *Directions*, which will remind you of important dates.

Reasons to study again

As a non-school leaver (or mature-age) applicant, your life experience matters! If you're thinking about tertiary study, now is a great time to pursue your ambitions. Our participating institutions offer a huge range of undergraduate courses.

Or maybe you already have an undergraduate degree and feel that you're ready for postgraduate study. With a postgraduate degree you can advance in your established career, improve your career prospects or further your personal development.



UAC's role

The Universities Admissions Centre (UAC) processes applications for admission to most undergraduate courses – and a significant number of postgraduate courses – at participating institutions (mainly located in NSW and the ACT). We also process Educational Access Scheme and Equity Scholarship applications.

You can apply for courses through UAC if you are:

- an Australian or New Zealand citizen
- a permanent resident of Australia
- the holder of an Australian permanent resident humanitarian visa.

Some institutions give you the option of submitting a direct application or applying through UAC. Others require you to apply through UAC.

The advantage of applying through UAC is that you can apply to multiple institutions with the one application.

You can search for courses using the 'Find a course' button on any page of the [UAC website](https://uac.edu.au). When you find a course you're interested in, click on the course name to follow a link to a description of the course content and admission criteria.



Scan to search for undergraduate courses or go to uac.edu.au/search



Scan to search for postgraduate courses or go to uac.edu.au/search

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Course types

Undergraduate

Bachelor degrees: The most common type of undergraduate qualification. Provide a broad understanding and knowledge to prepare you for entry to the profession of your choice. It usually takes three years of full-time study to complete a bachelor degree, with some complex courses taking up to five years.

Undergraduate certificates, diplomas and associate degrees: Shorter undergraduate courses, which usually take between six months to two years to complete. Ideal for professional upskilling and gaining technical knowledge and expertise, often focusing on hands-on and practical learning. Can count towards further undergraduate study.

Postgraduate

Postgraduate courses are for those who already have an undergraduate qualification.

Masters degrees (coursework): Usually take two years to complete, or longer if you're studying part-time. Get in-depth knowledge, build a personal network, and gain a qualification that can help you stand out from the crowd

and increase your earning potential. May be required for professional accreditation.

Graduate certificates and graduate diplomas: Can often be completed in as little as 6 to 12 months full-time, allowing you to focus on a specific area of interest and become a specialist in that field within a short time-frame. Can lead to a masters degree.

What will my course cost?

There are two main types of courses for domestic students: Commonwealth-supported place courses (CSP) and domestic fee-paying courses (DFEE). The UAC course descriptions indicate the course type.

Commonwealth-supported place courses (CSP)

The cost of a CSP course is shared by you (student contribution) and the Australian Government. The size of your student contribution depends on the institution and your area of study. Most undergraduate courses are CSP.

For current student contribution amounts, visit studyassist.gov.au.

Domestic fee-paying courses (DFEE)

Domestic fee-paying (DFEE) courses require you to pay the full cost of your course (a tuition fee). There is no subsidy from the Australian Government. Most postgraduate courses are DFEE.

The amount you pay for your tuition fee depends on the institution and the type of course.

Each institution sets its own tuition fees for each DFEE course. These are set out in the course descriptions on the UAC website.

After you enrol in a course, you have until the census date (usually at least a couple of weeks after the start of your course) to pay your fees, sign up for a HECS-HELP or FEE-HELP loan, or withdraw without penalty from the course.



What financial help can I get?

Australian Government payments

The Australian Government provides financial help to eligible students through payments such as Youth Allowance, Austudy and ABSTUDY. You may also be eligible for other benefits. For more information, visit servicesaustralia.gov.au.

Equity Scholarships

Equity Scholarships can help with the costs associated with higher education and are primarily awarded to students from low socio-economic backgrounds.

You apply for Equity Scholarships through UAC. There is no charge for this application.

Other scholarships

Most institutions offer a range of merit scholarships. Contact – or check the website of – the institution you're interested in attending.



Scan for more information about Equity Scholarships or go to uac.edu.au/equity

What information will I need when I apply?

Personal details

First of all, you'll be asked to enter your contact details. You will also need to enter your USI (Unique Student Identifier). If you don't have a USI already, go to usi.gov.au.

Qualification details

You'll then be asked to enter details of your qualifications. Depending on your circumstances and the courses you are applying for, you can add information about your:

- Australian or overseas Year 12 qualification
- Australian or overseas tertiary studies
- employment details
- professional registration or qualification
- English language proficiency.

Course preferences

If you're applying for undergraduate study, you can select up to five course preferences.

If you're applying for postgraduate study, you can select up to six course preferences.

Place them in order of preference: first on your list should be the course you'd most like to do, followed by your second, third and fourth preferences and so on.

You need to select at least one course preference to submit your application. You can change your course preferences as many times as you like after you have applied.

Documents

In most cases UAC can obtain your Australian qualification results, so you won't have to upload these to your application.

If you do need to provide supporting documents (eg academic transcript from an Australian private college or an overseas university), you will be prompted to do so in your application.

The required documents will also be listed in your confirmation of application, which you can download when you complete your application.

Upload any required documents as soon as possible after applying to make sure there is time for them to be assessed before offers are made.

All documents must be uploaded as PDFs through your application. Hard copies will not be accepted.



Scan to view requirements for commonly requested documents or go to uac.edu.au/documents

How will I be assessed for undergraduate courses?

Contrary to popular belief, getting into uni as a mature-age – or non-school leaver – applicant is not based on your age. There's no 'automatic entry' for, say, applicants over 21 years. But if you've undertaken post-school studies or spent some time in the workforce, your experience can form part of your assessment.

Each institution will assess your experience differently. Some will consider all of your academic qualifications, studies, employment and professional experience and give each a different weight; some will focus only on your highest qualification.

Once you've met the minimum entry requirements for your course, you'll still have to compete against other applicants for a place. Some institutions may offer you a place in a lower-level course if you're not eligible or competitive enough to receive an offer to the course to which you've applied.



Contact the future students office at the institution you want to attend and ask them if your qualifications and experience meet the admission criteria for the specific course you want to study. And if they don't, ask them what else you need to do. The criteria for one uni will be different to the next, so consider all the institutions that offer your preferred course.



Academic qualifications

In general, the minimum entry requirement for a bachelor degree is a Year 12 qualification. However, some institutions will accept a diploma or a Certificate III or IV.

Each institution sets out its general admission criteria in its profile on the [UAC website](#). Specific admission criteria for each course is included in the course description on the UAC website.

The following is general advice, depending on your circumstances.



Scan to access institution profiles and admission criteria or go to uac.edu.au/institutions

I didn't do well at school and have no other qualifications

Most institutions offer pathway options for applicants who don't meet the standard entry requirements for their degree courses, or need further support and preparation before studying at degree level. These generally include **non-degree courses** such as:

- foundation studies
- preparatory courses
- certificate, diploma or associate degree courses.

You can also study a **TAFE tertiary preparation course**, which covers study skills as well as subject-specific content.

If you successfully complete one of their pathway courses, an institution may guarantee you entry into a particular degree course. Otherwise, you can use your non-degree studies to apply and compete for admission to other degree courses.

You may also be awarded credit for some studies undertaken in your non-degree course.



Another option is to sit the **Special Tertiary Admissions Test (STAT)**. Some institutions will consider your STAT results when assessing your application.

STAT is a series of tests designed to assess a range of competencies considered important for success in tertiary study. It assesses your ability to think critically and analyse the material given, rather than testing your knowledge of specific academic subjects.

STAT is managed by the Australian Council for Educational Research: stat.acer.org/au.

To check whether an institution will accept STAT for the course you are considering, contact the institution admissions office.

I have completed/partially completed a tertiary course

In your application, include all your complete and incomplete studies and qualifications (including your Year 12 studies and AQF Certificate IIIs and above), even if you think they're too old. Some unis will still assess them.

However, the following qualifications won't be assessed by tertiary institutions, so there's no need to include them in your application:

- Australian Qualifications Framework (AQF) Certificates I and II
- Statements of Attainment
- TAFE Statements
- courses delivered by Australian private providers that are not accredited (or accreditation can't be proved). Only courses accredited under the Australian Qualifications Framework, or by the relevant state/territory accreditation authority, will be taken into account.



Scan for details of how we assess your tertiary qualifications or go to uac.edu.au/tertiary-quals

I have employment experience

Some institutions will take your employment experience into account. Generally, only paid employment of one year or more will be considered. This includes continuous employment with one employer, or periods undertaking the same job with different employers. Unpaid and voluntary work experience will not be considered.

All employment experience must be fully documented. In your application you will be asked to provide a statement of service (written by your employer) for each of your jobs.

I have professional/paraprofessional qualifications

Institutions may take into account professional or paraprofessional qualifications such as hospital-based nursing certificates or professional body awards that require examination.

I am a current or former member of the Australian Defence Forces (including the Reserves)

Most of UAC's participating institutions accept military ranks for entry into bachelor degrees. When you apply through UAC:

- Answer 'Yes' to the question 'Are you a current or former member of the Australian Defence Forces?' The institutions you are applying to will then be able to contact you to discuss your study options and the individual assistance they can offer.
- In the qualifications section, enter your Defence Force rank under 'Professional registration/qualifications' and your Defence Force experience under 'Employment experience.' You'll be asked to provide a statement of service detailing your experience.

Additional selection criteria

In addition to holding the minimum qualifications required for entry to university, when you apply for some courses you may need to provide a personal statement, complete a questionnaire, submit a portfolio of work, attend an audition or interview, complete a test, or have studied a specific subject in Year 12 or at uni (course prerequisite).

How will I be assessed for postgraduate courses?

Academic qualifications

The basic admission qualification for postgraduate courses is completion of a relevant recognised bachelor degree. Admission is competitive and you'll be considered on the basis of academic merit and any other criteria as specified by the university.

Details of admission qualifications and any additional requirements such as work experience, supplementary forms or interviews are listed in the individual course descriptions on the [UAC website](#).

UAC assesses all qualifications using procedures and guidelines agreed to by UAC's participating institutions.

Different institutions have different ways of reporting achievement. In order to compare your achievement with that of applicants with similar qualifications from other universities, we convert your grades into numerical values and then calculate a standardised grade point average (GPA).

Additional selection criteria

Depending on the courses you are applying for, you may need to provide a personal statement, complete a questionnaire, submit a portfolio of work, attend an audition or interview, or complete a test.



Scan to find out how your tertiary qualifications are assessed or go to uac.edu.au/tertiary-quals

Requirements for health, welfare and teaching courses

When you apply for courses related to health, welfare and teaching you'll need to satisfy requirements related to:

- clinical/internship placements undertaken as part of your course
- demonstrating English language proficiency
- accreditation and procedures for employment after you have completed the course.

Examples are a clinical aptitude test, a questionnaire about your motivation and suitability for teaching, a Working with Children Check and prescribed immunisations.

Postgraduate teaching degrees also have subject content requirements:

- To be offered admission to a postgraduate primary teaching degree, your undergraduate (or any postgraduate) degree/s must contain at least one year of full-time study in one key learning area or a combination of key learning areas from the primary school curriculum.
- To be offered admission to a postgraduate secondary teaching degree, your undergraduate (or any postgraduate) degree/s must contain a major in the first subject you intend to teach and a minor in any additional subjects you would like to teach.

The initial teacher education providers determine if you meet these subject content requirements.



Scan for details of requirements for health, welfare and teaching courses or go to uac.edu.au/special-requirements

English language proficiency requirements

English language proficiency (ELP) is an admission requirement for all tertiary courses in Australia. However, most people with an Australian qualification do not have to do anything extra to prove their proficiency. Their qualification will be used as evidence.

If you hold overseas qualifications from countries where English is not the standard language of instruction, you will be asked to provide evidence of ELP.

If you do need to provide evidence of your proficiency in English, this will be indicated in your application.



Scan for details of English language proficiency requirements or go to uac.edu.au/elp

Additional ELP requirements for nursing courses

Before you can start studying to become a registered nurse, the Australian Nursing and Midwifery Accreditation Council (ANMAC) requires you to demonstrate a high level of English language proficiency. In your application you will be asked either to declare your proficiency or to upload your results from an English language proficiency test.



Scan for details of nursing ELP requirements or go to uac.edu.au/nursing-elp

Qualifications Assessment Service

UAC's Qualifications Assessment Service (QAS) provides prospective applicants with an assessment of their Year 12 and tertiary qualifications. You can use this assessment as a guide for determining your eligibility for courses offered by UAC's participating institutions.



Scan to find out how to have your qualifications assessed before you apply or go to uac.edu.au/qas for details

Offers to undergraduate courses

You will be notified of your offers via email. They are also recorded in your application.

Timing

There are a number of scheduled offer rounds throughout the year. For a full list of application and offer dates go to uac.edu.au/ug-dates.

If you already have a qualification we can assess, universities can make you an offer whenever they are ready to start filling places in their courses. This could be before they make offers to Year 12 students, or they may wait and make offers to all applicants at the same time. Therefore, you might not know the outcome of your application for a semester 1 course until late December or early January.

If you are completing tertiary studies towards the end of the year, your results will usually be available for assessment in time for early January offers.

Why your course preference order matters

You can receive only one offer in each offer round. That offer will be to the highest preference for which you are eligible and competitive enough.

For example, if you're eligible and competitive enough for the first preference you've listed, you'll be made an offer to that course only. If you're not made an offer to your first preference, but are eligible and competitive enough for your second preference, you'll be made an offer to your second preference.

Changing preferences after you receive an offer

If you receive an offer to your first preference in one offer round, you won't be considered for your lower preferences in subsequent offer rounds unless you change your preferences.

If you'd like to be considered for other courses:

- accept the offer to your first preference
- log in to your application and replace your first preference with your new preferred course before the next offer round.

For example, let's say you have the following five courses listed as preferences and you receive an offer to your second preference:

Preferences	
1	B Life Science
2	B Animal Science
3	B Science (Physics)
4	B Human Sciences
5	B Natural Science (Animal Science)

First, you should accept your offer to B Animal Science. If you then leave your preferences as they are, you'll only be considered for your first preference, B Life Science, in subsequent rounds.

If you want to be considered for courses other than B Life Science, you can change your preferences in any way you like – even add new courses to your list.

If you go on to receive an offer to a course in your new list, you can decide whether to accept it and withdraw from B Animal Science or not accept the new offer and keep your place in B Animal Science.

If you reject an offer or let it lapse and then change your mind, contact the institution's admissions office, as only the institution can reinstate the offer.

Accepting your offer and enrolling

Most institutions require you to accept your offer online. Your offer email will include either a link to accept your offer or further information about how to accept it. It will also tell you if you have the option to defer your start date.

Each institution has its own procedures for enrolment. When you apply, make sure the name on your application matches your official ID (birth certificate, passport, citizenship documents). You'll need your ID when you enrol and there may be problems if the name on your ID doesn't match your offer letter.



Scan for information about undergraduate offers or go to uac.edu.au/ug-offers

Offers to postgraduate courses

You will be notified of your offers via email. They are also recorded in your application.

Timing

Offers are made progressively throughout the year. Universities can make you an offer whenever they are ready to start filling places in their courses.

Number of offers you can receive

If you apply for courses at multiple institutions, you could receive multiple offers.

Most institutions will consider your course preferences according to the order in which you list them. If you're eligible and competitive enough for your first preference at each institution, you'll be made an offer to that course and the rest of your preferences for that institution won't be considered. This means that you can receive more than one offer but only one offer from each institution.

A small number of institutions may make you more than one offer.

Changing your preferences after you receive an offer

If you change your mind about the course you want to study, simply change your course preferences and the institutions will consider them again.

There is no charge to change your preferences and you can change them as many times as you like before the course closing dates listed in the course search on [UAC's website](#).

Accepting your offer and enrolling

Most institutions require you to accept your offer online. Your offer email will include either a link to accept your offer or further information about how to accept it.

Each institution has its own procedures for enrolment. When you apply, make sure the name on your application matches your official ID (birth certificate, passport, citizenship documents). You'll need your ID when you enrol and there may be problems if the name on your ID doesn't match your offer letter.



Scan for information about postgraduate offers or go to uac.edu.au/pg-offers

Have a question?

Our Customer Service team is ready to help.

Phone

(+61 2) 9752 0200
8.30am to 4.30pm, Monday to Friday

Online enquiry

uac.edu.au/about/contact

Social media

DM us on [Facebook](#) or [Instagram](#)

Steps to Uni for Non-School Leavers

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This publication is available on [UAC's website](#).

About this publication

Steps to Uni for Non-School Leavers provides general information about applying for tertiary study through UAC. It explains how non-school leaver applicants are assessed and gives advice about different pathways to university.

Images

Good Thanks Media



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Your privacy

When you apply to the Universities Admissions Centre (NSW & ACT) (UAC) you provide a lot of personal information, sometimes including health information.

UAC values the privacy of your personal information and recognises the importance of protecting it. UAC is bound by the following legislation:

- *Privacy and Personal Information Protection Act 1998* (NSW)
- *Privacy Act 1988* (Cth)
- *Health Records and Information Privacy Act 2002* (NSW).

This means that UAC must uphold the NSW State Information Protection Principles, the Australian Privacy Principles and the NSW Health Privacy Principles. UAC is committed to upholding these principles and has implemented policies and procedures to ensure they are met.

You can view UAC's Privacy Policy and applicant declarations at uac.edu.au/privacy.

ACCESS YOUR POTENTIAL.

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