



VTAC Application Portal – Registration and Personal Details

VTAC Application: How-to Guide

This document will take you through the initial steps of the VTAC application portal. You can use this when supporting students through the process.

There are three stages to creating a VTAC application.

Only “Create a VTAC account” and “Personal details” are available prior to applications opening on 3rd August.

1. Registering for a VTAC account and creating a profile.
 - ✓ Create a VTAC account
 - ✓ Personal Details
 - Education history
2. Submitting course application
3. Applying for equity schemes and scholarships

Create account & personal details

Students will need the below to complete the create a VTAC account and personal details steps:

- Personal email address (cannot use .edu)
- Mobile phone number
- Date of birth
- Unique Student Identifier (USI)
- Information about citizenship and residency (passport and visa details if required)
- Details of any relevant tests they have taken, like an English language test (if relevant)
- Information about the highest level of education within their family
- Current and past living location addresses



Create a VTAC account

Login

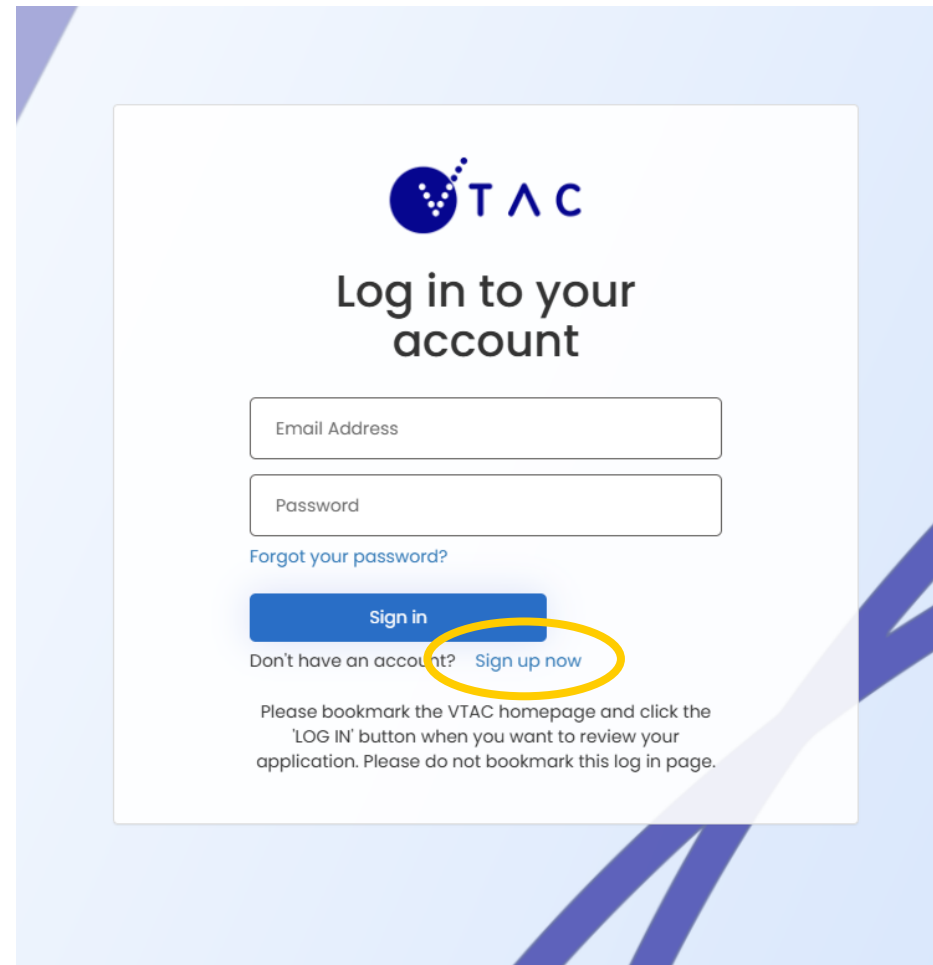
- Go onto the VTAC homepage, <https://vtac.edu.au/> and click LOGIN.

The screenshot shows the VTAC homepage with the following elements:

- Navigation:** VTAC logo, About us, Applying, Schools, Institutions, Help.
- Search:** A search bar with a magnifying glass icon and a blue 'Login' button highlighted by a yellow circle.
- Main Content:**
 - Why wait until 2027?** Applications for courses commencing at mid-year open in April. Find out about researching courses and applying.
 - Applying mid-year** button.
 - A large image of a smiling student with a backpack.
 - Two tabs: **Start mid-year** (selected) and **Key dates**.
- Footer:** Three small images showing students in various settings (studying outdoors, in a library, and using a laptop).
- Bottom Right:** VTAC logo.

Login page

- Students will be taken to the login page, where they can either sign in or create an account.
- To create an account, click the [sign up now](#) link.



The screenshot shows the VTAC login page. At the top is the VTAC logo. Below it is the heading "Log in to your account". There are two input fields: "Email Address" and "Password". Below the "Password" field is a link "Forgot your password?". A blue "Sign in" button is positioned below the "Forgot your password?" link. Below the "Sign in" button is the text "Don't have an account?" followed by a blue link "Sign up now" which is circled in yellow. At the bottom of the form area, there is a paragraph of text: "Please bookmark the VTAC homepage and click the 'LOG IN' button when you want to review your application. Please do not bookmark this log in page."

Create an account page

- Students will need to enter a personal email address. If they attempt to enter a .edu email, they will receive an error message that it is not permitted.

Email address


Email addresses containing special characters *()+=,<>?/;:~[]\ or .edu are not permitted. Please enter an alternative email address.

harry@schools.edu.au



- Once completed, they will click 'send verification code' and they will receive an email with a verification code.

Cancel



Create account

Email verification is required. To verify, enter your email below and click the "Send verification code" button.


Email address

Send verification code

Create an account page

- Students will need to enter the verification code sent to them via email
- They must complete this step first before continuing to create an account.
- They will also need to enter a new password and confirm it.

Cancel



Create account

Verification code has been sent to your inbox. Please copy it to the input box below.


Email address

Verification code

Verify code Send new code

New password

Confirm new password



Create an account page

- Students will need to enter their first name and last name, date of birth and select their education category from one of the drop-down options.
- They will then enter if they have a preferred name VTAC should use in their communications
- They will need to agree to the VTAC Terms and Conditions and Privacy Policy.

Please enter your full legal name as it appears on your birth certificate, passport or other legal documentation. Enter your name in both first and last name fields if you only have one legal name.

First name

Middle name (optional)

Last name

Date of birth

Day Month Year

My education

Select the category that best describes your education status. If you have recently finished studies, select the category that is accurate in 2026.

Select education category...

Chosen name (optional)

If you use a name other than your legal name, you can enter this below

I agree to the VTAC [Terms and Conditions](#) and [Privacy Policy](#).

Create account

My education

Select the category that best describes your education status. If you have recently finished studies, select the category that is accurate in 2026.

Select education category...

I am currently studying / recently completed Year 12

I have started or completed a degree, diploma or certificate

I finished secondary school a year or more ago and have not studied since

I did not finish secondary school

I am currently studying / recently completed Year 11

I am currently studying / recently completed Year 10


I am currently studying / recently completed Year 9

Create account

Multi-factor authentication

- Once they click 'Create an account, they will be taken to the multi-factor authentication page
- Students will need to enter a mobile phone number and submit the authentication code to proceed.

Cancel



Multi-factor authentication

Enter a number below that we can send a code via SMS to authenticate you.

Country Code


Australia (+61) ▾

Phone Number

Phone number

Send Code

Cancel



Multi-factor authentication

Enter a mobile phone number so we can send you an authentication code.

[Redacted]

Enter your verification code below, or [send a new code](#)

|

Verify Code



VTAC Applicant Portal

Applicant portal homepage – Year 12

- Students will now have access to the applicant portal.
- They can continue to complete the personal details section of their profile.

The screenshot shows the VTAC applicant portal homepage for a user named Harry Potter. The navigation bar at the top includes the VTAC logo and links for 'My profile', 'My course preferences', 'Equity schemes and scholarships', 'Providing evidence', 'Inbox', and 'Sign out'. The main content area is divided into several sections:

- User Profile:** Displays the name 'Harry Potter', the VTAC ID '60011747W', and a redacted email address. There is a link to 'Edit personal details'.
- Complete your profile:** Contains two buttons: 'Complete personal details' and 'Citizenship & residency status', both with a plus icon and a right-pointing arrow.
- Key dates:** A section with a heading 'Key dates' and a description: 'Important dates and feed for VTAC applications and course offers. Make sure you submit your applications, payment and required documentation on time.' Below this is a 'View all dates' button.
- VTAC Year 12 Guide:** A section with a heading 'VTAC Year 12 Guide' and a description: 'The VTAC Year 12 Guide is designed to lead you through the process of researching tertiary education and applying for courses, special consideration (SEAS) and scholarships.' Below this is a 'VTAC Guide' button.
- Equity schemes & scholarships:** A section with a heading 'Equity schemes & scholarships' and a description: 'The Special Entry Access Scheme (SEAS) is designed to make sure institutions get a sense of your full potential if you have experienced difficulty during your education. You will also be considered for scholarships when you submit your Equity schemes & scholarships application.' Below this is an 'Explore equity schemes & scholarships' button.



VTAC Applicant Portal – Personal Details

Personal details

- Click on “complete personal details” from the applicant portal homepage.
- The VTAC profile will populate with information from their registration.
- Students should check they submitted their first name, last name and date of birth correctly.

Note: To change any of these details, they will need to submit the form successfully and then re-open and scroll down to “Create request”

- They will then need to indicate if they are a Northern Hemisphere Timetable student. For a majority of students, the response should be “No”.

Home > Personal details

My VTAC profile

Account details

We need some extra personal and contact details from you.

Given name

Surname *

Preferred name (optional)

If you use a name other than your legal name, you can enter this below

Email address

Ensure your email address is valid for account log in and key messaging.

Current education status *

Middle name (if any)

Date of birth

Mobile number *

Are you a student currently studying the Northern Hemisphere Timetable who intends to start studying at mid-year 2026? *

No

Yes, I am currently a year 12 student studying on the Northern Hemisphere timetable*

*Note: This option is for year 12 students studying on a Northern Hemisphere timetable or students who wish to apply between April and June 2026 and commence studying at mid-year 2026. Year 12 students studying in 2026 that intend to start studying in 2027 must apply between August and January and select 'No'.

Personal details cont.

- Change Password: If students need to change their password at any time throughout the application period, they can do so from this screen.
- Study using a different name: If students have studied under any previous names, they can indicate these details in this section.

Change Password

You may choose to change your password periodically to help keep your account secure.

[Reset password](#)

Study using a different name

Click 'Add previous names' below if you completed studies under another name.
For example, you studied under a maiden name, or your school uses a name other than your legal name.

[Add previous names](#)

First/given name ↑	Middle name (if any)	Surname
This section contains previous names you may have studied under. There are no previous names currently on record. To add one, select 'Add previous names' from the bar above.		

Personal details cont.

- About you: Students will then need to complete the 'about you' section, answering the three questions provided.
- Education background: Students will then need to provide information about the education background within their family, selecting from the drop-down options.
- The answers in these sections will be considered for the personal information and location category of the Equity schemes and scholarships application.

About you

VTAC collects statistics on behalf of the Department of Education and Training, and participating institutions. VTAC will also use this information for Equity schemes (SEAS) & scholarships.

Are you of Aboriginal or Torres Strait Islander descent? *

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, both Aboriginal and Torres Strait Islander

Neither

I prefer not to say

How do you describe your gender? *

Female/Woman

Male/Man

Different Term

Prefer not to answer

Non-Binary

Are you a current or former member of the Australian Defence Force, including the Reserves? *

Yes No

Education background

First in family to attend university

Highest level of education of primary carer *

Select

This includes parents, guardians or other carers

Highest level of education of secondary carer (if applicable)

Select

Do you have any siblings that have attended university? *

This includes brothers, sisters or other siblings

Yes No

Personal details – Citizenship

- Citizenship and residency: Students will need to select what citizenship or visa status they have.
- Once selected, additional drop-down questions will appear for them to select from.
- If they are an Australian or New Zealand citizen, they will need to confirm their country of birth and what language they mostly speak at home.

Citizenship & residency

Citizenship and visa *

I am an Australian citizen

I am a New Zealand citizen

I am a permanent Australian resident

I have a temporary resident visa or student visa

I will be obtaining an Australian study or student visa

None of the above

Country of citizenship *

Australia ▼

Country of birth *

Select ▼

Which language do you mostly speak at home? *

Select ▼

Personal details – Visa

- Citizenship and residency: If the student is on a visa, an additional section will appear where they will need to submit their visa details, including the grant date and subclass.

Citizenship and visa

I have a temporary resident visa or student visa

i You need to provide details of your citizenship and visa status to show you courses that you can apply for. You will need your visa letter and passport details.

Temporary resident visa or student visa holders need to verify their visa status.


You will need to provide details from the following:

- Visa letter
- A travel document such as a passport, ImmiCard, Titre de Voyage, or Document for travel to Australia, if you are a temporary humanitarian visa holder
- If you do not have a humanitarian visa or have a bridging visa and are applying for a student or temporary work visa, you will need to supply your passport details, if you have a valid passport.

To view the different types of Australian visas, see the complete list on the [Department of Home Affairs website](#).

Visa details

Visa grant date *

DD/MM/YYYY 

Add the date on your visa letter. [See example](#)

Visa subclass *

Add the subclass on your visa letter. [See example](#)

Personal details – USI

- USI: Students will need to input their USI number.
- A USI is a 'unique student identifier' and is a student's individual education number for life within Australia.
- If they do not have one, they can go to <https://www.usi.gov.au/>.

Unique Student Identifier (USI)

A USI is mandatory for every new higher education student studying at a tertiary institution in Australia. If you do not have a USI, you will need to get one before commencing your course application*.

Don't have a USI? [get one now.](#)

Unique Student Identifier *

Personal details – Living location

- Living location: Students need to input their current living location and have the option to input a different mailing address.

Living location

What is your current living location?

Country

Select ▼

Address search

Start typing an address... Unable to find my address. Enter manually.

Street address *

Address line 2 (optional)

Suburb * State *

Postcode *

Time living at this address

Years * Months *

I have a different mailing address

Personal details – Living location

- If they have lived at their current address for less than two years, they will be required to input their previous address.
- The information in this section will be considered for the personal information and location category of the Equity schemes and scholarships application.

Where did you live prior to living at the above address?
We require this information to assess your eligibility for SEAS and equity scholarships.

Country *

Select ▼

Address search

Start typing an address... **Manually enter address**

Street address *

Address line 2 (optional)

Suburb * **State ***

Postcode *

Time living at this address

Years * **Months ***

I have a different mailing address

Personal details – Living location

- Future living location: Students will need to input whether they will be required to move to undertake tertiary study.
- They will also need to indicate if they plan to reside on-campus.
 - Note: Prior to applications opening this question will reflect “2026”, however they should think about if they will plan to reside on-campus in 2027.
- This information will support their Equity schemes and scholarship application.
- Once completed, they should click ‘Submit’ to save. These details can be updated at any time throughout the application period.

Future living location

Will you need to move to undertake a tertiary course, or have you already moved?

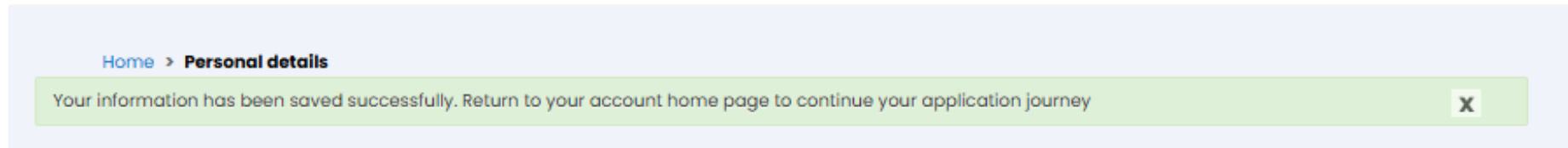
Yes No

Do you plan to reside on-campus in 2026?

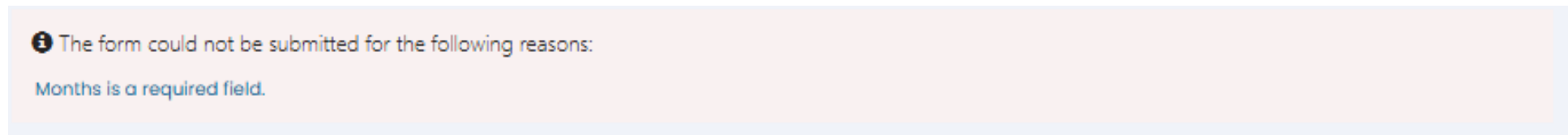
Yes No

Personal details

- Once submitted, a saved successfully note will appear at the top of the page. If their details change throughout the year, they can come back to this section to update and re-save their information.
- Click “Home” to return to the applicant portal homepage

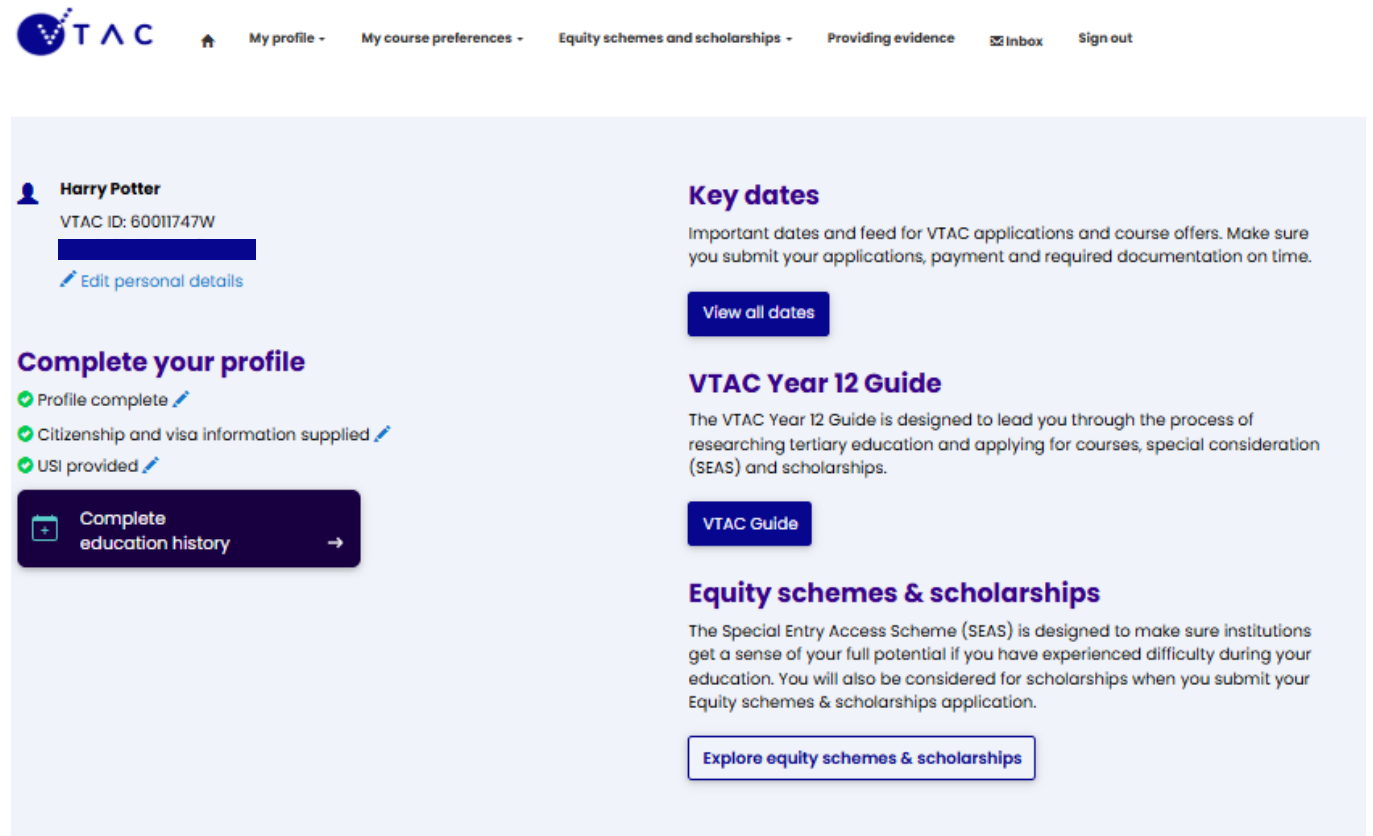


- If there are any errors with the application, the page will not save and a note will appear with the reason.



Personal details

- Once on the homepage, the 'complete your profile' section should have three green ticks to confirm this section is complete.
- Note: The "Complete education history" section will appear as the next step, however, they will not be able to submit this information until applications open.



The screenshot shows the VTAC user profile page for Harry Potter. The navigation bar at the top includes the VTAC logo, a home icon, and links for 'My profile', 'My course preferences', 'Equity schemes and scholarships', 'Providing evidence', 'Inbox', and 'Sign out'. The profile section displays the name 'Harry Potter', VTAC ID '60011747W', and a redacted email address, with an 'Edit personal details' link. The 'Complete your profile' section shows three green checkmarks for 'Profile complete', 'Citizenship and visa information supplied', and 'USI provided'. A prominent dark blue button labeled 'Complete education history' with a right-pointing arrow is visible. To the right, the 'Key dates' section includes a description and a 'View all dates' button. The 'VTAC Year 12 Guide' section has a 'VTAC Guide' button. The 'Equity schemes & scholarships' section includes a description and an 'Explore equity schemes & scholarships' button.



VTAC Application Next steps

Next steps

The following sections of the VTAC application will be available after applications open on 3rd August:

- Education history
- Course application
- Equity Schemes and scholarships application

Next steps

What students can do now to prepare for these steps:

- **Education history**
 - Identify their student number (e.g. VCAA number, IB candidate code) and ensure their name and date of birth are registered correctly with their school
- **Course application**
 - Research courses and identify which 8x courses they will choose for their preference list. VTAC's CourseSearch archive is a guide for courses that will be available for 2027. Students should also visit institution websites and events for research.
- **Equity schemes and scholarships application**
 - Familiarise themselves with the equity schemes categories and the evidence required. They can start to make appointments and gather Centrelink statements for any evidence required.

Contact VTAC

If you have any issues, questions or feedback, please don't hesitate to contact VTAC

For careers practitioners:

- Call 03 9926 1020
9:00am–5:00pm, Monday to Friday
- SchoolsLiaison@vtac.edu.au
(not for students)

For applicants and supporters:

- Call 03 9926 1020
9:00am–5:00pm, Monday to Friday
- Email via VTAC account

Thank you



vtac.edu.au

VICTORIAN TERTIARY ADMISSIONS CENTRE