

CREATING YOUR VTAC ACCOUNT

You use your VTAC account to apply for courses, the special entry access scheme (SEAS) and scholarships.

Setting up your VTAC account

Before you can apply for courses, you need to set up a VTAC account. Once you've created an account, you can use it to:

- apply for courses, and change your course preferences
- upload documents required for your applications
- apply for SEAS and scholarships
- submit a VTAC personal statement
- check your messages from VTAC
- manage your contact details and PIN, and
- view your ATAR and course offers when they come out

Read VTAC's privacy policy. It will tell you who can access your information: vtac.edu.au/privacy

What you need

To register for a VTAC account, you will need to provide:

- your full name, date of birth and contact details
- any previous names you have used
- your visa details (if you are not an Australian or New Zealand citizen),
- your passport number (if you are not an Australian citizen, New Zealand citizen or don't hold an Australian permanent residency visa),
- your Unique Student Identifier (USI), and
- your student number, if you are currently studying an Australian Year 12 or the International Baccalaureate (IB)

Other names

Provide your name and any other names you've used. This is so we can find any previous results, and we can ensure all your applications for courses, SEAS and scholarships are linked to you.

Check your date of birth

Make sure your date of birth is registered correctly with your school. If it isn't, ask your school to correct it and contact VTAC to have it changed. If it's wrong, it may mean you can't create an account and your results won't be matched to your application.

Contact details

Don't use your school email address as they are often closed after the school year ends. Use an email address you intend to use after finishing school, so you don't miss out on important messages, like offers, in December, January and February.

Citizenship and residency details

Born here? One of your parents is a citizen or permanent resident? You're a citizen. Have residency? Is it permanent or temporary? If you are in Australia on a visa, make sure you have your visa details on hand.

Change in citizenship, residency or visa status

The type of course codes you can add to your application depends on your citizenship or visa status as indicated when you created your VTAC account. If your citizenship, residency or visa status change during the VTAC application period, please contact VTAC immediately for advice on updating your information and any preferences you have entered as part of your course application.

Your USI

If you're in Australia, you need a Unique Student Identifier (USI) to apply through VTAC. The USI is issued by the Australian Government. If you don't have a USI, you can apply for one (or retrieve details of your existing USI) at www.usi.gov.au.

Your student number

VTAC uses the details you enter into your account, including your student number, to identify you in the list of current Year 12 students provided by the VCAA. If any of the details you enter don't match those records, you will receive a message. If this happens, check that you have entered everything correctly. If there is still a problem, don't choose to apply as another category of applicant— if you do you won't receive an offer. Instead, check that your full name and date of birth have been recorded correctly at your school. If you still have problems, contact VTAC.

Account security

As part of setting up your account you will be asked to choose a four-digit PIN and two security questions that only you know the answer to. VTAC will ask for your PIN to identify you if you make any enquiries over the phone, so make sure you keep it secure. Keep your login details safe and don't share your PIN or questions with anyone. If you need someone else, such as a parent or guardian, to be able to make enquiries to VTAC on your behalf, you can add them as an authorised nominee at the application stage.

Next steps: After you've created your VTAC account, you can begin [applying for courses](#).