

SUBMITTING COURSE PREFERENCES

Once you have created a VTAC account and completed your profile, you can start applying for courses.



Starting your course application

On the homepage of your account, you will be able to select 'Start course application' once you have completed your VTAC profile.

Searching for courses

Before you can apply for courses, you need to set up your VTAC profile. Once you've completed your profile, you can use it to add courses to your preference list. You must select at least one university, TAFE institute or independent tertiary college to search for a course.

There are two options to filter by: institution and/or qualification. The institution option lists all institutions that you can apply for through VTAC. The qualification list is the level of study you wish to apply for.

Once you have your list of searches, you can narrow down the options by searching by course name. You can also search by the course code of the exact course you wish to add.

Adding courses to your preference list

Once you have found a course you would like to add to your preference list, you can add this by pressing the **+** button.

You can add up to eight course preferences to your list, and must list a minimum of one to submit your application.

When you have listed your wanted courses on your preference list, you can move the courses up and down with your most wanted course at the top of the list. You can remove any courses by pressing the **x** button.

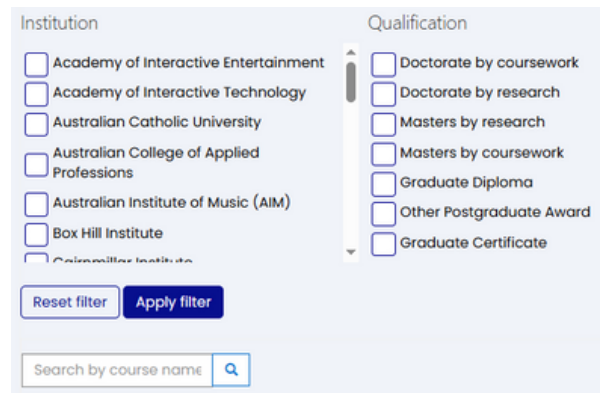
Submitting your course application

To submit your application, you must complete your payment. If you start your application but want to complete your payment later, you can save your application and course preferences and come back at a later day to pay. Only paid applications will be considered.

Changing your course preferences

You can change your preferences as many times as required while change of preference is open. Once change of preference is closed, your preferences will be locked for the upcoming offer round. For a full list of change of preference dates, please go to the [dates page on the VTAC website](#).

To change your preferences, just log into your account and go to 'my course preferences'. Make sure to always save any changes before you exit.



A course code is the unique code to identify each individual course and is based on the institution, campus, course type and fee type.

Before applying for courses, you can find the course code for your chosen course on the institution website or on VTAC's CourseSearch.

Remember to always list your courses in the order you would like to study them most.

Paying for your application

When you reach the payment portal, you can choose to pay via PayPal or with a debit or credit card. The platform is powered by PayPal, however you do not need a PayPal account to complete payment.

Once you have paid for your application, the message on your VTAC account homepage will say 'Processing fee paid.'

Next steps

Once you have completed your course application, you can apply for the equity schemes and scholarship application.