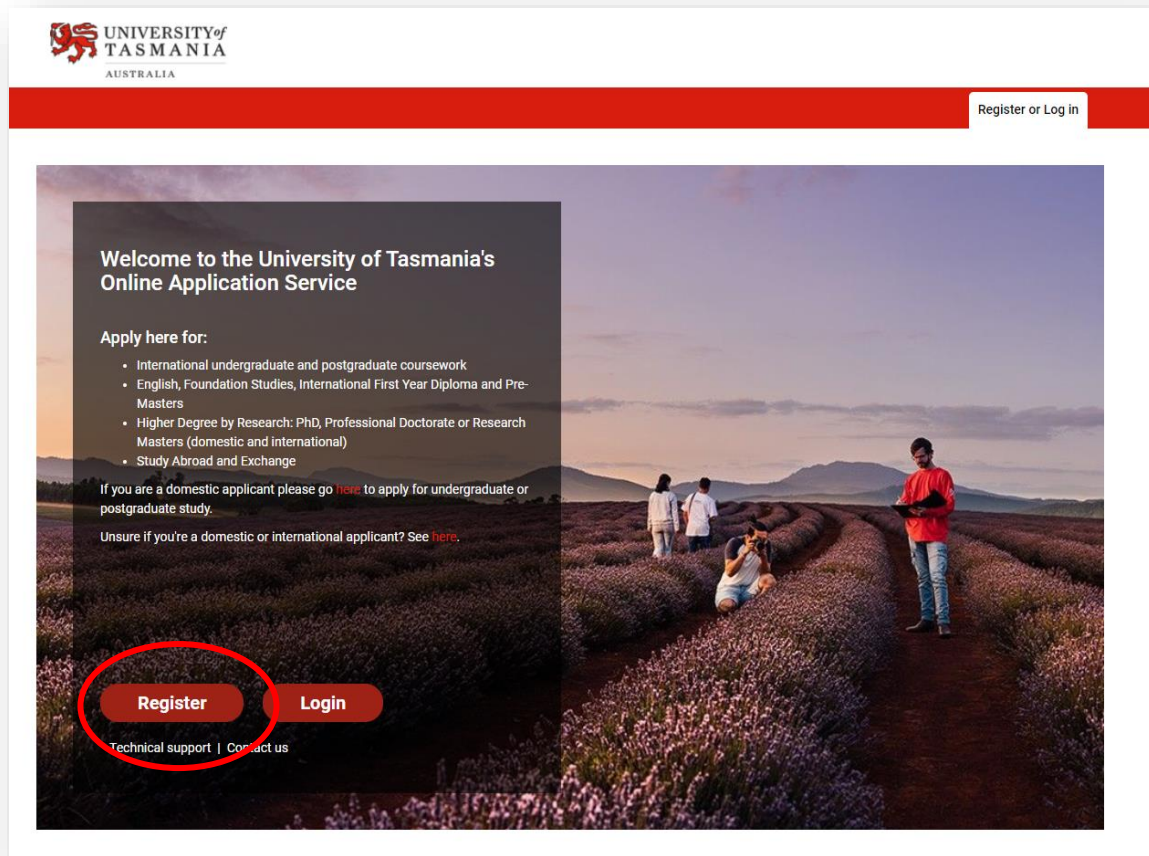# SUBMITTING AN APPLICATION

1. To submit a new application to study at UTAS, first go to the home page of our Online Application Service (StudyLink) at: https://student-utas.studylink.com/
   If this is your first time applying via StudyLink, select 'Register'.

2. NEW REGISTRATION
   Complete all fields on the 'New Registration' screen. It is important to remember the email you use to register as you will need to enter this whenever you log into StudyLink. If you only have one name, enter it in the 'Family Name' field and tick the box next to 'I only have one name' at the top of the form. When all fields are complete, click on the green 'Register' button.

3. CHOOSE A COURSE
    Search for your course by entering keywords, the name of the college, or the award type. You don't need to fill in all fields, you can search on just one field. If you know the course code of the course you want to apply for (e.g., B3A), you can enter this in the first field. Then click 'Search Now'.

4. Courses that match your search will be displayed. Click on 'Apply Now' next to the course you want to apply for. If the course you want is not there, you can search again. You can also find more information on courses by clicking on the 'Course and Unit Handbook' link.

5. BEFORE YOU START!
   Read through the conditions on the next page and tick the box at the bottom to confirm that you are eligible to apply. Then click 'I am ready to apply!'.

YOUR APPLICATION FOR THE BACHELOR OF BUSINESS

Before you start → 1 → 2 → 3 → 4 → Attachments → Verify → → Submit

Before you start!

Welcome to your **University of Tasmania (UTAS)** international student application for admission to the **Bachelor of Business** course.

International students are students who are not Australian citizens, Australian permanent residents, or New Zealand citizens. If you are not an international student, we welcome your application as a domestic student. The domestic student application and admissions process can be found at www.utas.edu.au/admissions.

A non-refundable application fee may be charged to process your application.

If you are applying for a course other than English, you will be asked to provide:

- Academic transcripts/results for courses that you have started (complete and incomplete);
- Official English language translations of documents not in English;
- IELTS or other English proficiency test results if English is not your first language; and/or,
- Identification documents (for example, the personal details page of your Passport).

The University may also ask you for more information and documents depending on the course you are applying for and your answers to the application questions. Your documents can be scanned and uploaded to your application. Each document cannot exceed **10mb** in size.

You must answer all (🔴) questions. You can save your application at any time and complete it later. You will receive a UTAS Application Number when your application is submitted successfully.

Important note to International students applying to study onshore at the University of Tasmania in Australia

The University has obligations under Australian Commonwealth Legislation that may prevent us from giving you an offer even if you meet the course entry requirements. These laws may also prevent the University from accepting you into courses even if an offer was issued. As an international student applicant, you will be subject to additional non-academic criteria to meet the University's migration law requirements and legal obligations under the Autonomous Sanctions legislation. The criteria that the University uses is applied at its sole discretion and is subject to change.

To continue, please confirm the following:

- I confirm that I am not an Australian citizen, Australian permanent resident or New Zealand citizen.
- I am 18 years of age or older (or I have my parent's permission to apply).

☑ Yes, I am eligible to apply for this course

[I am ready to apply!]   [I don't want to continue]

6. Section 1: 'Personal Details', 'Address' and 'Course Preference'.
   You will need to click on the black triangle next to the headings to expand these sections.

YOUR APPLICATION FOR THE BACHELOR OF BUSINESS

Before you start → 1 → 2 → 3 → 4 → Attachments → Verify → → Submit

Details saved.

▶ PERSONAL DETAILS

▶ ADDRESS

▶ COURSE PREFERENCE 1

[Save] [Save & Close]   [Save & Continue]

7. Complete any required fields that are not already filled in.
   Required fields are marked with this symbol: ✳

8. In the 'Course Preference 1' section, click on 'Choose Course Options'.

9. If you want to study a Foundation Course before your degree course, select the course you want to study.
   Otherwise, just select 'No Foundation Course required'.

10. If you choose a Foundation Course, you will then be asked to select the Intake and Campus.

Foundation Course

This course is designed for students who have not completed an equivalent year 12 program.

		Code	Course	Campus	Intake	Major	
✔	Change	X0G	Foundation Studies Program (Fast Track) - Business	**Select Intake and Campus**			
				Hobart	Spring school - November (2021)		Select
				Hobart	Semester 1 - February (2022)		Select
				Hobart	Semester 2 - July (2022)		Select
				Hobart	Spring school - November (2022)		Select
				Hobart	Semester 1 - February (2023)		Select
				Hobart	Semester 2 - July (2023)		Select
				Hobart	Spring school - November (2023)		Select

11. Next, you will be asked to choose the Intake and Campus for your Degree Course. You can also select a major if that is applicable to your course.

Foundation Course

This course is designed for students who have not completed an equivalent year 12 program.

		Code	Course	Campus	Intake	Major
✔	Change	X0G	Foundation Studies Program (Fast Track) - Business	Hobart	Semester 1 - February (2022)	

Degree Course

	Code	Course	Campus	Intake	Major	
✔	B3A	Bachelor of Business	**Select Intake and Campus**			
			Hobart	Semester 2 - July (2022)	Select Major... ▾	Select
			Hobart	Semester 1 - February (2023)	Select Major... ▾	Select
			Hobart	Semester 2 - July (2023)	Select Major... ▾	Select
			Hobart	Semester 1 - February (2024)	Select Major... ▾	Select
			Hobart	Semester 2 - July (2024)	Select Major... ▾	Select

12. If you want to study another package degree course after your first degree course, you can enter that choice next. You can use the 'Search' field to find the course you want. If you do not want to study another package degree course, select 'No 2nd Degree course required'. **Please note this is <u>NOT</u> a second (course) preference.** You will be able to enter a second course preference later on in your application.

13. Once you have completed all the required fields, you will see 'Course Selections are Complete' at the bottom of the dialog box. Click on 'Save All Courses' to confirm your selection, or 'Clear Courses' to change your selection.

14. If you want to study English at UTAS before starting your course, you can choose this in the 'Course Preference 1' section. Remember to upload your English proficiency test result if you have one.

15. At the bottom of the 'Course Preference 1' section, you will be given the option to choose another course preference in case you are not qualified for your first course preference, or it is not available.

16. To continue further with your application, click 'Save & Continue' in the bottom right-hand corner of the screen. If you want to save your application and come back later to finish it, click 'Save & Close' in the bottom left-hand corner of the screen.

17. Continue to complete the remaining sections:
Section 2: 'English Language Proficiency', 'Secondary School Study' and 'Post-Secondary/Tertiary/Polytechnic Studies'.

Section 3: 'Visa and Other Information' and 'Financial Information'.

Section 4: 'Application Source', 'Applicant Declaration' and 'Personal Representative'.

18. ATTACHMENTS

Any documents that you have uploaded whilst filling in the previous sections of this application will appear in the 'Attachments' section. You can upload further documents on this page. You can also add an existing document to this application that you uploaded previously to another application. At the bottom of the page there is a place to add comments about your application.

19. Any sections that require further information will be marked at the top of the screen with this symbol:

Clicking on the section number will take you back to that section. The field/s requiring further information will be marked in red.
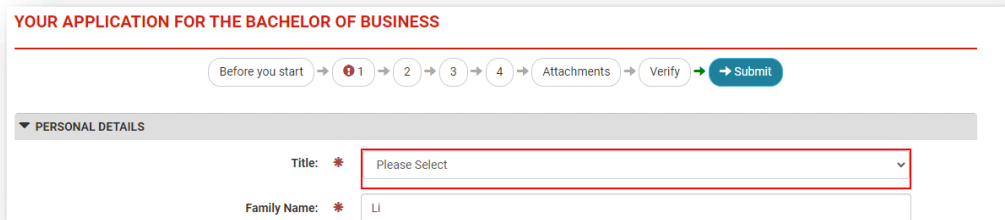
20. If you have saved and closed your application before completing it, you can log in later and complete it. When you log back into StudyLink, you will see any incomplete applications listed in the 'My Applications' tab. Choose 'Continue' from the dropdown 'Actions' menu to continue with that application.
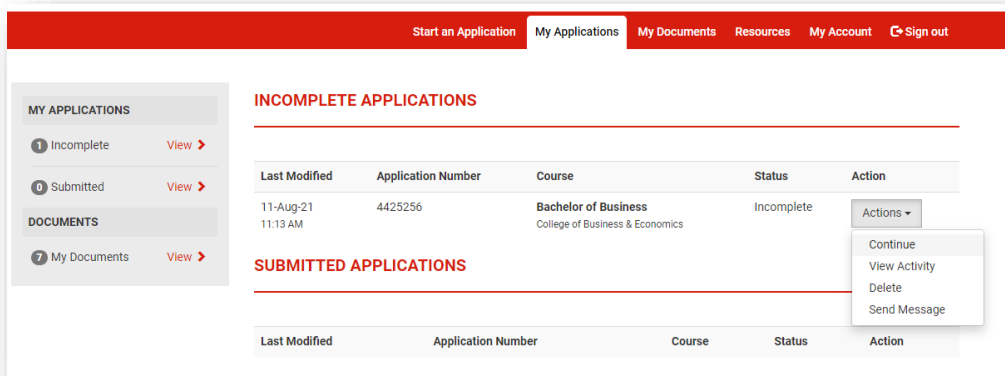
21. SUBMIT
Once all sections have been completed, you will be able to submit your application. The submission page will give you your application number which you should quote whenever you contact the University about your application. If you are happy with your application, you can click on the green 'Submit application' button. You will receive an email confirming the submission of your application.