ONLINE APPLICATIONS

Contents

Sign In or Create an account?

If you are an existing student, enter your USC username and password and click **Sign In**.

If you do not remember your ID from previous study, contact the IT service desk (www.usc.edu.au/learn/student-support/information-technology) to reset it or create a new account.

Applicants that are new to USC need to **Create an account** first.

If you are an existing student and you create a new account, the system will run a check on your details and match up your existing records.

ONLINE APPLICATIONS

If you create a new account, the username will be the email address you entered when creating the account and the password will be one that you also create.

To create a new account, click on the blue **Create an account** button located on the left hand side of the Application Centre.

To create a new account, you will be asked to enter details into the fields on the page that opens. Click into the fields and type your answers.

You will need to provide an **email address**. If you do not have an email address or would like to use a unique one there are three icons that you can click on which will take you to the site where a new account can be created with one of these providers.

A **password** that must be at least 7 characters in length and include at least 1 number and 1 special character is also required.

Select a question from the dropdown box in the **Question** field and then type your answer in the field below.

Complete the security check by typing the characters you see in the image. If you have trouble reading the characters you can click on the sound icon to hear what the characters are, the ? for help or the refresh icon to have another image.

Then click **Create Account.**

ONLINE APPLICATIONS

**University of the Sunshine Coast**
Queensland, Australia

Create your account

Create a new account by entering your personal details below. If you already have an account <u>click here</u> to return to the sign in page.

*First Name
Saxon

*Last Name
Stevens

Use your email address as your username when you sign in. Your email address must be unique to you and is limited to 70 characters. If you do not have an email address click on one of the icons below to create one.

Outlook.com	Gmail	Yahoo! Mail
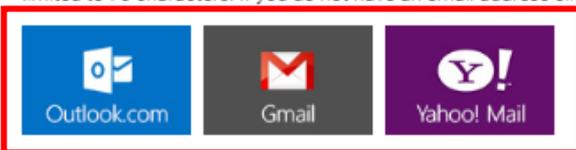
*Email Address
saxon@home.com.au

*Confirm Email Address
saxon@home.com.au

For security reasons, your password must be at least 7 characters (maximum 32 characters), and include at least 1 number and 1 special character.

*Password
••••••••••••

*Confirm Password
••••••••••••••

Password Hint Instructions
A Password hint is used to validate your applyUSC account in case you forget your password. This is required in order to create your account. Enter a question and your response below. This will be used if you need to reset your password.

*Question
What is your father's middle name?
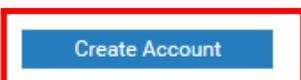
*Response
Michael

Security Check

Enter the characters you see in the box below, in order, separated by spaces if required.

Click on the ⟳ 🔊 ❓ icons next to the text box if you require assistance.

178

178
Privacy & Terms

reCAPTCHA™

By clicking on Create Account, you agree to our <u>Terms of Use</u> and that you have read our <u>Privacy Policy</u>.

Create Account

ONLINE APPLICATIONS

Once an account is created, or you have Signed In, the screen will open up to:

Start Application

You need to click this button.

A new screen will open.

Select your **Application Type** from the drop down menu. Each application type is explained by what type of study you have done and what type of program you are applying for.

You will then be prompted to select the term that you wish to commence study from the drop down box in the new field that appears. Remember some programs are only offered for commencement in Semester 1.

ONLINE APPLICATIONS

Start Your Application

Select your Application type

I'm going from TPP into a USC undergraduate program ⌄

This application is for current or past USC Tertiary Preparation Pathway (TPP) students going into a USC undergraduate program (degree). TPP must have been undertaken in the last two years. Visit the USC Academic Calendars for information on key Term dates. This application is for Domestic students only.

Select when you want to start your study

2016 Semester 1
2016 Semester 2

Depending on what type of application is being completed and what term you select will determine what programs are offered. Some programs are limited to certain application types and some only offer a Semester 1 commencement.

Select the **program** you wish to apply for from the drop down menu under the Program Preference 1 field. This is the program you want to be considered for as your **1st preference**.

Once the program is selected, you will also need to select the **Location** of where you would like to study, the **Study Mode** which is either on campus or online and **Study Load** which is full-time or part-time.

The fields will appear after you have selected the program and will either be auto populated (if there is only one option) or there will be a drop down menu for you to select from the options available shown as V symbol at the end of the field.

If you select an Education (Secondary) degree, you will also be prompted to select a **Major** and **Minor** subject area.

To add a **2nd and 3rd preference** click on the + sign and complete the same fields. Similarly, if you enter a preference and then change your mind, click on the – sign. Up to 3 preferences can be entered.

ONLINE APPLICATIONS

Once the program preferences have been added, click the **Start Application** button.

The programs and preferences you have selected can be edited by you at any time before the application is SUBMITTED.

At the bottom of the page a message tells you that supporting documents need to be provided for any answer where this icon appears:

ONLINE APPLICATIONS

University of the
Sunshine Coast
Queensland, Australia

Select when you want to start your study
| 2016 Semester 1 | ⌄ |

You can select up to three program preferences. **Program Preference 1** will be considered your first preference. Some USC programs may be offered in more than one Location or Study Mode.

If you select a program with an **Education (Secondary)** component, you must choose a Major (teaching area) and a Minor (teaching area). Your Major and Minor should be chosen from contrasting subject areas. Visit Courses and Programs for more information.

Click ⊞ to add another preference.

Program Preference 1   View Program Details
| Bachelor of Education (Secondary)/Bachelor of Arts | ⌄ | | − |

Location	Study Mode	Study Load
Sippy Downs ⌄	On Campus ⌄	Full-Time ⌄

Major 1   **Minor 1**
| English ⌄ | Biology ⌄ |

Program Preference 2   View Program Details
| Bachelor of Arts | ⌄ | | − |

Location	Study Mode	Study Load
Sippy Downs ⌄	On Campus ⌄	Full-Time ⌄

Program Preference 3   View Program Details
| Bachelor of Science | ⌄ | | − |

Location	Study Mode	Study Load
Sippy Downs ⌄	On Campus ⌄	Full-Time ⌄

Supporting Documentation 📄

You need to submit supporting documents with your application if you answer a question where you see this icon. Documents can be uploaded at the end of the application. The University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, inaccurate, incomplete or fraudulent information supplied by the applicant or a certifying authority.

Start Application

ONLINE APPLICATIONS
Page 1 – Personal Details

The application will open to the first page. There will be a series of numbered arrows across the top. You cannot click on these as they are only indicators of where you are up to in the application.

On Page 1 complete the fields by either clicking into to them and entering information or selecting from drop down menus which contain options regarding your personal details.

Required fields are shown with an * and you will not be able to advance to the next page until these fields are completed. A message will appear to notify you if you have not completed a required field when you click **Next or Save and Exit.**

Some extra fields will appear depending on what answers you select.

At the end of each page you will have the option to proceed to the next page of the application by clicking **Next** or you can click **Save and Exit** which will save what you have entered.

You are able to Sign In at any time and you will be able to continue or edit your application.

(this page continues below)

ONLINE APPLICATIONS

University of the Sunshine Coast
Queensland, Australia

Hi Ida Free (User: USC_OA_273 on Database: SISSYS)

You must supply evidence of your citizenship/visa. You can attach the evidence in the final stages of this application.

English Language Proficiency

*Language Spoken at Home
Danish

Is English your first language?
○ Yes ● No

It is a pre-requisite of admission that you meet a standard level of English language proficiency. Go to USC's English language requirements for further information.

What is your first language?
Danish

Which of the following indicators of English Language Proficiency have you completed, or are you currently completing?
2 Yrs F/T Secondary Study (SECST)

Date of Completion
30/11/1999

You must supply evidence of your English language proficiency. You can attach the evidence in the final stages of this application.

[Save and Exit] [Next]

Privacy

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: www.usc.edu.au/privacypolicy.

Example of Error message if required field is not completed:

University of the Sunshine Coast
Queensland, Australia

Page 1
Personal Details

Names

*Family Name
White
Title

*First Given Name
Test
Second Given Name

Do you have a USC ID Number?
○ Yes ● No

You must supply evidence of a name change if any of your supporting documentation is in your previous family or given name/s.

Statistical Details

Gender

Date of Birth

Are you of Australian Aboriginal and/or Torres Strait Islander origin?

Country of Birth

Citizenship Status

Message

Gender is a required field. (27010,100)

Choose a response from the drop-down list.

[OK]

English Language Proficiency

*Language Spoken at Home

Is English your first language?
○ Yes ○ No

[Save and Exit] [Next]

Privacy

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: www.usc.edu.au/privacypolicy.

ONLINE APPLICATIONS
Page 2 – Contact Details

On the second page, complete the fields by either entering information or selecting from lookup menus that contain options regarding your contact details. The look-up menus can be accessed by clicking on the icon that looks like a magnifying glass. Your email address will automatically appear.

University of the Sunshine Coast
Queensland, Australia

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Page 2
Contact Details

Address Details

Permanent Home Address

Country
Australia

Address 1
1 My Home

City
Town

Postcode
9999

State
QLD   Queensland

Is your permanent home address the same as your mailing address?
● Yes ○ No

Phone and Email Details

Mobile Phone
0435698521

Home Phone
07246285

USC may send SMS alerts about your application if you enter a mobile phone number

Preferred Phone   ● Mobile ○ Home

Email Address
saxon@home.com

[Previous] [Save and Exit] [Next]

Privacy

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at:
www.usc.edu.au/privacypolicy.

ONLINE APPLICATIONS

Example of the look up menu:

You can find an answer by scrolling down the list or by entering keywords in the search fields at the top of the menu. To refine your search select from the dropdown menus next to the search field and select **contains** to look for words that are part of the answer rather than **begins with**.

ONLINE APPLICATIONS

America or The United States is an example of where changing the search field to 'contains' rather than 'begins with' can be useful.

Some names are not listed as we might first think they should be – America is listed here as United States.

Some other examples:
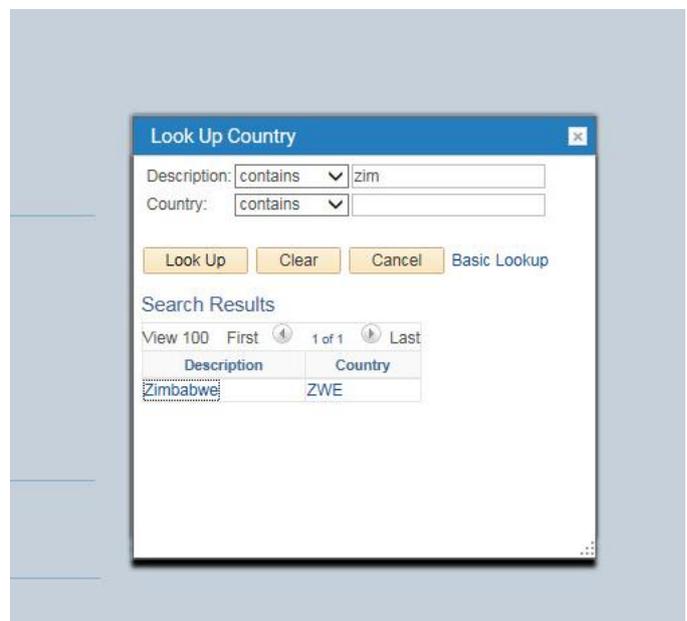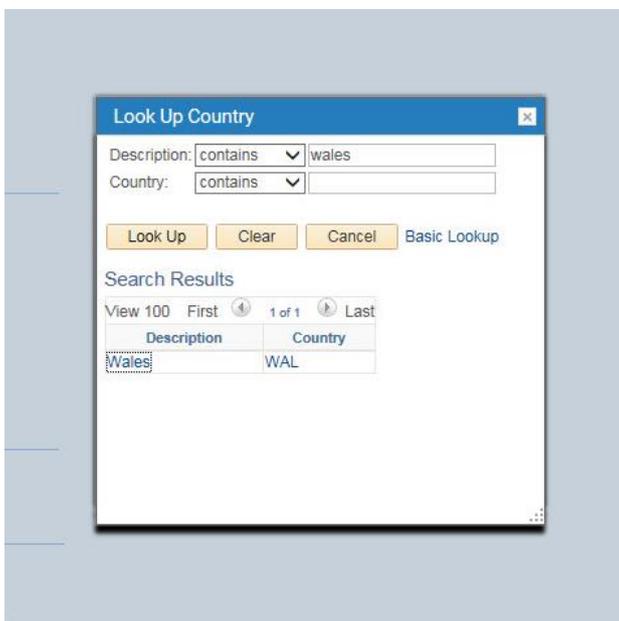
ONLINE APPLICATIONS
Page 3 – Education History

Page three asks about your Educational history.

Answer the questions by clicking the relevent radial button or selecting from drop down menus. Some fields will appear as a result of the information that you enter so you will only see questions that are relevant to you.

To use the lookup for the name of an institution either scroll down the list or enter keywords in the search fields at the top. Changing the fields by selecting from the drop down menu to **Contains** instead of **Begins with** can help refine the search.

Example of the look up menu:

ONLINE APPLICATIONS

Post-secondary Education

The questions about post-secondary education are not required fields.

To provide details if you have any select from the drop down menus, click into the Name of Qualification field and type your answer and use the Find Institution link to lookup rather than a magnifying glass icon.

To add more than one qualification click on the + sign at the end of the row to create a new row and complete the fields as you have just done.

University of the Sunshine Coast
Queensland, Australia

Post-secondary Education

List any qualifications you have attempted and/or completed in the table below.

Studied in Australia?	Last Year Enrolled	Institution		Academic Level	Name of Qualification	Successfully Completed?		
Yes	2013	University of the Sunshine Coast	Find Institution	Bachelor Degree	Bachelor of Communication	Yes	+	−

You must supply evidence of all listed post-secondary education, except for any study undertaken here at the University of the Sunshine Coast. You can attach the evidence in the final stages of this application.

Credit for Prior Learning

Prospective USC students can, under specified conditions, gain credit towards a USC qualification. This credit may be based on previous studies and/or previous learning and work experience. Go to Credit for prior learning for more information.

Do you intend to apply for credit for previous studies and/or previous learning and work experience?
◉ Yes   ○ No

Exclusion History

Have you previously been excluded or refused permission to continue studies at any post-secondary educational institution?
◉ Yes   ○ No

Exclusion period began approximately
04/08/2008

Exclusion period ended approximately
01/09/2010

Was the institution in Australia?
◉ Yes   ○ No

What institution were you studying at?
Academy of Natural Therapies

[Previous]   [Save and Exit]   [Next]

ONLINE APPLICATIONS

The lookup for an institution is best done by entering keywords into the **Institution** search field and selecting **Institution Type**.

You will then be asked if you intend to apply for credit.

The next question asks if you have ever been excluded from studying at an institution.

If the answer is Yes, extra fields will appear asking you when.

There are calendar icons that you can click on to select the dates.

You are then asked if the institution you were excluded from was in Australia.

If the answer is Yes there will be a lookup icon in the 'What institution were you studying at' field for you to search for the correct institute. If the institute is not in Australia you will need to click into the field and type the name.

ONLINE APPLICATIONS
Page 4 – Employment History

On page four you can list any employment history. These are not required fields and you can skip this page and click **Next** to continue.

All fields need to be clicked into and free text entered. The dates can be selected by clicking on the calendar icon and choosing year, month and then clicking on the day.

New rows can be added for each employment position by clicking on the + sign at the end of the row to create a new row.

ONLINE APPLICATIONS

Page 5 – Supporting Documentation

Page five is where supporting documents are uploaded.

Each supporting document is listed from where you have completed fields that displayed the icon indicating that evidence would be required for a particular answer.

Instructions on how to upload documents are given on the page.

NOTE: You do not have to upload any or all of the documents to be able to submit the application. If you do not have the required documentation at the time of submitting your application you can email them afterwards to information@usc.edu.au.You will need to quote the application reference number which you will receive in an email after submitting.

To upload a document click on the **Upload** button.

University of the Sunshine Coast
Queensland, Australia

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Page 5

Supporting Documentation

Required supporting documentation is listed in the table below. You can submit documents in PDF or standard Microsoft DOCX format. There is a maximum size of 10 MB per document.

You can submit your application without attaching all required documentation. However, this may delay the processing of your application.

To upload a document:

1. Click the **Upload** button
2. Choose a document from your hard drive or portable storage device. Click on **Open**
3. Click on **Upload** to attach the document to your application. Click **Cancel** if you wish to discard the document
4. To replace a document you have uploaded, click on the relevant **Upload** button again and choose a different document.

You can attach additional documents by clicking on **+** and creating your own **Document Type** description.

NOTE: You will need to include a **Proof of Name Change** if you submit qualifications that are in a name other than your current name, or if you have previously studied at USC under a different name.

|	Document Type	Doc Date	Attachment			
1	Evidence of English Language Proficiency			Upload	+	−
2	Citizenship Visa Proof Required			Upload	+	−
3	Secondary Schooling Documents			Upload	+	−
4	Official Academic Transcript			Upload	+	−
5	Employment History Written Statements			Upload	+	−

Previous   Save and Exit   Next

ONLINE APPLICATIONS

A pop-up dialogue box will appear. Click on **Browse** which opens another box where you must navigate to where the document is saved. Once you have located the document, click on it to highlight it and then click **Open**.
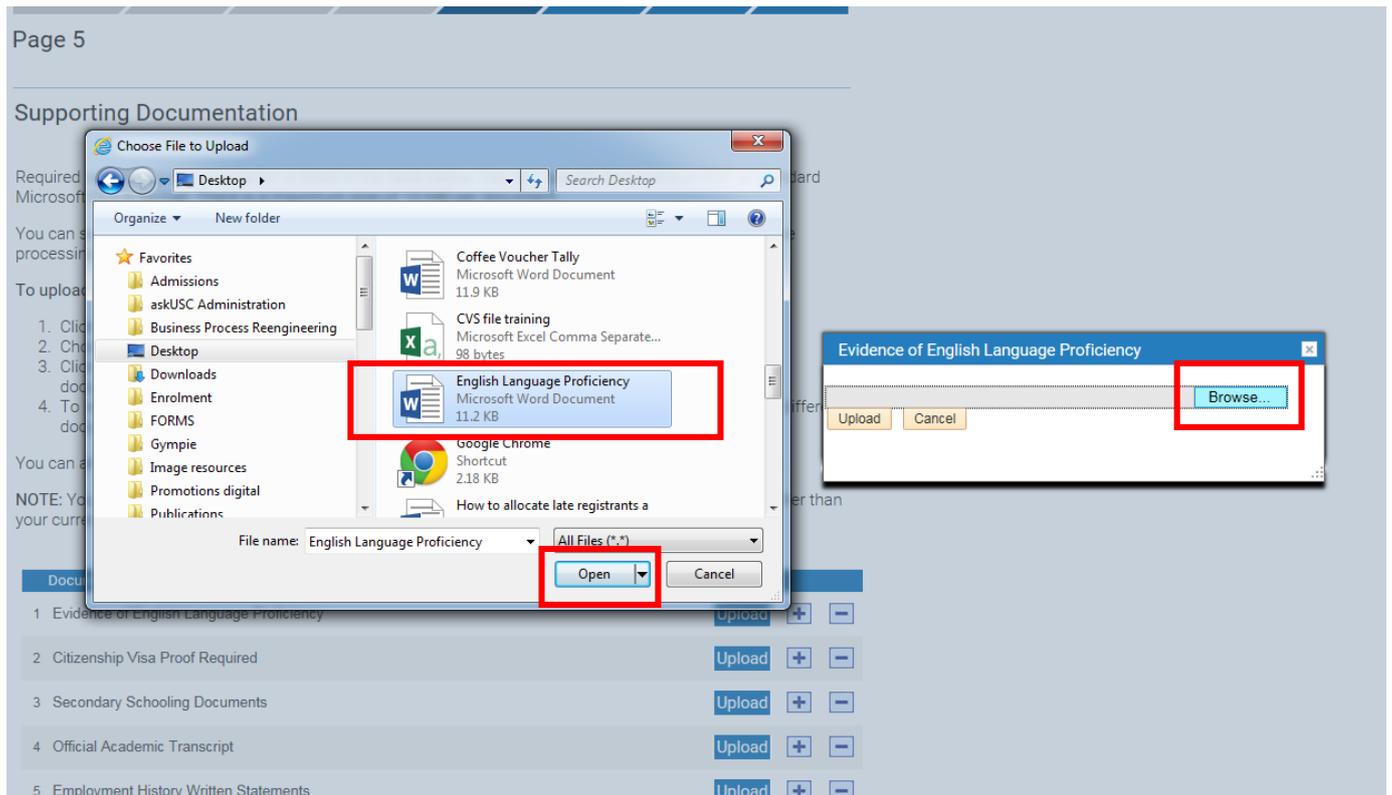
The document path and name should appear in the field next to the **Browse** button. When this happens, click **Upload**.
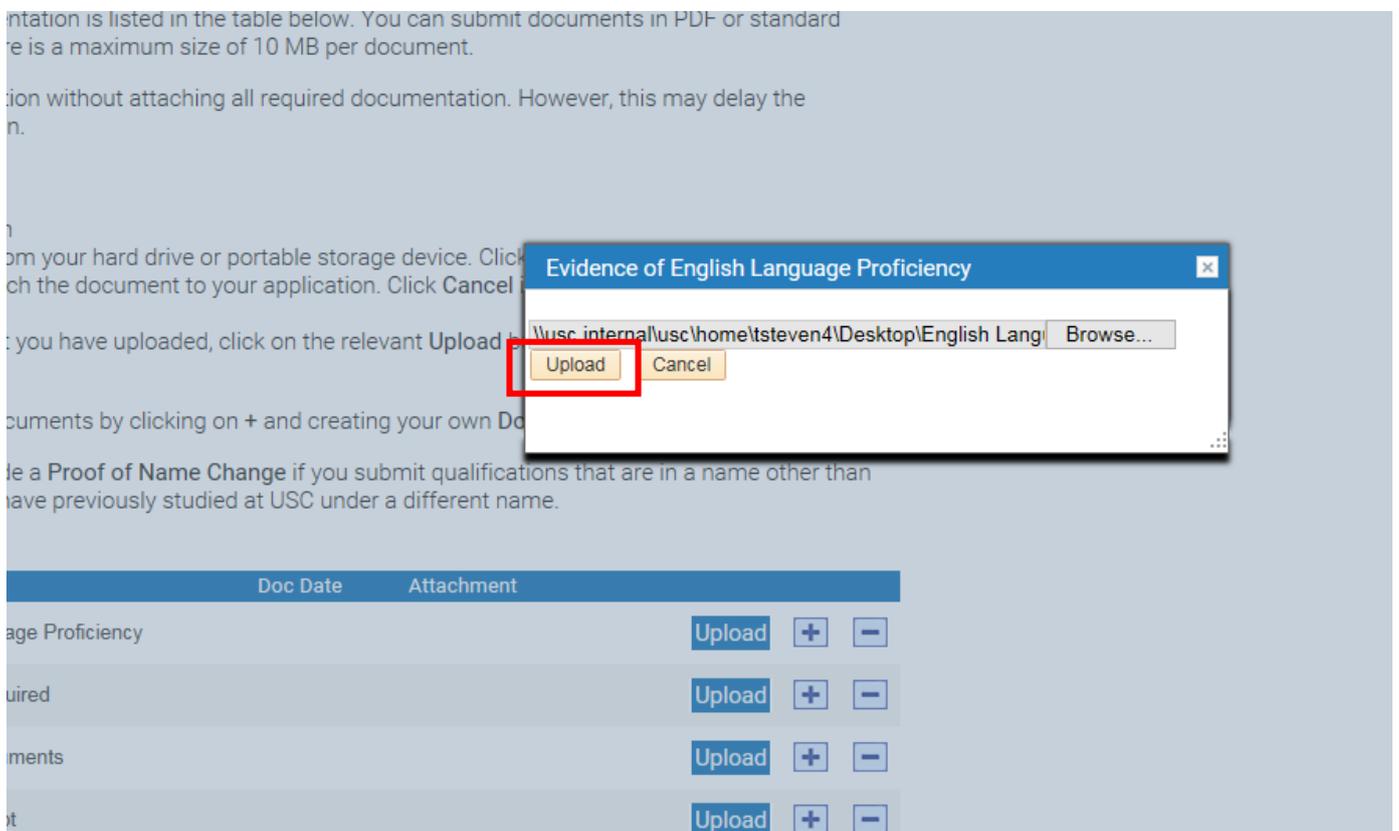
NOTE: Only one document can be uploaded to any **Document Type** so if additional documents are needed a new row must be added by clicking on the ✚ sign. The new document can be named anything by entering free text into the **Document Type** field of the new row that has been created.

ONLINE APPLICATIONS

Additionally, if you need to remove a document, you can click on the ━ sign or click upload again and the document you select this time will overwrite the previous one.

Page 5

Supporting Documentation

Required supporting documentation is listed in the table below. You can submit documents in PDF or standard Microsoft DOCX format. There is a maximum size of 10 MB per document.

You can submit your application without attaching all required documentation. However, this may delay the processing of your application.

To upload a document:

1. Click the **Upload** button
2. Choose a document from your hard drive or portable storage device. Click on **Open**
3. Click on **Upload** to attach the document to your application. Click **Cancel** if you wish to discard the document
4. To replace a document you have uploaded, click on the relevant **Upload** button again and choose a different document.

You can attach additional documents by clicking on **+** and creating your own **Document Type** description.

NOTE: You will need to include a **Proof of Name Change** if you submit qualifications that are in a name other than your current name, or if you have previously studied at USC under a different name.

	Document Type	Doc Date	Attachment			
1	Evidence of English Language Proficiency	23/09/2015	English_Language_Proficiency.docx	Upload	+	−
2	Citizenship Visa Proof Required			Upload	+	−
3	Secondary Schooling Documents	23/09/2015	Secondary_School_Certificate.docx	Upload	+	−
4	Official Academic Transcript	23/09/2015	Academic_Transcript.docx	Upload	+	−
5				Upload	+	−
6	Employment History Written Statements			Upload	+	−

Previous   Save and Exit   Next

ONLINE APPLICATIONS

When you are satisfied with the documents that have been uploaded, click **Next** to move on or **Save and Exit**.
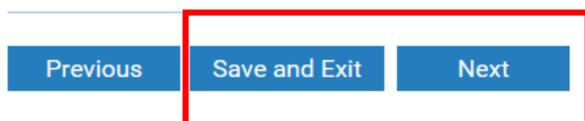
ONLINE APPLICATIONS
Page 6 – Application Details

A summary of all the information that has been entered or selected on the application will appear on page six.

This is for you to check over the details and go back to make changes if necessary. This can be done by clicking on the **Previous** button at the bottom of each page and returning to the page/s where the information needs to be changed.

You can make as many changes as you like until you SUBMIT the application.

University of the Sunshine Coast
Queensland, Australia

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Page 6

Application Details

Admission Type
TPP to USC Undergraduate

Term intended to start | **Reference Number**
2016 Semester 1 | 00090287

	Preference	Location	Plans
1	B Education (Sec)/B Arts	Sippy Downs	English / Biology
2	Bachelor of Arts	Sippy Downs	No plans available for selection for this program.
3	Bachelor of Science	Sippy Downs	No plans available for selection for this program.

Names

*Family Name
Stevens

Title

*First Given Name
Saxon

Second Given Name

Do you have a USC ID Number?
○ Yes ◉ No

Statistical Details

*Gender
Male

*Date of Birth
23/09/1991

*Are you of Australian Aboriginal and/or Torres Strait Islander origin?
Neither Aboriginal nor Torres Strait Islander

*Country of Birth
Denmark

*Year of Arrival in Australia
1995

*What is your residency status?
Australian Citizen

ONLINE APPLICATIONS

English Language Proficiency

*Language Spoken at Home

| Danish | ⌄ |

Is English your first language?

○ Yes ● No

What is your first language?

| Danish | ⌄ |

Which of the following indicators of English Language Proficiency have you completed, or are you currently completing?

| 2 Yrs F/T Post Sec Study (PSCST) | ⌄ |

Date of Completion

| 30/11/1999 |

Address Details

Permanent Home Address

Country

| Australia |

Address 1

| 1 My Home |

City | Postcode

| Town | | 9999 |

State

| QLD | Queensland

Is your permanent home address the same as your mailing address?

● Yes ○ No

Mailing Address

Country

| Australia |

Address 1

| 1 My Home |

City | Postcode

| Town | | 9999 |

State

| QLD | Queensland

Phone and Email Details

Mobile Phone | Home Phone

| 0435698521 | | 07246285 |

USC may send SMS alerts about your application if you enter a mobile phone number

Preferred Phone   ● Mobile ○ Home

Email Address

saxon@home.com

ONLINE APPLICATIONS

Secondary Education

*Did you undertake secondary education?
◉ Yes, in Australia ○ Yes, outside Australia ○ No

*Did you complete Year 12 or equivalent?
◉ Yes ○ No

*What was the last year you were enrolled in secondary education?
[2002 ▼]

*State/Territory of completion/last enrolment?
[Queensland ▼]

*School/VET institution attended while undertaking secondary education?
[All Hallows's School]

Post-secondary Education

Studied in Australia?	Last Year Enrolled	Institution	Academic Level	Name of Qualification	Successfully Completed?
Yes	2013	University of the Sunshine Coast	Bachelor Degree	Bachelor of Communication	Yes

Credit for Prior Learning

Do you intend to apply for credit for previous studies and/or previous learning and work experience?
◉ Yes ○ No

Exclusion History

Have you previously been excluded or refused permission to continue studies at any post-secondary educational institution?
◉ Yes ○ No

Exclusion period began approximately
[04/08/2008]

Exclusion period ended approximately
[01/09/2010]

Was the institution in Australia?
◉ Yes ○ No

What institution were you studying at?
[Academy of Natural Therapies]

ONLINE APPLICATIONS

Employment History

Employer	Occupation	Major Responsibilities	From	To
Queensland Health	medical recepionist	scheduling appointments	16/09/2009	17/11/2011

Supporting Documentation

	Document Type	Doc Date	Attachment
1	Evidence of English Language Proficiency	23/09/2015	English_Language_Proficiency.docx
2	Citizenship Visa Proof Required		
3	Secondary Schooling Documents	23/09/2015	Secondary_School_Certificate.docx
4	Official Academic Transcript	23/09/2015	Academic_Transcript.docx
5	Transcript support doc	23/09/2015	Subject_discriptions.docx
6	Employment History Written Statements		

Previous   Save and Exit   Next

Privacy

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: www.usc.edu.au/privacypolicy.

ONLINE APPLICATIONS
Page 7 – Applicant Declaration

The seventh page is the Applicant Declaration.

You are asked to read the Applicant Declaration and then accept it by checking the radial button.

ONLINE APPLICATIONS

If you choose '**No, I do NOT accept'**, a message will appear in a dialogue box warning you that if they do NOT accept the Application Declaration you cannot submit it.

If you do this select **OK** and then check the radial button next to '**Yes, I accept'**.

Once you have accepted the Application Declaration you can submit the application by clicking the **Submit** button.

You can also choose to **Save and Exit** if you are not ready to submit the application.

ONLINE APPLICATIONS
Page 8 – Application Submitted Confirmation

Page eight confirms that the application has been submitted. It lists the Application Type, the programs you have applied for and the Term you intend to commence in. A reference number will be assigned to your application that you can quote if you need to contact USC in regards to your application. An email will also be sent to you with these details.

USC contact details are given with some information about what to do next.

You can print the application summary by clicking on **Print Application** button and/or return to the Application Centre (landing page) to view the status of your application by clicking on **Exit to Application Centre**.

University of the Sunshine Coast
Queensland, Australia

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Application Submitted

Congratulations! Your application has been submitted to the University of the Sunshine Coast.

Application Details

Admission Type
TPP to USC Undergraduate

Term intended to start   Reference Number
2016 Semester 1   00090287

Preference	Location	Plans
1 B Education (Sec)/B Arts	Sippy Downs	English / Biology
2 Bachelor of Arts	Sippy Downs	No plans available for selection for this program.
3 Bachelor of Science	Sippy Downs	No plans available for selection for this program.

Where to from here?

Your application will be forwarded on to our Admissions team and (if applicable) the relevant Faculty for assessment. If there is outstanding documentation that needs to be submitted as part of this application, forward the documents as an attachment via email to information@usc.edu.au. Ensure you quote your application reference number in the email.

Once your application has been processed, you will be notified of the outcome. Please let us know of any changes to your contact details during this time by emailing the Admissions team at information@usc.edu.au.

To find out more about the services available at USC, visit our website at www.usc.edu.au

[Exit to Application Centre]   [Print Application]

ONLINE APPLICATIONS
Submitted or Save and Exit?

The Application Centre (landing page) will now show that your application has been **SUBMITTED** and will also list the **Ref Number** (reference number).

You can return here at any time and click on **View** to see the details of the application. You CANNOT change the details once the application has been submitted.

Only one application per Application Type can be submitted.

If you need to change any details in the application, contact Student Central or email information@usc.edu.au.

If you have selected **Save and Exit** on any page you can return to the Application Centre (landing page), **Sign In** and you will see that the application has a status of **SAVED**. It will also list what page the application has been completed to.

To continue with your application or to amend details, click on the **Edit** button.

ONLINE APPLICATIONS

The SAVED application will open to the page where you clicked **Save and Exit**. You can then click on **Continue Application** to proceed or amend details.