

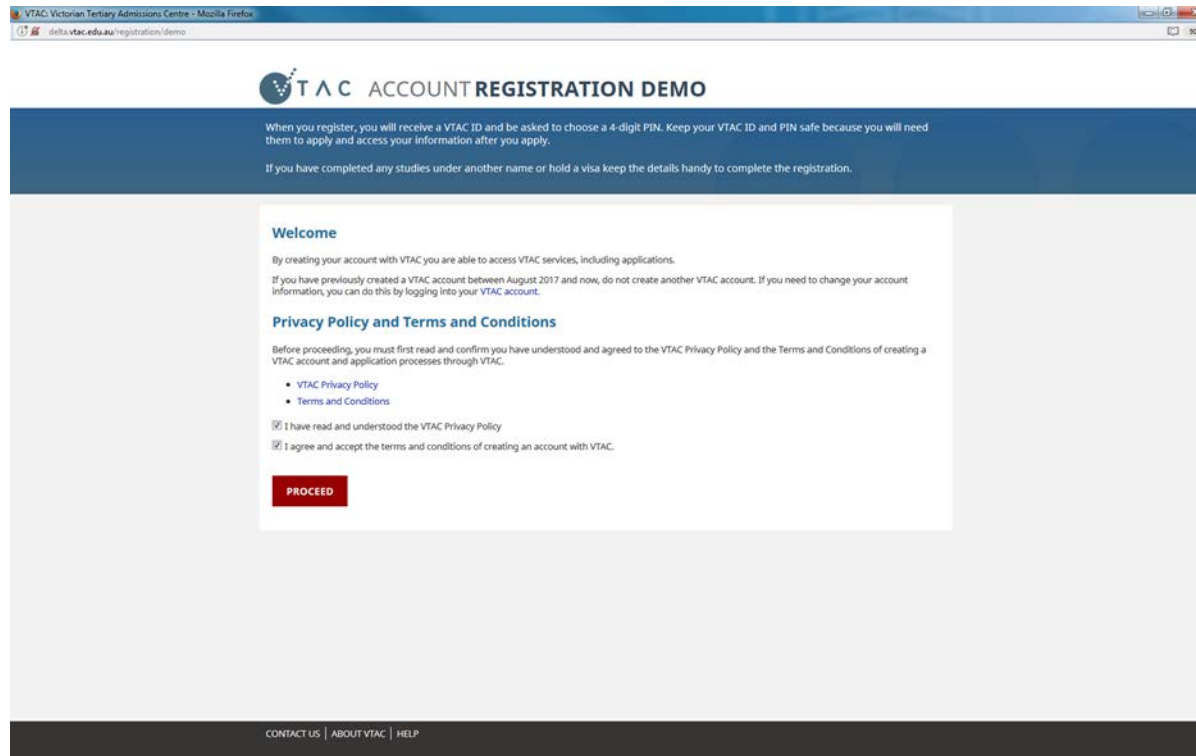
ADMISSIONS
VTAC Registration
for International offshore currently
completing Australian Year 12

September 2017



VTAC Registration – Creating your account

1. Agree to the VTAC Privacy Policy and Terms and conditions. Select PROCEED.



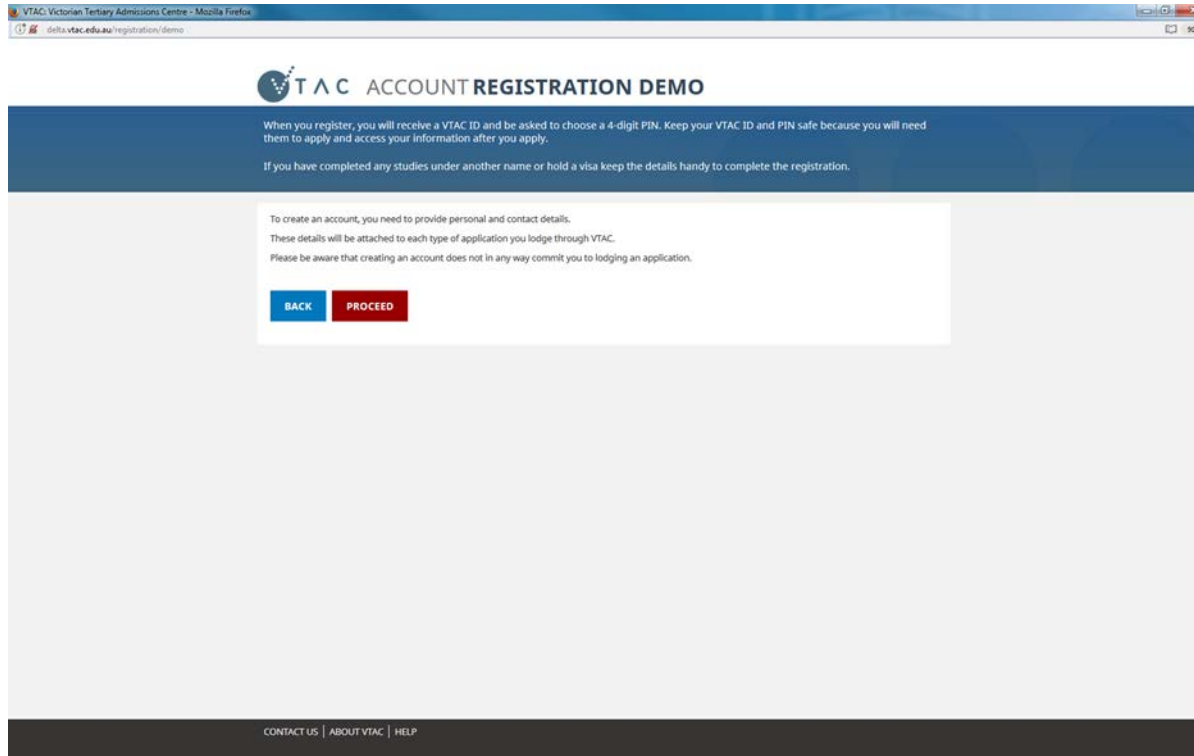
The screenshot shows a web browser window with the address bar displaying "delta.vtac.edu.au/registration/demo". The page title is "VTAC ACCOUNT REGISTRATION DEMO". The main content area is divided into sections:

- Welcome**: A section with introductory text about creating an account and accessing VTAC services.
- Privacy Policy and Terms and Conditions**: A section with a sub-header and text stating that users must read and agree to the VTAC Privacy Policy and Terms and Conditions before proceeding. It includes a bulleted list of links for "VTAC Privacy Policy" and "Terms and Conditions".
- Agreement**: Two checkboxes, both of which are checked. The first checkbox is labeled "I have read and understood the VTAC Privacy Policy" and the second is "I agree and accept the terms and conditions of creating an account with VTAC".
- PROCEED**: A red button with white text, positioned below the agreement checkboxes.

At the bottom of the page, there is a footer with links for "CONTACT US", "ABOUT VTAC", and "HELP".

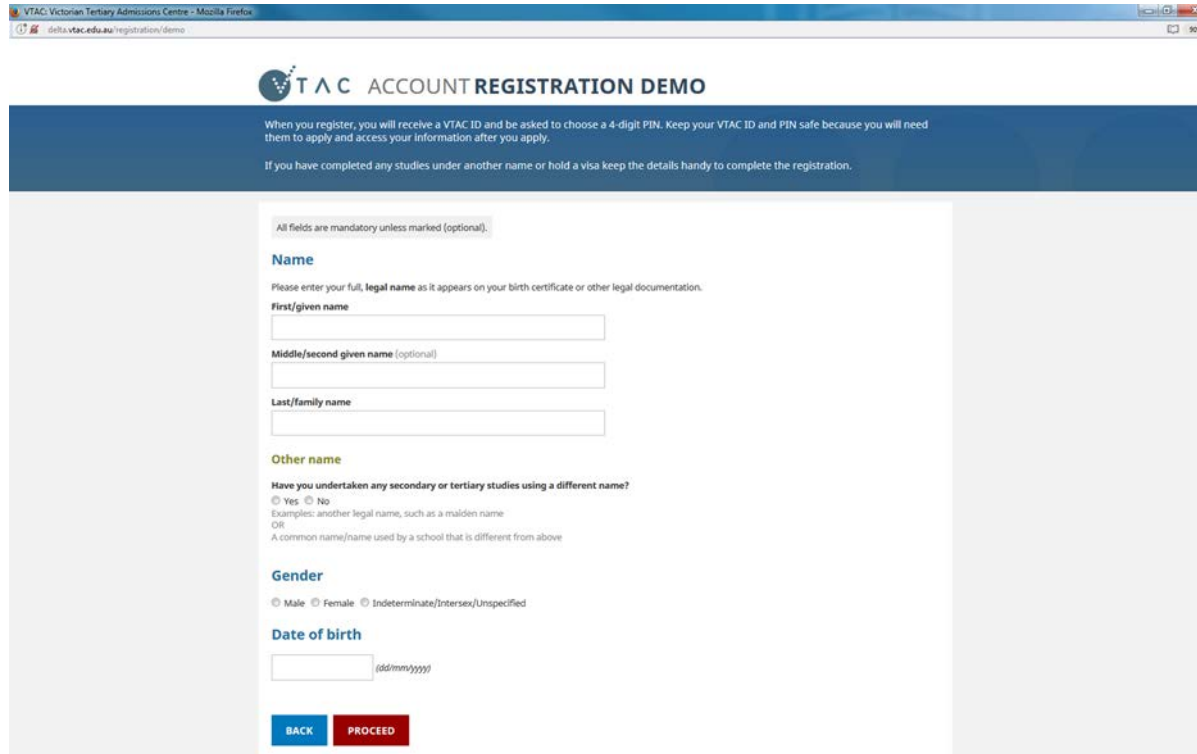
VTAC Registration – Creating your account

2. Select PROCEED after reviewing the instructions on this page:



VTAC Registration – Creating your account

3. Enter your personal details:



VTAC: Victorian Tertiary Admissions Centre - Mozilla Firefox
delta.vtac.edu.au/registration/demo

VTAC ACCOUNT REGISTRATION DEMO

When you register, you will receive a VTAC ID and be asked to choose a 4-digit PIN. Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

If you have completed any studies under another name or hold a visa keep the details handy to complete the registration.

All fields are mandatory unless marked (optional).

Name

Please enter your full, legal name as it appears on your birth certificate or other legal documentation.

First/given name

Middle/second given name (optional)

Last/family name

Other name

Have you undertaken any secondary or tertiary studies using a different name?

Yes No

Examples: another legal name, such as a maiden name
OR
A common name/name used by a school that is different from above

Gender

Male Female Indeterminate/Intersex/Unspecified

Date of birth

 (dd/mm/yyyy)

VTAC Registration – Creating your account

3. Enter your personal details continued:

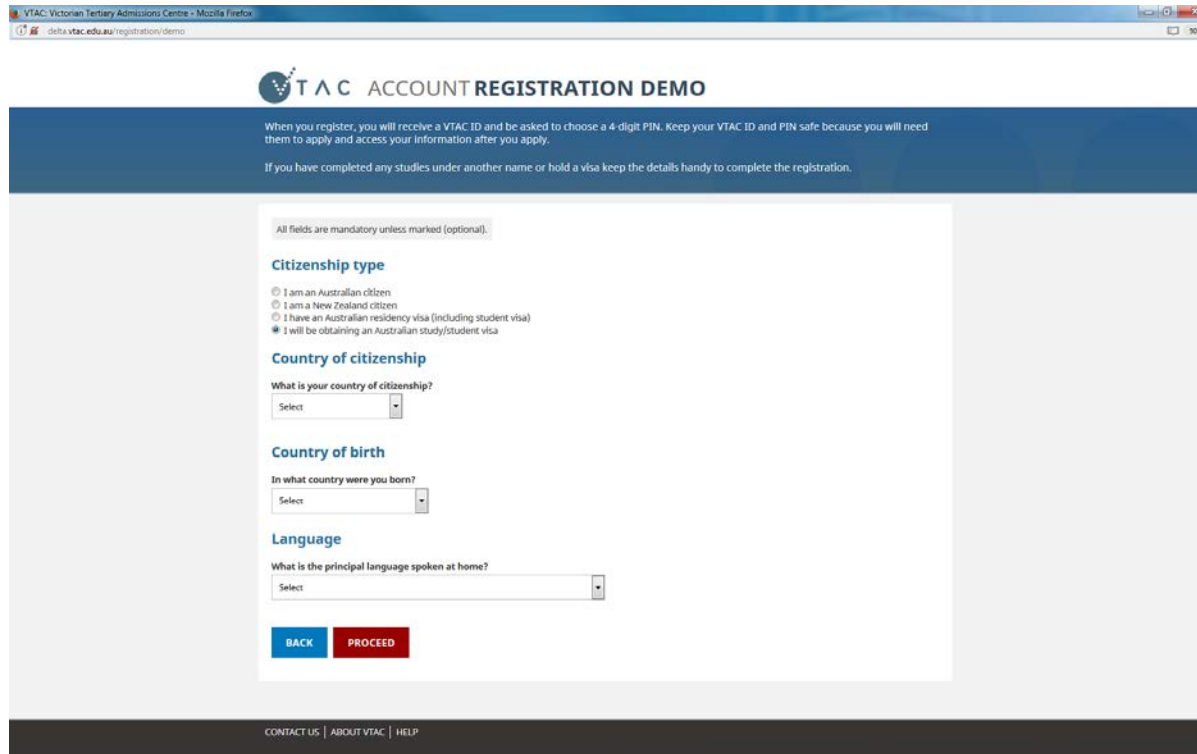
TIP:

- If you have two parts to your name – given name and middle name, best to insert the middle name in the **Middle/second given** name section.
- If your name has a hyphen, make sure it is included i.e. Mae-Ee.
- The name and student ID is matched against the enrolment file that VTAC has been given by your relevant Year 12 state i.e. WA, NSW, VIC. It is important to check what has been registered by the school is entered in VTAC to match the enrolment file.

VTAC Registration – Creating your account

4. Enter your Citizenship details:

TIP: Select I will be obtaining an Australian study / student visa



The screenshot shows a web browser window with the URL `delta.vtac.edu.au/registration/demo`. The page title is "VTAC ACCOUNT REGISTRATION DEMO". Below the title, there is a blue banner with the following text: "When you register, you will receive a VTAC ID and be asked to choose a 4-digit PIN. Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply." and "If you have completed any studies under another name or hold a visa keep the details handy to complete the registration." Below the banner is a registration form with the following sections:

- All fields are mandatory unless marked (optional).**
- Citizenship type**
 - I am an Australian citizen
 - I am a New Zealand citizen
 - I have an Australian residency visa (including student visa)
 - I will be obtaining an Australian study/student visa
- Country of citizenship**

What is your country of citizenship?
- Country of birth**

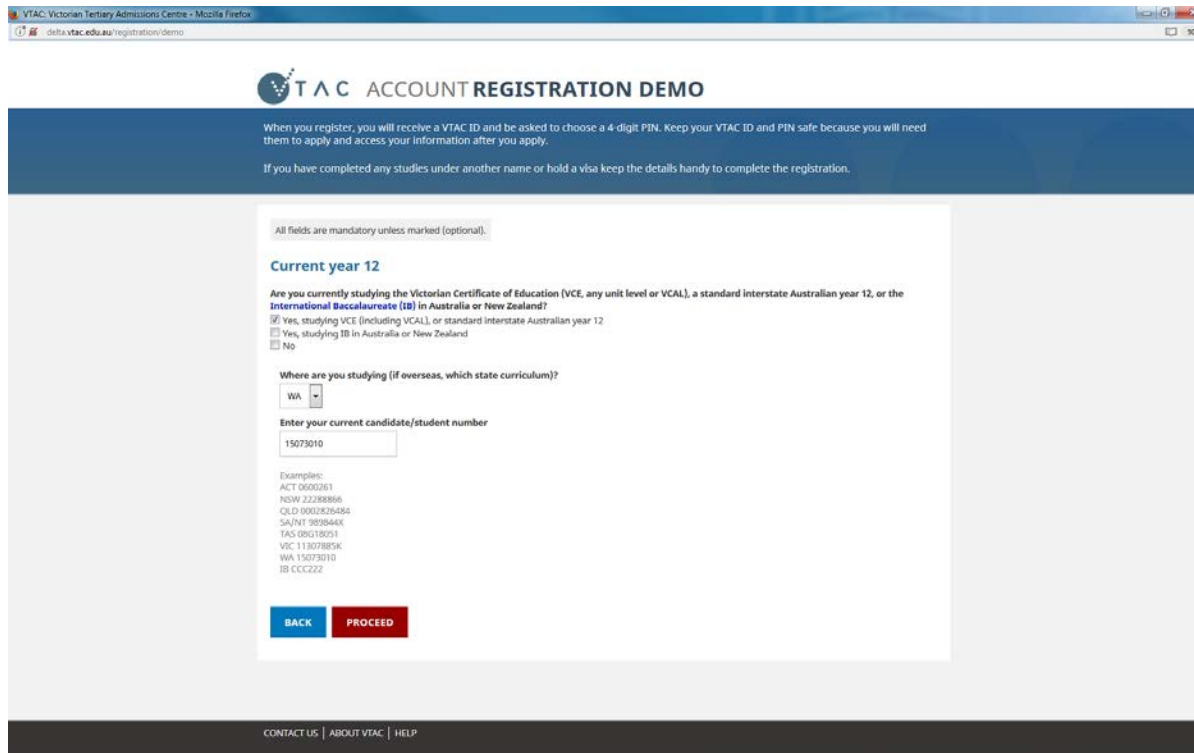
In what country were you born?
- Language**

What is the principal language spoken at home?

At the bottom of the form are two buttons: "BACK" (blue) and "PROCEED" (red). At the very bottom of the page, there is a footer with the text "CONTACT US | ABOUT VTAC | HELP".

VTAC Registration – Creating your account

5. Enter Current year 12 information:



VTAC Victorian Tertiary Admissions Centre - Mozilla Firefox
delta.vtac.edu.au/registration/demo

VTAC ACCOUNT REGISTRATION DEMO

When you register, you will receive a VTAC ID and be asked to choose a 4-digit PIN. Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

If you have completed any studies under another name or hold a visa keep the details handy to complete the registration.

All fields are mandatory unless marked (optional).

Current year 12

Are you currently studying the Victorian Certificate of Education (VCE, any unit level or VCAL), a standard Interstate Australian year 12, or the International Baccalaureate (IB) in Australia or New Zealand?

Yes, studying VCE (including VCAL), or standard Interstate Australian year 12
 Yes, studying IB in Australia or New Zealand
 No

Where are you studying (if overseas, which state curriculum)?

WA

Enter your current candidate/student number

15073010

Examples:
ACT 0600261
NSW 22288866
QLD 9800262634
SA/NT 989844X
TAS 08G18051
VIC 11307805K
WA 15073010
IB CCC222

[BACK](#) [PROCEED](#)

[CONTACT US](#) | [ABOUT VTAC](#) | [HELP](#)

VTAC Registration – Creating your account

5. Enter Current year 12 information continued:

TIP:

- Select **YES, studying VCE (including VCAL), or standard interstate Australian year 12**
- Select the **state** of the Australian year 12 curriculum that you are studying i.e. WA if you are completing WACE, SA if you are completing SACE / SAME, VIC if you are completing VCE, QLD if completing QCE, NSW if completing HSC.
- When entering the student number, do not include the state in front of the ID, as shown in the listed examples. They are just example IDs for each state for reference.

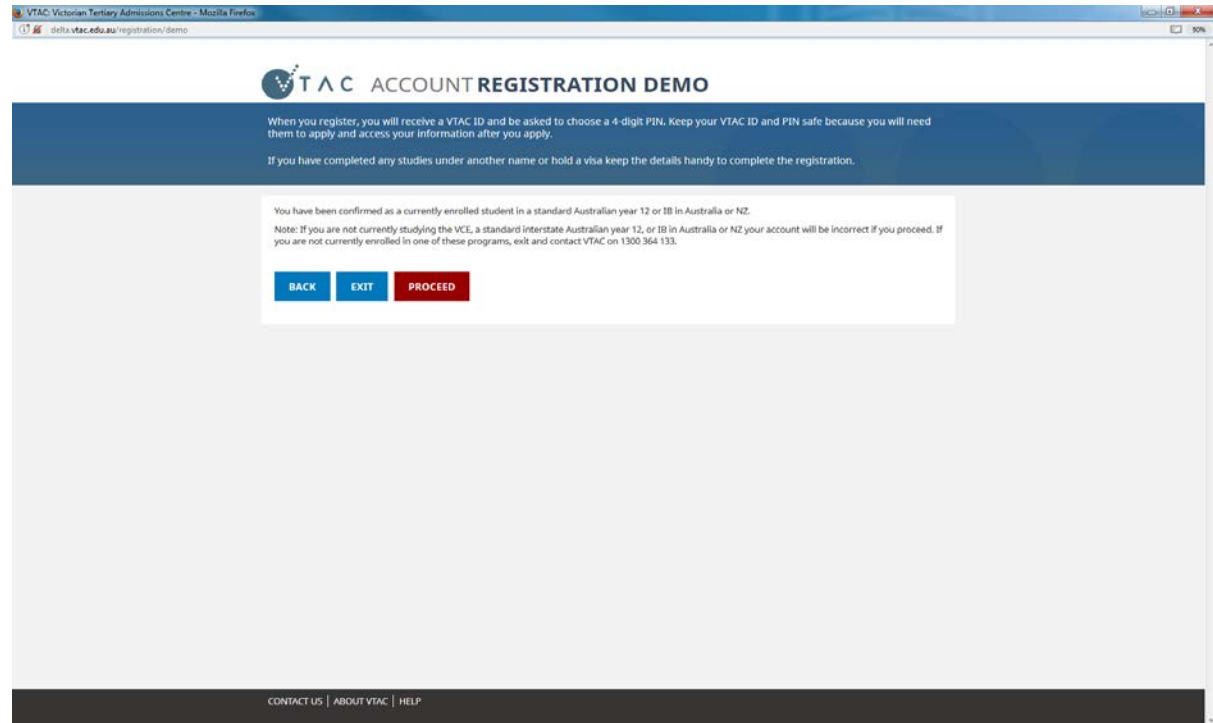
After completing this section, select PROCEED

VTAC Registration – Creating your account

6. Check that the following statement appears:

You have been confirmed as a currently enrolled student in a standard Australian year 12 or IB in Australia or NZ.

Select PROCEED



VTAC Registration – Creating your account

6. Check that the following statement appears continued:
If you receive the following INVALID DATA:

INVALID DATA

We cannot match your details against current enrolment files. Please review your personal details. If your details have been entered correctly, you need to update your information with your school and then contact VTAC on 1300 364 133 to complete the process.

All fields are mandatory unless marked (optional).

Name

Please enter your full, **legal name** as it appears on your birth certificate or other legal documentation.

First/given name

Middle/second given name (optional)

Last/family name

Other name

Have you undertaken any secondary or tertiary studies using a different name?

Yes No

Examples: another legal name, such as a maiden name
OR
A common name/name used by a school that is different from above

VTAC Registration – Creating your account

6. Check that the following statement appears continued:
If you receive the following INVALID DATA:

TIP:

- If you have two parts to your name – given name and middle name, best to insert the middle name in the **Middle/second given** name section.
- If your name has a hyphen, make sure it is included i.e. Mae-Ee.
- The name and student ID is matched against the enrolment file that VTAC has been given by your relevant Year 12 state i.e. WA, NSW, VIC. It is important to check what has been registered by the school is entered in VTAC to match the enrolment file.
- Check that you have correctly entered the details under Current Year 12 including the student ID – step 5 above.

VTAC Registration – Creating your account

7. Enter your contact details:

VTAC Victorian Tertiary Admissions Centre - Mozilla / Firefox
delta.vtac.edu.au/registration/demo

As you are a temporary resident or are planning to obtain a student visa, you are encouraged to provide VTAC with an Australian mailing address, but will need to provide your permanent overseas residential address if this is different from your mailing address.

All fields are mandatory unless marked (optional).

Address

1. What is your permanent residential address? (Cannot be a PO box address)

Country

2. Is your mailing address different than your permanent residential address?
 Yes No

Phone

1. Please enter at least one contact phone number

Home

Business

Mobile

Enter phone numbers in the following format:

- within Australia, include your area code, e.g. 03 9876 9876.
- outside Australia, include the country code as well as the full phone number, e.g. +1 512 512 5122

Email

4. What is your email address?
Emails are used as the primary communication tool.

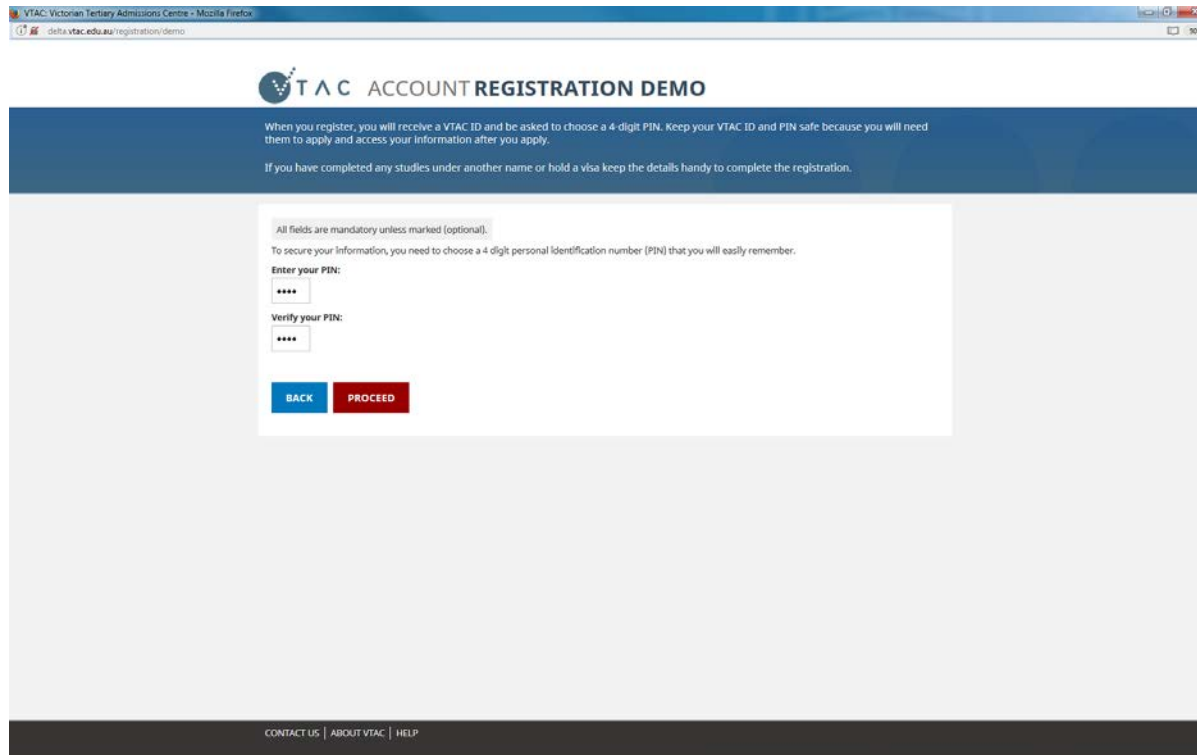
Email address

Confirm email address

Ensure the email address you provide above is one that you can and do access often.

VTAC Registration – Creating your account

8. Create your 4-digit PIN



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When you register, you will receive a VTAC ID and be asked to choose a 4-digit PIN. Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

If you have completed any studies under another name or hold a visa keep the details handy to complete the registration.

Below the banner, there is a white box containing the following text:

All fields are mandatory unless marked (optional).

To secure your information, you need to choose a 4 digit personal identification number (PIN) that you will easily remember.

Enter your PIN:

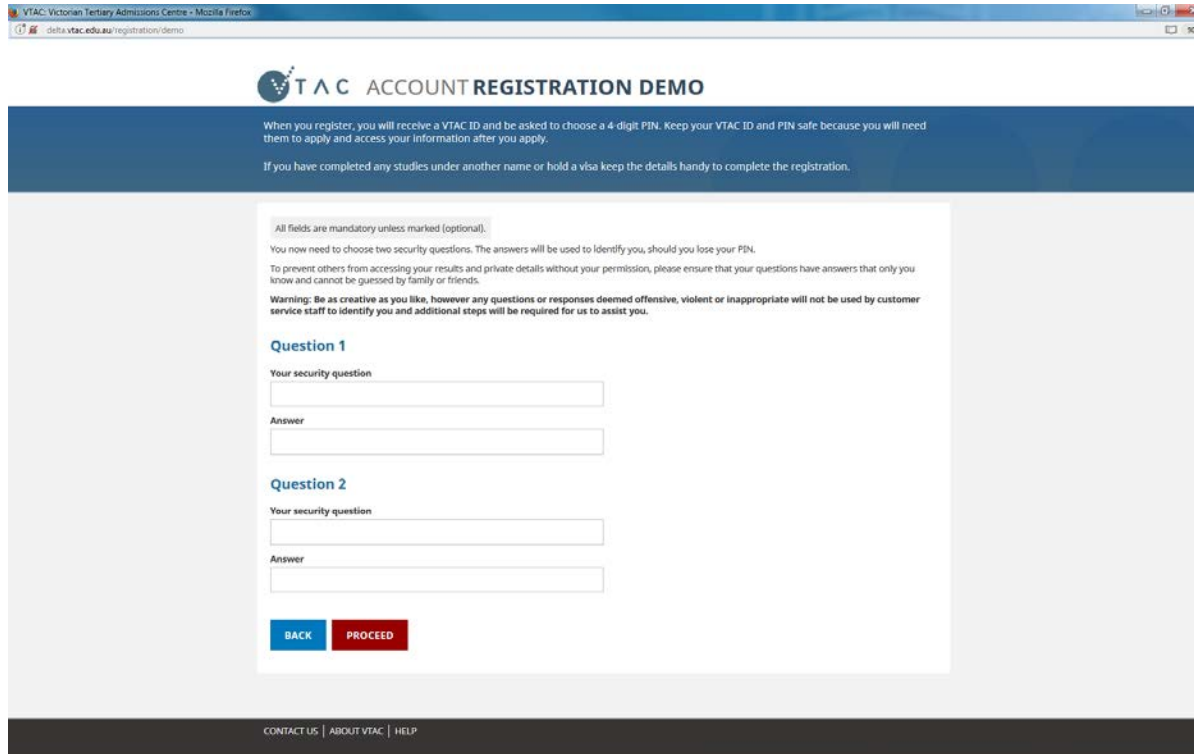
Verify your PIN:

At the bottom of the white box, there are two buttons: "BACK" (blue) and "PROCEED" (red).

At the bottom of the page, there is a footer with the text: "CONTACT US | ABOUT VTAC | HELP".

VTAC Registration – Creating your account

9. Create security questions:



VTAC Victorian Tertiary Admissions Centre - Mozilla Firefox
delta.vtac.edu.au/registration/demo

VTAC ACCOUNT REGISTRATION DEMO

When you register, you will receive a VTAC ID and be asked to choose a 4 digit PIN. Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

If you have completed any studies under another name or hold a visa keep the details handy to complete the registration.

All fields are mandatory unless marked (optional).

You now need to choose two security questions. The answers will be used to identify you, should you lose your PIN.

To prevent others from accessing your results and private details without your permission, please ensure that your questions have answers that only you know and cannot be guessed by family or friends.

Warning: Be as creative as you like, however any questions or responses deemed offensive, violent or inappropriate will not be used by customer service staff to identify you and additional steps will be required for us to assist you.

Question 1

Your security question

Answer

Question 2

Your security question

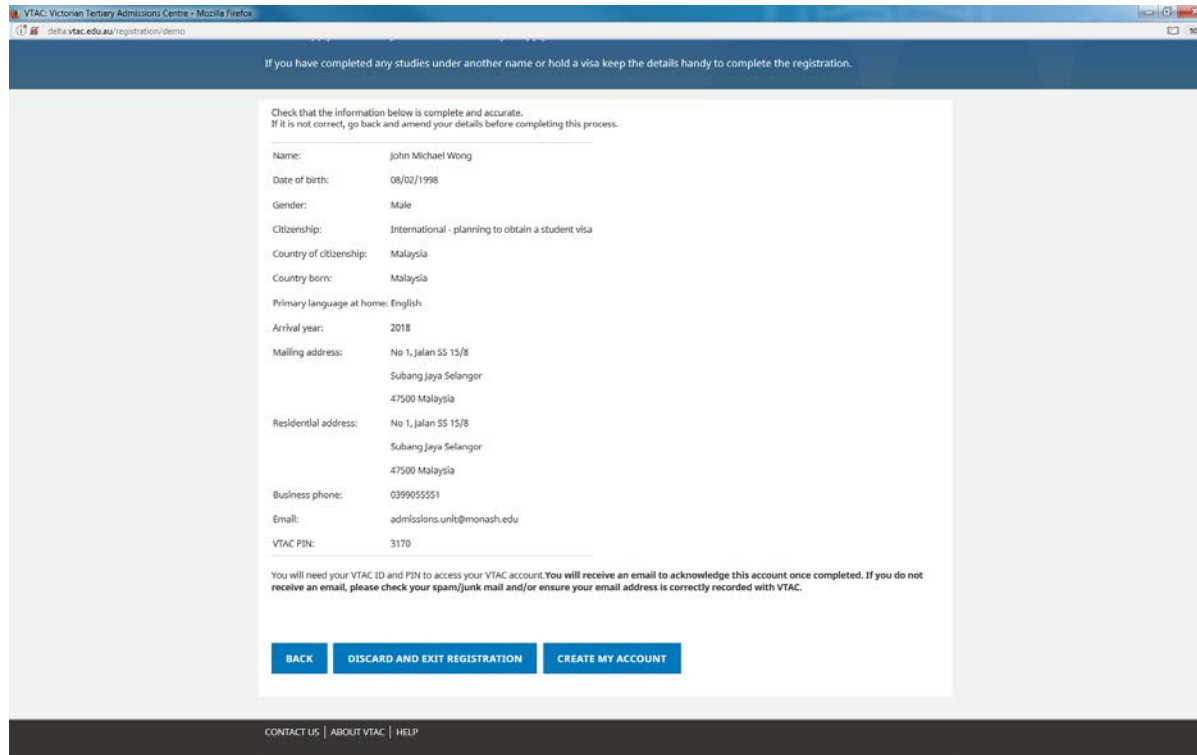
Answer

[BACK](#) [PROCEED](#)

[CONTACT US](#) | [ABOUT VTAC](#) | [HELP](#)

VTAC Registration – Creating your account

10. Check that the information entered is correct. Go BACK if you need to edit. Select CREATE MY ACCOUNT if all details are correct.



The screenshot shows a web browser window titled "VTAC: Victorian Tertiary Admissions Centre - Mozilla Firefox" with the URL "delta.vtac.edu.au/registrations/demo". The page content includes a blue header with the text: "If you have completed any studies under another name or hold a visa keep the details handy to complete the registration." Below this is a white box with the instruction: "Check that the information below is complete and accurate. If it is not correct, go back and amend your details before completing this process." The form fields are as follows:

Name:	John Michael Wong
Date of birth:	08/02/1998
Gender:	Male
Citizenship:	International - planning to obtain a student visa
Country of citizenship:	Malaysia
Country born:	Malaysia
Primary language at home:	English
Arrival year:	2018
Mailing address:	No 1, jalan SS 15/8 Subang Jaya Selangor 47500 Malaysia
Residential address:	No 1, jalan SS 15/8 Subang Jaya Selangor 47500 Malaysia
Business phone:	0399055551
Email:	admissions.unit@monash.edu
VTAC PIN:	3170

Below the form, there is a note: "You will need your VTAC ID and PIN to access your VTAC account. You will receive an email to acknowledge this account once completed. If you do not receive an email, please check your spam/junk mail and/or ensure your email address is correctly recorded with VTAC." At the bottom of the form are three buttons: "BACK", "DISCARD AND EXIT REGISTRATION", and "CREATE MY ACCOUNT". The footer of the page contains the text: "CONTACT US | ABOUT VTAC | HELP".

This should complete the registration of your account. The next step is to complete the Course Application. For information on how to apply for courses through VTAC go to: [VTAC Website](#)

VTAC Registration – Creating your account

Any issues related to VTAC registration of the account for course application to Monash, please email to: admissions.unit@monash.edu