

Submitting a course transfer application

Introduction

There are two steps to applying for an internal course transfer application:

1. First you will have to [register](#) via the portal to attain a La Trobe Applicant ID and PIN (unless you have previously applied for an internal course transfer).
2. The you can [submit an internal course transfer application](#)

How to register

If you haven't already created a La Trobe Applicant ID (**no not use your La Trobe ID nor VTAC ID**) please create an account by clicking 'register now':

Create an account to start your La Trobe University application

If you haven't already created an account [register now](#)
Or login below with the La Trobe Applicant ID and PIN created during registration.

Enter your La Trobe Applicant ID:

Do not use LTU student ID nor VTAC ID

Enter your PIN:

Forgotten your PIN? [Request your PIN](#)

PROCEED >

In order to progress, you will need to read and understand the VTAC privacy policy, and the Terms and Conditions:

Welcome to the La Trobe University Online Registration Process

Who can use this application site?

- Australian citizens
- Australian permanent residents
- New Zealand citizens
- Overseas students residing overseas

La Trobe applications are supported by the Victorian Tertiary Admissions Centre (VTAC). Please read and accept the Privacy Policy and the Terms and Conditions before proceeding.

- [VTAC Privacy Policy](#)
- [Terms and Conditions](#)

I have read and understood the VTAC Privacy Policy

I agree and accept the terms and conditions of creating an account.

PROCEED

You will then be asked to enter your Name, Gender and Date of Birth:

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 for education enrollment that is different from above

Gender

Male Female Indeterminate/Intersex/Unspecified

Date of birth

BACK

PROCEED

You will then need to enter your Citizenship status, Country of Birth and the principal language you speak at home. If you are an On-shore international student, please (do whatever)?

All fields are mandatory unless marked (optional).

Citizenship type

I am an Australian citizen
 I am a New Zealand citizen
 I have an Australian permanent residency visa
 I am an overseas student residing overseas

Country of birth

In what country were you born?

Select ▼

Language

What is the principal language spoken at home?

Select ▼

BACK **PROCEED**

You will then be asked if you are a current year 12 student, please select 'No' and continue:

All fields are mandatory unless marked (optional).

Current year 12

Are you studying or have you recently (in the last 2 months) completed 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?

This includes South Australian Certificate of Education (SACE), South Australian Matriculation (SAM), Western Australian Certificate of Education (WACE) or other equivalent qualifications taken overseas. For example, if you are undertaking the SAM in Malaysia, you MUST answer yes to the question below.

Yes, VCE (including VCAL), or standard interstate Australian year 12 (including SACE, SAM, WACE)
 Yes, IB in Australia or New Zealand
 No

BACK **PROCEED**

You will then need to enter your contact details, including your **La Trobe University** email address:

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

3. 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.

BACK **PROCEED**



You will then need to select a four digit PIN number:

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:

BACK **PROCEED**

You will then need to create two security questions and answers:

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

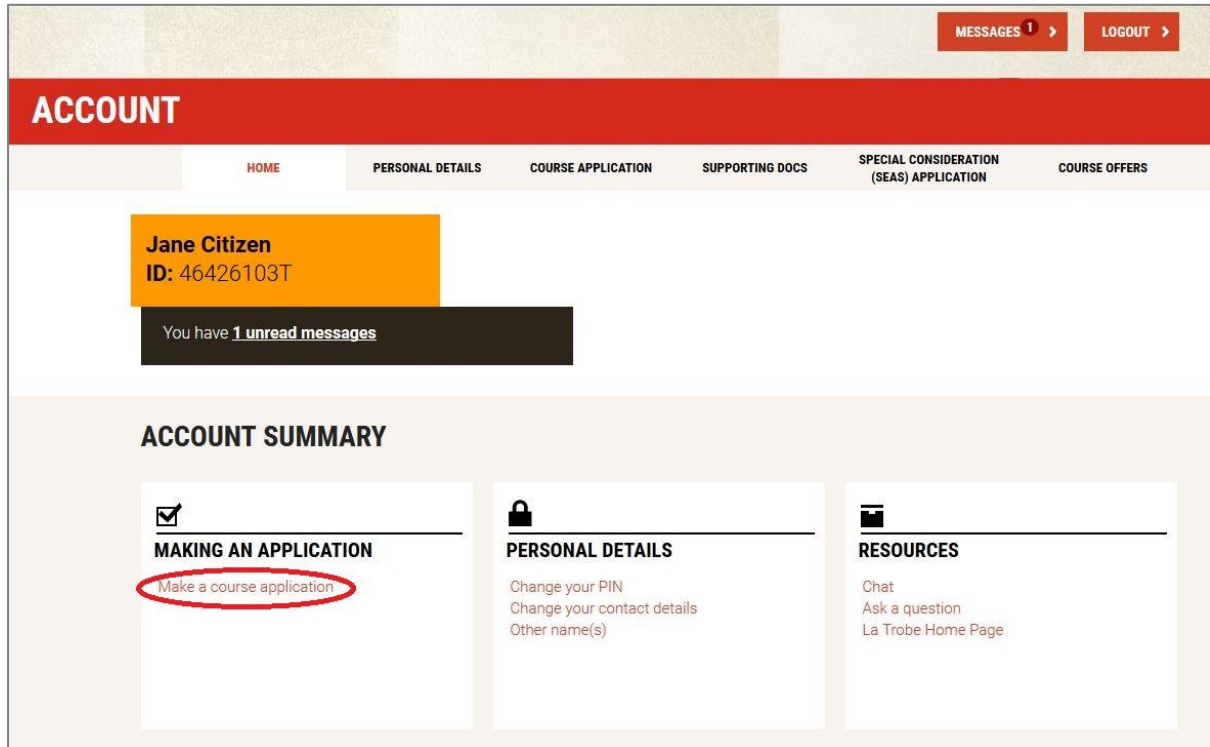
PROCEED

Once complete you will be able to review the information you have entered. Before confirming, please ensure that you have entered all of your correct information, as this will be updated and reflected in La Trobe's systems.

Creating an internal course transfer application

After creating an application profile, you will be given the option to submit an application.

You will be directed to the main page of the Application portal, to lodge an application click 'Make a course application':



ACCOUNT

MESSAGES ¹ > LOGOUT >

HOME PERSONAL DETAILS COURSE APPLICATION SUPPORTING DOCS SPECIAL CONSIDERATION (SEAS) APPLICATION COURSE OFFERS

Jane Citizen
ID: 46426103T

You have **1 unread messages**

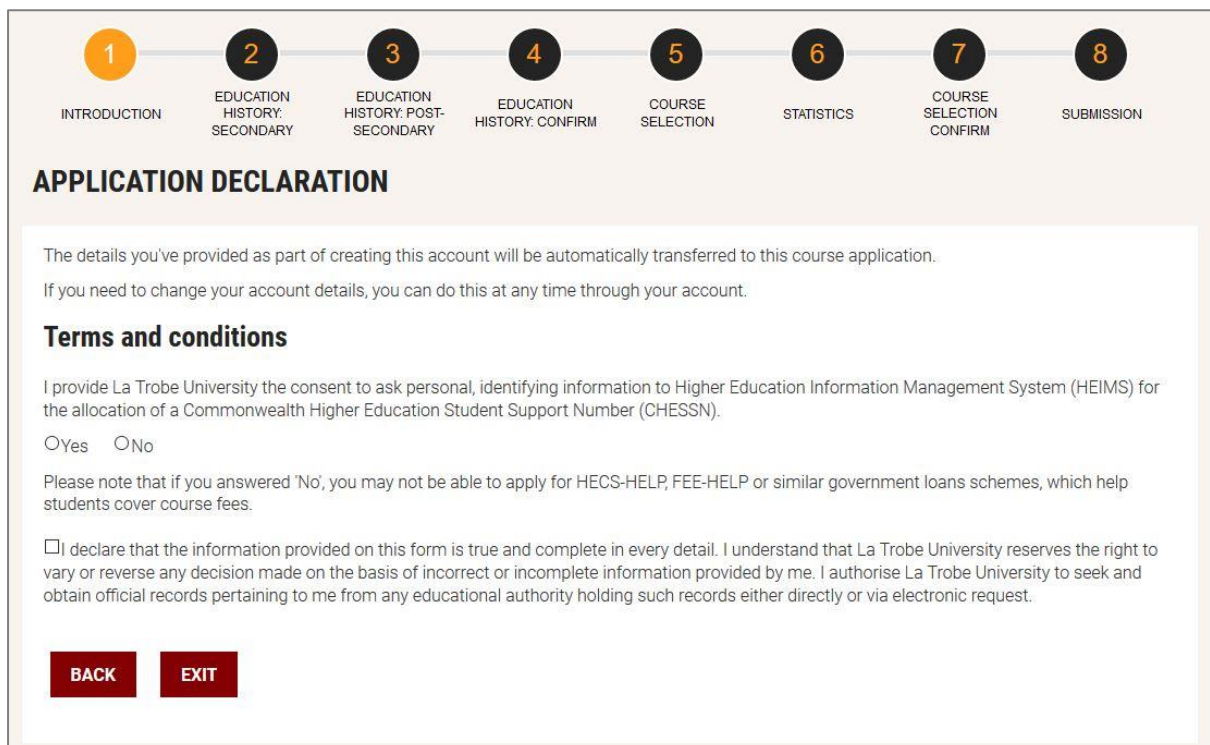
ACCOUNT SUMMARY

MAKING AN APPLICATION
Make a course application

PERSONAL DETAILS
Change your PIN
Change your contact details
Other name(s)

RESOURCES
Chat
Ask a question
La Trobe Home Page

You will then need to read and accept the Application Declaration terms and conditions:



1 2 3 4 5 6 7 8

INTRODUCTION EDUCATION HISTORY: SECONDARY EDUCATION HISTORY: POST-SECONDARY EDUCATION HISTORY: CONFIRM COURSE SELECTION STATISTICS COURSE SELECTION CONFIRM SUBMISSION

APPLICATION DECLARATION

The details you've provided as part of creating this account will be automatically transferred to this course application.
If you need to change your account details, you can do this at any time through your account.

Terms and conditions

I provide La Trobe University the consent to ask personal, identifying information to Higher Education Information Management System (HEIMS) for the allocation of a Commonwealth Higher Education Student Support Number (CHESSN).

Yes No

Please note that if you answered 'No', you may not be able to apply for HECS-HELP, FEE-HELP or similar government loans schemes, which help students cover course fees.

I declare that the information provided on this form is true and complete in every detail. I understand that La Trobe University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me. I authorise La Trobe University to seek and obtain official records pertaining to me from any educational authority holding such records either directly or via electronic request.

BACK **EXIT**

You will then be directed to complete your Secondary School details:

All fields are mandatory unless marked (optional).

Secondary studies: claim 1

1. What year will you/did you last attempt/complete your secondary studies?

2. Where do you / did you do this secondary study?
 Australia New Zealand Overseas

3. Which state do you / did you do this secondary study

4. Enter the school name:

5. Australian year 12 Student number (if known) (optional)

5.1. Did you undertake any **Victorian Curriculum of Applied Learning (VCAL)** courses during the year entered in question 1?
 Yes No


6. Is/was your year 12 study an **International Baccalaureate (IB)** program?
(Please note that the IB diploma is a separate curriculum to standard Australian state year 12 programs.)
 Yes No

7. Is/was your secondary qualification considered non-standard? (e.g. home schooling, Queensland Senior External, Accelerated Christian school, Waldorf school, etc.)
 Yes No

Did you complete any senior secondary subjects:

- In a year other than what you entered above (e.g. you completed a year 12 subject in year 11) OR
- As part of a different curriculum or qualification (e.g. an IB subject)?

Yes No



EDUCATIONAL HISTORY – SECONDARY STUDIES

Firstly, we need to collect details about your senior secondary schooling (e.g. VCE, HSC, NCEA, IB, High School Diploma).

1. Have you attempted/completed a senior secondary study program?
 Yes, attempted/completed
 No, not attempted

BACK
EXIT
PROCEED

Declare your La Trobe University course details
Next, enter your post-secondary school study claims.

It is critical that you enter your current La Trobe course as your first study claim in this screen, otherwise you may not be eligible for an internal course transfer.

You will need to select the 'Year of Completion' as being 2020, and ensure that your Completion status reflects 'I am currently studying but will not complete the qualification this year'.

Post-secondary studies/qualifications: Claim 1

1. Your study was done:
in Australia

2. State
VIC ▼

3. Institution:
La Trobe University ▼

4. Student number: (optional)
99999999

5. Level:
Bachelor Degree ▼

6. Name of Qualification:
Bachelor of Arts

7. Study period:
Year started: 2020 ▼ to Year of completion: 2020 ▼

8. Completion status:
I am currently studying but will not complete the qualification this year ▼

9. Study mode:
 Full time Part time

10. Did you enrol for this course through [Open Universities Australia](#)?
 Yes No

Remove this claim no yes, remove this claim

Do you have a new post-secondary study to add?
 Yes No

RETURN WITHOUT SAVING CHANGES **SAVE CHANGES**

Entering your preferences

When you get to the course selection screen, you can filter to exclude either Postgraduate or Undergraduate courses, as well as select a discipline or just scroll through the list of available courses.

Once you have decided upon your **two preferences***, ensuring that they are added to your application, click submit.

*** Course transfer applicants will only be considered for two preferences**

Course type:

Field of study:

Course:

COURSE DETAILS
ADD COURSE TO APPLICATION
PREVIOUS APPLICATIONS

Course name

1	Bachelor of Laws (Graduate Entry) (F/T, P/T) (Melbourne, subsidised) - Semester 2, 2020	<input type="button" value="▼"/>	<input style="background-color: #800000; color: white;" type="button" value="X"/>
2	Master of Education (F/T, P/T) (Melbourne, subsidised) - Semester 2, 2020	<input style="border: 1px solid #800000;" type="button" value="▲"/>	<input type="button" value="▼"/>
3		<input type="button" value="▲"/>	<input type="button" value="▼"/>
4		<input type="button" value="▲"/>	<input type="button" value="▼"/>
5		<input type="button" value="▲"/>	<input style="background-color: #800000; color: white;" type="button" value="X"/>
6		<input type="button" value="▲"/>	<input style="background-color: #800000; color: white;" type="button" value="X"/>
7		<input type="button" value="▲"/>	<input style="background-color: #800000; color: white;" type="button" value="X"/>
8		<input type="button" value="▲"/>	<input style="background-color: #800000; color: white;" type="button" value="X"/>

EXIT
SUBMIT

You will then need to enter statistical information:

✓
INTRODUCTION

✓
EDUCATION HISTORY: SECONDARY

✓
EDUCATION HISTORY: POST-SECONDARY

✓
EDUCATION HISTORY: CONFIRM

✓
COURSE PREFERENCES

6
STATISTICS

7
COURSE SELECTION CONFIRM

8
SUBMISSION

STATISTICAL INFORMATION

The following statistical information is collected for institutions and the Department of Education and Early Childhood Development (DEECD).

- 1. Are you of Aboriginal Australian or Torres Strait Islander descent?**
 - No
 - Yes - Aboriginal Australian
 - Yes - Torres Strait Islander
 - Yes - both Aboriginal Australian and Torres Strait Islander
- 2. Do you have a disability, impairment or medical condition which may affect your studies?**
 - Yes No
- 3. What is the highest level of education completed by your parent(s) / guardian(s)? If you have more than two, answer for the two you spend/spent the most time with.**
 - 3.1 Your first parent/guardian is/was:**
 - Male Female No parents/guardians
 - 4. Do you have difficult circumstances that relate to formal out-of-home care?**

E.g foster care, residential care, kinship care or been a ward of the state. For more information on types of out-of-home care, please visit <https://www.education.vic.gov.au/school/teachers/health/Pages/whatoohc.aspx>

 - Yes No

BACK

EXIT

PROCEED

You will then be able to review your application before clicking submit:

✓
INTRODUCTION

✓
EDUCATION HISTORY: SECONDARY

✓
EDUCATION HISTORY: POST-SECONDARY

✓
EDUCATION HISTORY: CONFIRM

✓
COURSE SELECTION

✓
STATISTICS

7
COURSE SELECTION CONFIRM

8
SUBMISSION

REVIEW OF COURSEWORK APPLICATIONS

General tertiary preferences

Course 1:	2120002901 - Bachelor of Business (F/T, P/T) (Melbourne, subsidised) - Semester 2, 2019
Course 2:	2120003341 - Bachelor of Accounting (F/T, P/T) (Melbourne, subsidised) - Semester 2, 2019

Statistical information

My first parent/guardian is/was:	Male
His/her highest level of education was:	Bachelor degree
My second parent/guardian is/was:	Female
His/her highest level of education was:	Bachelor degree
Difficult circumstances that relate to formal out-of-home care: No	

BACK

DISCARD

SUBMIT