



# ASPIRE PREPARE PROGRAM

How to Apply Guide

2023



## **ACKNOWLEDGEMENT OF COUNTRY**

La Trobe University acknowledges that our campuses are located on the lands of many traditional custodians in Victoria. We recognise their ongoing connection to the land and value their unique contribution to the University and wider Australian society. We are committed to providing opportunities for Indigenous Australians, both as individuals and communities through teaching and learning, research and community partnerships across all of our campuses. La Trobe University pays our respect to Indigenous Elders, past, present and emerging and will continue to incorporate Indigenous knowledge systems and protocols as part of our ongoing strategic and operational business.

# TABLE OF CONTENTS

<b>1. Introduction.....</b>	<b>2</b>
<b>2. Submitting your Application.....</b>	<b>3</b>
<i>Step 1: Access the Online Application Form.....</i>	<i>3</i>
<i>Step 2: Fill out the 'Personal Details' Section.....</i>	<i>3</i>
<i>Step 3: Fill out the 'Educational/Statistical' Section .....</i>	<i>3</i>
<i>Step 4: Fill out the 'Course Selection' Section.....</i>	<i>4</i>
<i>Step 5: Confirm your Course Selection .....</i>	<i>4</i>
<i>Step 6: Fill out the 'Supporting Documentation' Section .....</i>	<i>5</i>
<i>Step 7: Preview .....</i>	<i>6</i>
<i>Step 8: Complete the 'Declaration/Sumbission' Section .....</i>	<i>6</i>
<i>Step 9: Confirmation.....</i>	<i>6</i>
<b>3. After Submitting your Application .....</b>	<b>7</b>

# 1. Introduction

Thank you for your expressing interest in the Aspire Prepare Program at La Trobe University. This *How to Apply Guide* will assist you with submitting your application and provide you with some important information about the program.

Before you apply:



Visit our Aspire Prepare Program webpage and read through it carefully:  
<https://www.latrobe.edu.au/study/apply/pathways/undergrad/prepare-for-la-trobe>



Have your **Aspire Prepare Endorsement Form** ready. You will not be considered for this program if you do not attach this completed document to your online application. [Click here to access the form](#). Save the completed form and attach it to your application as directed in Step 6 of this guide.



Check your eligibility: Aspire Prepare for La Trobe is available to all current Year 11 and 12 students, including ungraded VCE, HSC, IB and VCE Vocational Major students. You must also be an Australian citizen, New Zealand citizen or Permanent Australian Resident to apply.

If your Year 12 studies do not include an English or literacy subject, we may advise you to undertake more micro-subjects to meet this requirement.

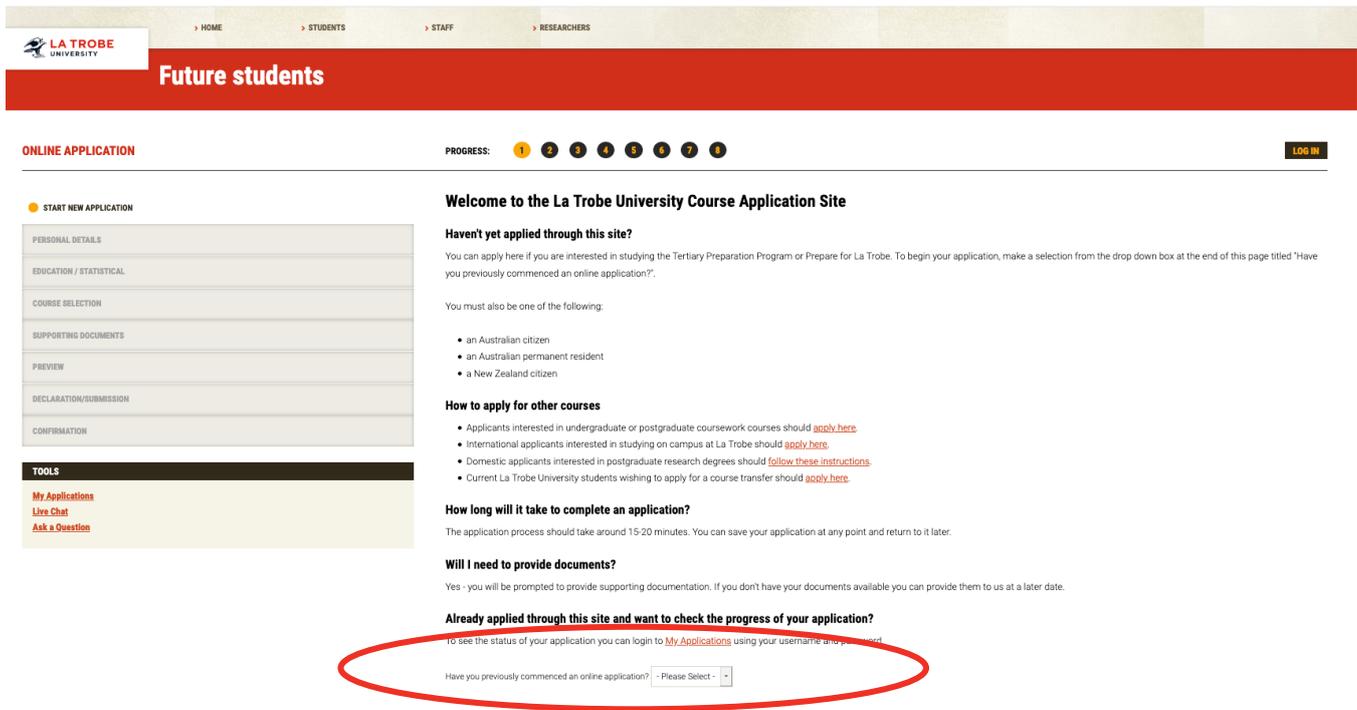
IF YOU HAVE ANY FURTHER QUESTIONS ABOUT THE PREPARE PROGRAM, OR ISSUES WITH THE ONLINE APPLICATION, CONTACT LA TROBE FUTURE STUDENTS SUPPORT ON 1300 135 045 OR VISIT THE WEBSITE TO CHAT OR EMAIL: <https://www.latrobe.edu.au/study>

## 2. Submitting your Application

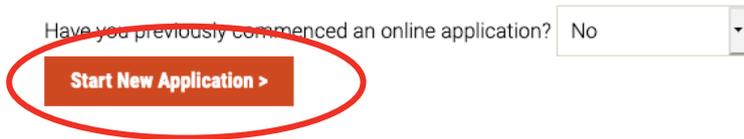
### Step 1: Access the Online Application Form

Click this link: <http://latrobe-apply.custhelp.com/> You will see the screen below. Notice the list on the left-hand side (e.g., Personal Details, Education/Statistical etc); these are all the sections you need to complete. To begin your application, select 'No' from the drop-down option next to 'Have you previously commenced an online application?'

**TIP**  
Only the fields marked with an asterisk \* in the application need to be completed!



Then click on the 'Start New Application' button:



### Step 2: Fill out the 'Personal Details' Section

Work through all the questions. Make a note of the password you create as you will need this to access your application.

Once you have completed this section, click 'Next', to move on to the 'Education/Statistical' section.

### Step 3: Fill out the 'Educational/Statistical' Section

Work through all the questions. Once you have completed this section, click 'Next', to move on to the 'Course Selection' section.

## Step 4: Fill out the 'Course Selection' Section

Under 'Course Type', use the dropdown arrow to select 'Undergraduate'.

- If you are a VCE Vocational Major student, under 'Course Name' select:
  - PAI0010 Prepare Intermediate
- If you are a VCE (including ungraded), HSC or IB student, under 'Course Name' select:
  - PAA0010 Prepare Advanced

The screenshot shows the 'Future students' online application interface. At the top, there are navigation links for HOME, STUDENTS, STAFF, and RESEARCHERS. The La Trobe University logo is on the left. A red banner reads 'Future students'. Below this, the 'ONLINE APPLICATION' section is visible, with a progress bar showing 8 steps. Step 4, 'Course selection', is highlighted. To the left is a sidebar with buttons for 'START NEW APPLICATION', 'PERSONAL DETAILS', 'EDUCATION / STATISTICAL', 'COURSE SELECTION' (highlighted), 'SUPPORTING DOCUMENTS', 'PREVIEW', 'DECLARATION/SUBMISSION', and 'CONFIRMATION'. The main content area for 'Course selection' includes a 'COURSE TYPE' dropdown menu set to 'Undergraduate' (with a note: 'Honours applications are treated as undergraduate'), a 'COURSE NAME' search box, and buttons for '< Back' and 'Close & Resume Later'. A 'LOGOUT' button is in the top right.

Once you have done this, an 'Intake/Attendance' question may appear. Just select the date that you are starting the course (Term 3 2023).

You then need to click on:

**Add Course to Application**

## Step 5: Confirm your Course Selection

This section asks you to confirm that you are happy with the course you have selected. If everything looks correct, click on the 'Next' button to move on to the 'Supporting Documentation' section.

Remove Selected Courses

< Back

Close & Resume Later

Next >

## Step 6: Fill out the 'Supporting Documentation' Section

The screen you will see here will vary depending on how you answered questions about your educational background, visa status, English language capacity etc. The system will prompt you to add scanned copies of the required documents.

The screenshot shows the 'Future students' online application portal. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'STAFF', and 'RESEARCHERS'. Below this is a red banner with 'Future students' and the La Trobe University logo. The main content area is titled 'ONLINE APPLICATION' and features a progress indicator with steps 1 through 8, where step 5 is highlighted. A 'LOGOUT' button is visible in the top right. On the left, there is a sidebar with navigation options: 'START NEW APPLICATION', 'PERSONAL DETAILS', 'EDUCATION / STATISTICAL', 'COURSE SELECTION', 'SUPPORTING DOCUMENTS' (highlighted), 'PREVIEW', 'DECLARATION/SUBMISSION', 'CONFIRMATION', and 'TOOLS' (containing 'My Applications', 'Live Chat', and 'Ask a Question'). The main content area is titled 'Supporting documentation' and includes instructions to attach documents, contact information for the Future Students Centre, and a table for document requirements. The table has columns for 'Document Required', 'Upload Document OR', and 'Estimated Post Date'. Below this is a section for 'Other supporting documents' with a table for uploading documents, a 'Notes' section with a text area, and navigation buttons: '< Back', 'Close & Resume Later', and 'Next >'.

All students must attach their **Aspire Prepare Endorsement Form**. Click here to access the form. To upload your completed Endorsement Form, scroll down to the 'Other supporting documents' section. Type in 'Declaration Form'; this will prompt a 'Browse' button to appear where you can then upload your Declaration Form from your computer.

This screenshot shows a detailed view of the 'Other supporting documents' section. It includes a yellow 'Ask a Question' button. The main content area is titled 'Other supporting documents' and contains instructions to support the application with various documents. Below this is a table for uploading documents with columns for 'Name / Title' and 'Upload Document'. The table contains one row with 'Personal Statement' in the first column and a 'Browse...' button followed by 'No file selected.' in the second column. Below the table is a 'Notes' section with a text area and navigation buttons: '< Back', 'Close & Resume Later', and 'Next >'.

Click the 'Next' button to move on to the 'Preview' section.

## Step 7: Preview

This section previews all the information you have inputted and the documents you have uploaded. Read through it carefully and make any changes as necessary. Once you are happy, click the 'Next' button to move on to the 'Declaration/Submission' section.

## Step 8: Complete the 'Declaration/Submission' Section

Read through the information carefully and select your responses. When you are happy, click on the 'Submit' button to move to the last section.

The screenshot shows the 'Future students' online application interface. The top navigation bar includes 'HOME', 'STUDENTS', 'STAFF', and 'RESEARCHERS'. The main header is 'Future students'. The 'ONLINE APPLICATION' section shows a progress bar with steps 1 through 8, where step 7 is highlighted. A 'LOGOUT' button is visible. The left sidebar contains a menu with options: 'START NEW APPLICATION', 'PERSONAL DETAILS', 'EDUCATION / STATISTICAL', 'COURSE SELECTION', 'SUPPORTING DOCUMENTS', 'PREVIEW', 'DECLARATION/SUBMISSION' (selected), 'CONFIRMATION', and 'TOOLS'. The 'TOOLS' section includes 'My Applications', 'Live Chat', and 'Ask a Question'. The main content area is titled 'Application declaration' and contains the following text:

I provide the 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 the 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.

I agree  Exit

## Step 9: Confirmation

Well done submitting your application! This screen will give you a reference number and an option to download your application.

The screenshot shows the 'Future students' online application interface at the 'Application Confirmation' step. The top navigation bar and header are the same as in Step 8. The 'ONLINE APPLICATION' section shows a progress bar with steps 1 through 8, where step 8 is highlighted. A 'LOGOUT' button is visible. The left sidebar contains a menu with options: 'START NEW APPLICATION', 'PERSONAL DETAILS', 'EDUCATION / STATISTICAL', 'COURSE SELECTION', 'SUPPORTING DOCUMENTS', 'PREVIEW', 'DECLARATION/SUBMISSION', 'CONFIRMATION' (selected), and 'TOOLS'. The 'TOOLS' section includes 'My Applications', 'Live Chat', and 'Ask a Question'. The main content area is titled 'Application Confirmation' and contains the following text:

Dear

Your application reference number and course details are listed below.

[Download a PDF of your Application](#)

Reference	Course	Location	Year	Intake	Attendance

We have emailed you confirmation of your application.

[View All My Applications](#)

## 3. After Submitting your Application

Once you have submitted your application, you will receive an automated confirmation email. It is important that you check the email address that is linked to your application regularly as this is the university's line of communication with you.

If you have any issues with submitting your application or do not receive the confirmation email, contact La Trobe Future Students Support on 1300 135 045 or visit the website to chat or email: <https://www.latrobe.edu.au/study>