



# TERTIARY PREPARATION 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 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.

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# 1. Introduction

Thank you for your expressing interest in the Tertiary Preparation 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 Tertiary Preparation Program webpage and read through it carefully:  
<https://www.latrobe.edu.au/study/apply/pathways/undergraduate-non-year-12/tpp>



Access the La Trobe University Course Handbook and investigate the degrees that are of interest to you. Make note of any additional requirements (e.g., CASPer test for an education degree).



Check your eligibility. You must:

1. Over 18 years of age by 31 December in the year prior to commencing in the program OR 17 years of age with a Year 12 completion
2. Applicants must not have been admitted into a bachelor course or equivalent in the last five years
3. An Australian or New Zealand Citizen, or Permanent Australian Resident
4. If schooling not completed in Australia, United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland applicants must hold one of the below:
  - IELTS (Academic or General Training): 6 in each band; or
  - Occupational English Test (OET): B Pass in each band; or
  - Pearson (PTE Academic): overall average of 50 with at least 36 in each band; or
  - TOEFL iBT (Internet Based Test): total score of 64, with at least 4 in Listening and Reading, and at least 14 in Writing and Speaking; or
  - Cambridge (CAE): 169 overall average with at least 154 in each band.

IF YOU HAVE ANY FURTHER QUESTIONS ABOUT THE TERTIARY PREPARATION PROGRAM, OR HAVE ISSUES WITH THE ONLINE APPLICATION, PLEASE 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. Preparing your application

Now that you have a good idea about the Tertiary Preparation Program, we can move on to the application process. Are you ready to apply? Make sure you have:

- Time: It should take 10-20 minutes to complete your application.
- Scanned visa status documents: This is only required if you are New Zealand Citizen, Permanent Australian Resident, or Humanitarian Resident.
- Scanned educational attainment documents: You must attach proof of your highest level of educational attainment.
- Scanned English language test results: If you did not complete schooling in Australia, United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland you must provide evidence of one of the below:
  - IELTS (Academic or General Training): 6 in each band; or
  - Occupational English Test (OET): B Pass in each band; or
  - Pearson (PTE Academic): overall average of 50 with at least 36 in each band; or
  - TOEFL iBT (Internet Based Test): total score of 64, with at least 4 in Listening and Reading, and at least 14 in Writing and Speaking; or
  - Cambridge (CAE): 169 overall average with at least 154 in each band or
  - Cert IV in EAL (Further Study)

## 3. Submitting your application

With all your supporting documents scanned and ready, you can now move on to submitting your online application. If you have applied directly to La Trobe University previously, you can log in using your existing credentials and start 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!

**ONLINE APPLICATION** LOG IN

PROGRESS: 1 2 3 4 5 6 7 8

**START NEW APPLICATION**

- PERSONAL DETAILS
- EDUCATION / STATISTICAL
- COURSE SELECTION
- SUPPORTING DOCUMENTS
- PREVIEW
- DECLARATION/SUBMISSION
- CONFIRMATION

**TOOLS**

- [My Applications](#)
- [Live Chat](#)
- [Ask a Question](#)

**Welcome to the La Trobe University Course Application Site**

**Haven't yet applied through this site?**

You can apply here if you are interested in studying the Tertiary Preparation Program or Prepare for La Trobe. To begin your application, make a selection from the drop down box at the end of this page titled 'Have you previously commenced an online application?'

You must also be one of the following:

- an Australian citizen
- an Australian permanent resident
- a New Zealand citizen

**How to apply for other courses**

- Applicants interested in undergraduate or postgraduate coursework courses should [apply here](#).
- International applicants interested in studying on campus at La Trobe should [apply here](#).
- Domestic applicants interested in postgraduate research degrees should [follow these instructions](#).
- Current La Trobe University students wishing to apply for a course transfer should [apply here](#).

**How long will it take to complete an application?**

The application process should take around 15-20 minutes. You can save your application at any point and return to it later.

**Will I need to provide documents?**

Yes - you will be prompted to provide supporting documentation. If you don't have your documents available you can provide them to us at a later date.

**Already applied through this site and want to check the progress of your application?**

To see the status of your application you can login to [My Applications](#) using your username and password.

Have you previously commenced an online application?

Then click on the 'Start New Application' button:

Have you previously commenced an online application?

**Start New Application >**

### 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.

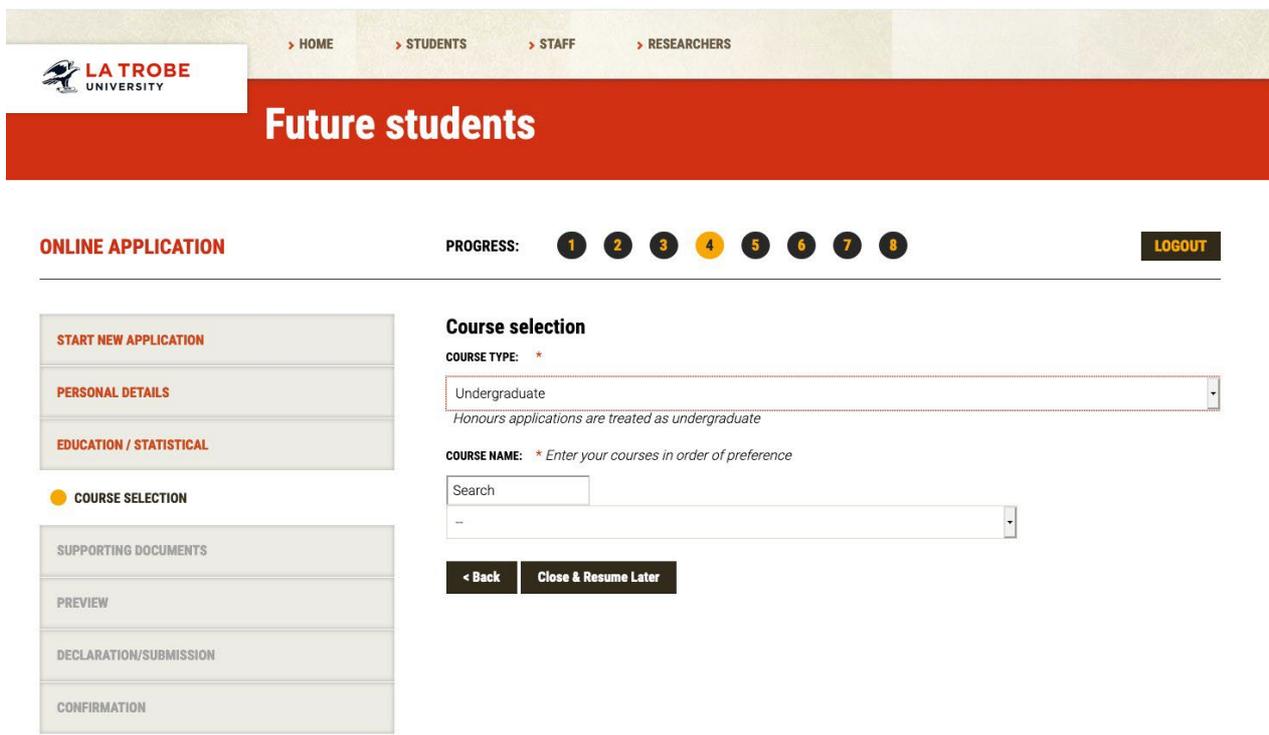
### Step 3: Fill out the 'Educational/Statistical' Section

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'.

Under 'Course Name', you can type in the code 'TPF0010, TPI0010, TPA0010' or the name 'Tertiary Preparation Program "Foundation", "Intermediate", "Advanced'. If it looks like the course is not available to be selected, you may just need to click the dropdown arrow for it to appear.



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

You then need to click on:



### 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.



## 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. Please ensure you attach your highest educational attainment certificate and language/ VISA documents (if applicable).

The screenshot shows the 'Future students' online application portal. The navigation bar includes 'HOME', 'STUDENTS', 'STAFF', and 'RESEARCHERS'. The main header is 'Future students'. The 'ONLINE APPLICATION' section shows a progress bar with 8 steps, where step 5 is highlighted. A 'LOGOUT' button is visible in the top right.

The 'Supporting documentation' section is active. It contains the following text:

**Supporting documentation**  
Please attach copies of the following documents\* to support your application.

\* If you completed Year 12 in Australia, or studied at an Australian university, we may be able to obtain your academic records electronically. Please contact the Future Students Centre on 1300 135 045 to discuss.

If you wish to post your documentation to us, please send your documents with your application reference number to:

Future Students Centre - Admissions  
La Trobe University  
Bundoora VIC 3086

If the documents you are asked for are not applicable to your particular circumstances, you do not have to attach them - just proceed with your application!

Document Required	Upload Document	OR	Estimated Post Date
Your course selection did not return any required documents			

**Other supporting documents**  
You may support your application with other documents including your current resume, Academic Transcripts, Visa, Residency Status, Change of Name, and any other relevant documents.

Name / Title	Upload Document
<input type="text"/>	<input type="button" value="Browse..."/> Enter a document name first

**Notes**  
If you are unable to provide documents at this point, please indicate below when these will be available and then continue with your application.

< Back Close & Resume Later Next >

If you would like to attach "Other documents": To do this, scroll down to the 'Other support documents' section. Type in 'Document' this will prompt a 'Browse' button to appear where it can then be uploaded from your computer.

The screenshot shows the 'Other supporting documents' section. It contains the following text:

**Other supporting documents**  
You may support your application with other documents including your current resume, Academic Transcripts, Visa, Residency Status, Change of Name, and any other relevant documents.

Name / Title	Upload Document
Personal Statement	<input type="button" value="Browse..."/> No file selected.

**Notes**  
If you are unable to provide documents at this point, please indicate below when these will be available and then continue with your application.

< Back Close & Resume Later Next >

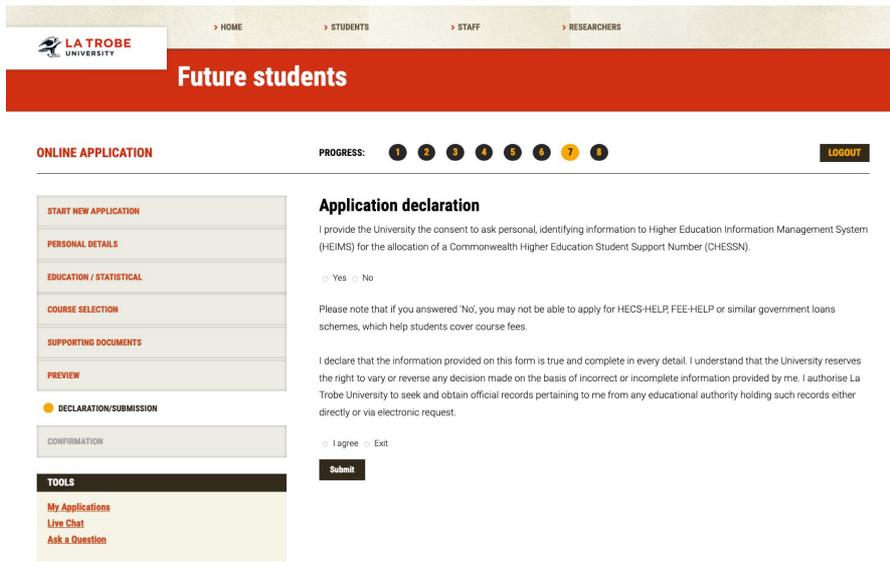
Once you have uploaded it click the 'Next' button to move on to the 'Preview' section.

### 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.

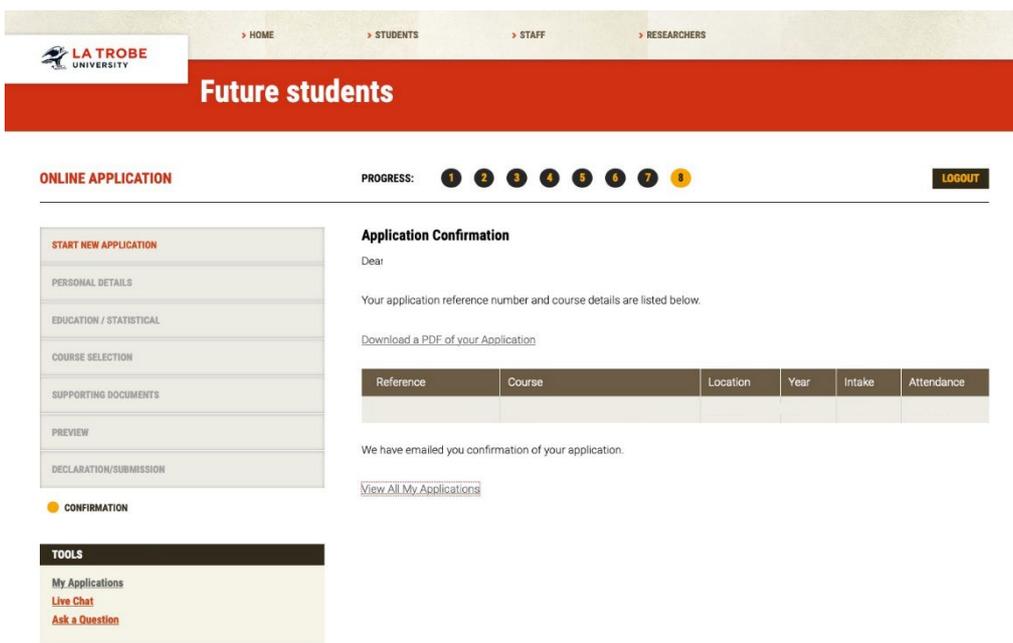
### Step 8: Complete the 'Declaration/Submission' Section

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



### Step 9: Confirmation

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



## 4. 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>

### Getting Ready for University

Often students ask what can we do to get ready or how can we prepare? Our advice is that there are 3 key things:

1. **Make sure you have the time.** We recognise that life is busy so setting aside time to undertake the study is one of the best things you can do. If you make a regular time in your week to study, you will have a greater chance of success. Just 'fitting it in' is not the same as 'having the time to study'. You will need to find at least 5 hours per week, per subject.
2. **Read and read again.** Read things that you wouldn't usually read whether it be a different newspaper or a journal or a website, at least twice to assist with your learning. The reason for this is that reading, like anything, takes practice and reading something that you are not familiar with takes time to understand. Reading is one of the things that we find often causes stress for students if:
  - a. reading and comprehension aren't your strongest learning style (you might be a visual or a practical learner), or
  - b. the information isn't read carefully enough - perhaps you were in a hurry, so you have missed or misunderstood the information.
3. **Reflect and write.** Get used to summarising your reading in your own words. This is a great way to explain the content to yourself and assists with comprehension at the same time. If English is your second language, visit these sites to help develop your learning in English skills:
  - IELTS: <https://ielts.com.au/study-for-ielts/ielts-computer-delivered-practice-tests/>
  - ABC Education: <https://www.abc.net.au/education/learn-english/>

We look forward to welcoming you to the Tertiary Preparation Program.