

A young woman with long brown hair is sitting at a desk, smiling warmly at a laptop. She has her hand resting on her chin. The background is a blurred office or study environment with a teal wall. A blue geometric graphic is overlaid on the bottom half of the image.

# How to apply with UTS Online

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# How to apply with UTS Online

Before you start the application process, you need to ensure you are using the correct UTS website. To apply for the 100% online courses listed below, please visit this website: <https://studyonline.uts.edu.au/apply>

If you need assistance at any stage of the application process, feel free to schedule a call back from a Student Enrolment Advisor by clicking the 'Schedule a call' button below.

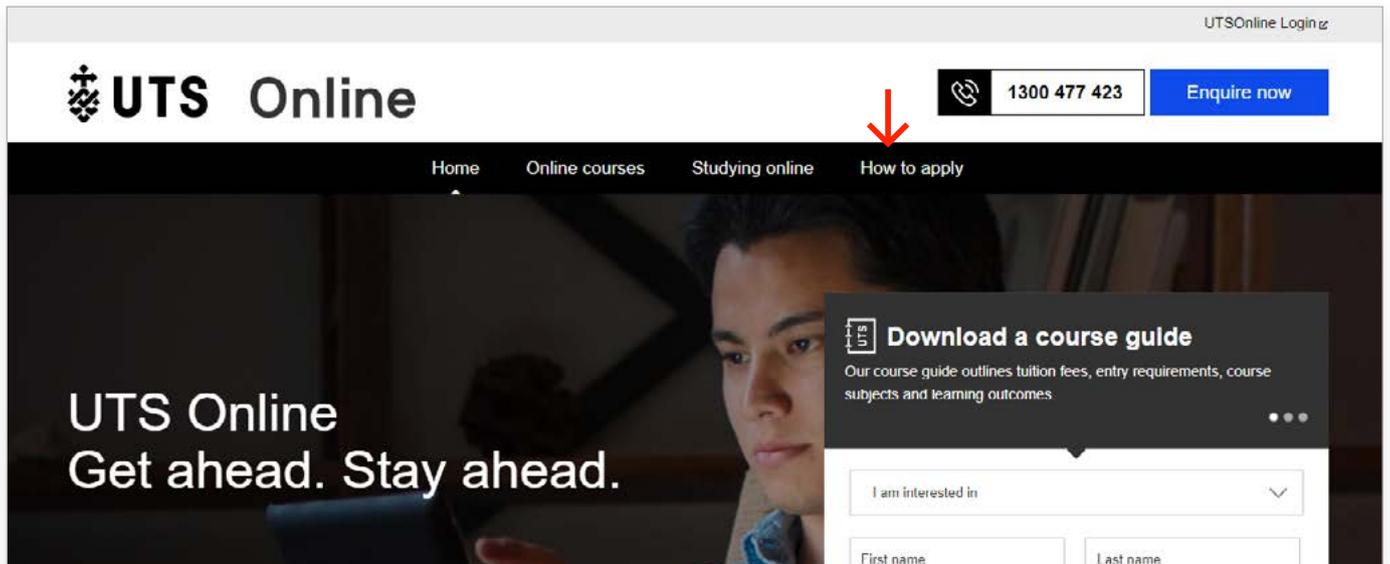
You can also reach us at **1300 477 423**.

[Schedule a call](#)

## STEP 1:

# Choose the course you want to apply for

When you are on the UTS Online website, click 'How to apply' on the top navigation bar.



Choose the course you want to apply for in the drop-down menu and click 'Apply'.

### 1 Prepare your documents

To apply, you will need all your personal details, and you'll also need documents such as:

- Transcripts and certificates.
- Documents that confirm past studies.
- Advanced standing documents (if applicable).
- Your CV, including details of relevant work experience and contact details for previous employers.

Our team of [Student Enrolment Advisors](#) are on hand to assist you with the types of documents that are required to be submitted as part of your application.

### 2 Complete your application

Select a course from the menu below then click the 'Apply' button to begin the application process.

If you find you don't have all the information you need, you can pause and save the application and come back to it later.

For step-by-step instructions on how to apply (including how to prepare your documents), view our [application guide](#).

#### Choose a course to begin your application

- Select one -

Apply

### Need help? Contact us

We understand the application process can be complicated and we're here to assist you. Simply contact our [Student Enrolment Advisors](#) before you start the process so they can help and answer any questions you may have along the way.

[1300 477 423](tel:1300477423)  
[enquire@studyonline.uts.edu.au](mailto:enquire@studyonline.uts.edu.au)

Monday - Tuesday: 9am - 6pm (AEDT)  
Wednesday - Thursday: 9am - 7pm (AEDT)  
Friday: 9am - 5pm (AEDT)

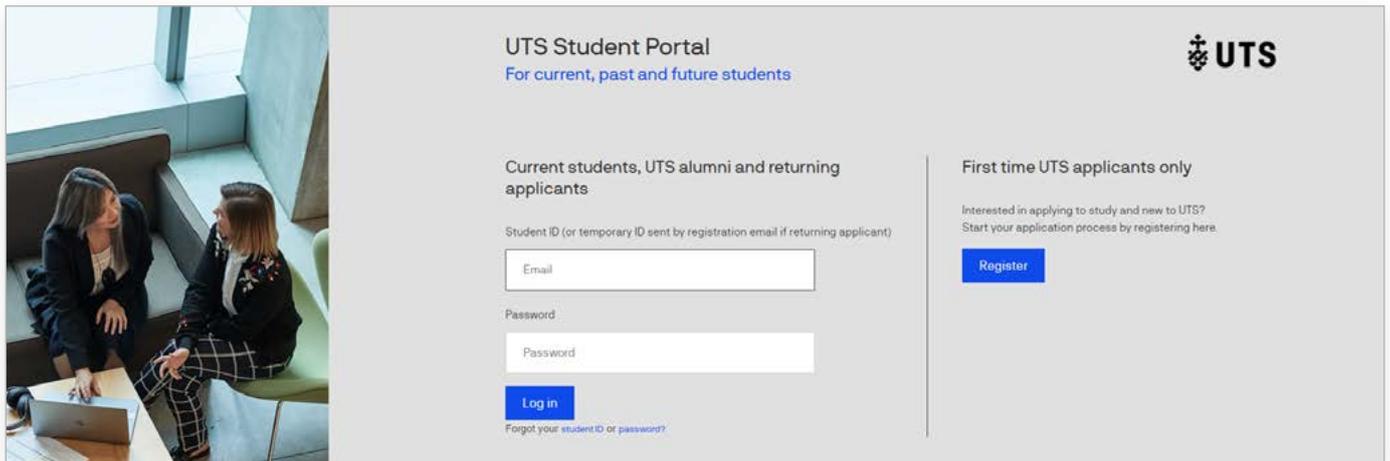
## STEP 2:

# Login / register an account with UTS

You will now be prompted to sign into a UTS Application Portal account.

## Already created an account?

If you have an existing account, login using your credentials and proceed to [Step 3](#).



The screenshot shows the UTS Student Portal interface. On the left, there is a photograph of two women sitting on a bench and talking. The main content area is titled "UTS Student Portal" and includes the text "For current, past and future students". Below this, there are two sections: "Current students, UTS alumni and returning applicants" and "First time UTS applicants only". The first section has a label "Student ID (or temporary ID sent by registration email if returning applicant)" and two input fields for "Email" and "Password", followed by a "Log in" button and a link "Forgot your student ID or password?". The second section has the text "Interested in applying to study and new to UTS? Start your application process by registering here." and a "Register" button. The UTS logo is in the top right corner.

## Creating a new account?

If you don't have an account, click the **'Register'** button and you will be redirected to a form to complete registration. Take note of the email address and password used for the account.

Once you have registered, you will be redirected to the application page. Proceed to [Step 3](#).

If you are experiencing any technical issues with the application portal, please contact [IT Support](#) on **+61 2 9514 2222**



## STEP 3:

# Start the application process

You should now be on the application page.

Enter your details in each section as prompted. Ensure you complete all of the drop-down sections before proceeding.

Once completed, click '**Next**' to move onto course selection.

*Please note:* When entering your mobile number you need to include a dialling code, followed by a space and then the number, e.g. +61 412341234.

The screenshot shows a web application interface for 'Applicant Information'. At the top, there is a navigation bar with links: Home, My Course Applications, My Enquiries, Recognition of Prior Learning, UTS Handbook, International Student Hardship Grant, and More. The main content area is titled 'Applicant Information' and contains a form with several sections:

- Personal details:** This section is expanded and contains a grid of input fields:
  - Title:** A dropdown menu with 'Mr.' selected.
  - First Name:** A text input field containing 'John'.
  - Middle Name:** An empty text input field.
  - Last Name:** A text input field containing 'Smith'.
  - Preferred Name:** An empty text input field.
  - Date of Birth:** A date picker showing '15/09/1994'.
  - Gender:** A dropdown menu with 'Male' selected.
- Citizenship details:** A collapsed section.
- Contact details:** A collapsed section.
- Year 12 completion:** A collapsed section.
- Highest level of education:** A collapsed section.
- Cultural details:** A collapsed section.

At the bottom of the form, there is a note: *Note: Please check your information before you submit.* Below the note are two buttons: 'Save' and 'Next'.

## STEP 4:

# Course selection

The course you are applying for should be automatically populated in the search bar.

Below the search bar you will see several options to **'Apply'** under your selected course. Each option corresponds to a course session. If you are unsure of which course session to apply for, please refer to [page 7](#) of this document.

When you have chosen a course session, click **'Apply'**.

Depending on which course you choose, you may be redirected to a drop-down menu. Choose your Major/Stream and click **'Confirm and Proceed'**.

*Please note:* You can either choose a major, sub-major or general course. A combined course option is not available. If you're unsure of which option to choose, select **'No Major'** for now as you may change this at a later date.

The screenshot shows a search interface with a search bar containing 'Master of Health Services Management' and a 'Search' button. Below the search bar, the results for 'Master of Health Services Management' (Faculty/Unit: Health, Code: C04409) are displayed in a table. The table has columns for Year, Session, Session Dates, and Applications Close. Each row includes an 'Apply' button.

Year	Session	Session Dates	Applications Close	
2021	Session 4	05 July 2021 - 22 August 2021	Midday 28 June 2021	<input type="button" value="Apply"/>
2021	Session 5	30 August 2021 - 17 October 2021	Midday 23 August 2021	<input type="button" value="Apply"/>
2021	Session 6	25 October 2021 - 12 December 2021	Midday 18 October 2021	<input type="button" value="Apply"/>

The screenshot shows a 'Do you want to continue?' dialog box overlaid on the search results. The dialog box contains the following information: Course Name: Master of Health Services Management, Course Code: C04409, Study Period: Session 6, Attendance Mode: Online, Faculty/Unit: Health, and Course Major. A dropdown menu for 'Course Major' is open, showing options: choose one..., Digital Health, Leadership, No major, Planning, and Quality & Safety. A 'Continue' button is visible at the bottom right of the dialog box.

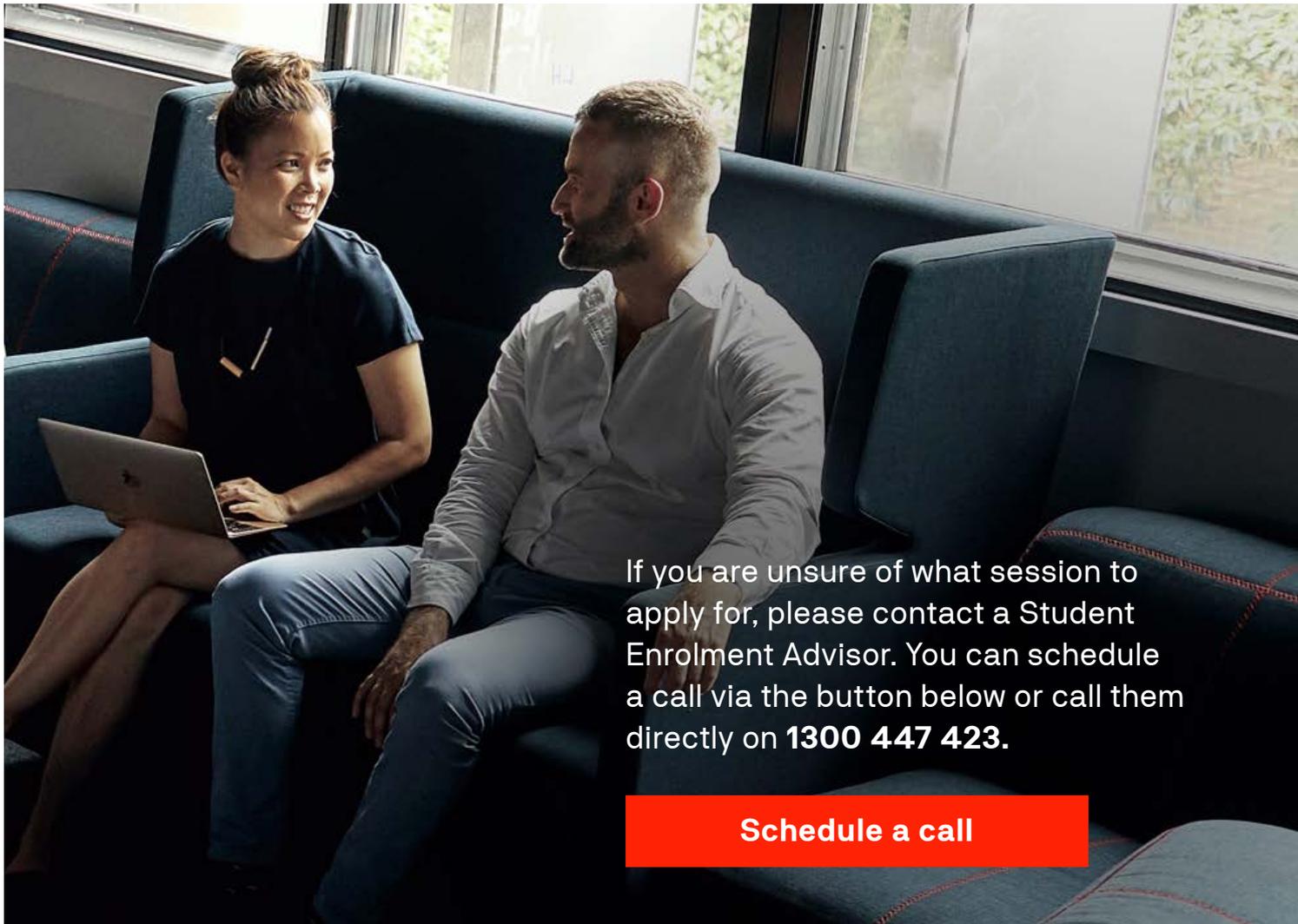
## Which session do I apply for?

Your Student Enrolment Advisor should have emailed you the academic calendar and advised you on which course session to apply for.

If you are choosing between two study periods, we recommend that you choose the earlier study period which provides you the flexibility to defer to a later study period.

*Please note:* You can only defer to a later study period within the same calendar year. If you have an offer to study in 2023 but wish to defer to 2024, you will need to re-apply for the course.

[View 2024 Academic Calendar](#)



If you are unsure of what session to apply for, please contact a Student Enrolment Advisor. You can schedule a call via the button below or call them directly on **1300 447 423**.

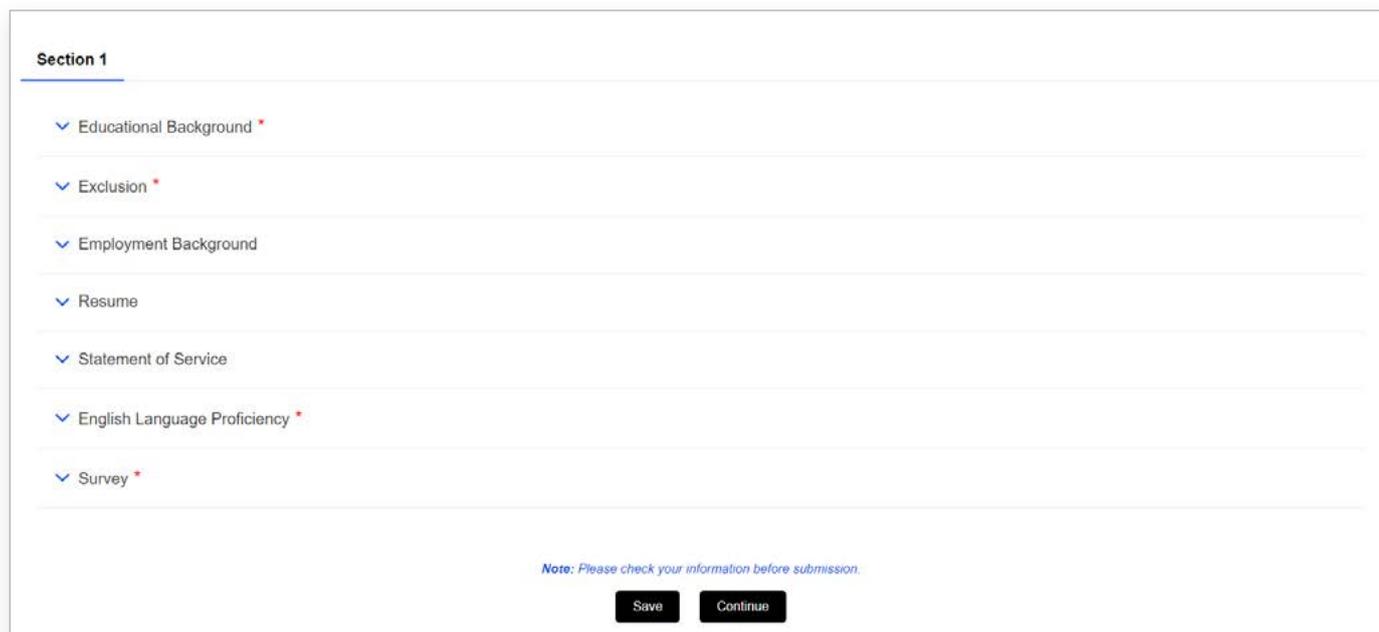
[Schedule a call](#)

## STEP 5:

# Education and employment details

At this stage in the application process, you can click **'Save'** to resume your application at a later date. You can find your application by clicking on **'My Course Applications'** on the top navigation bar.

Complete your education and employment details in each of the drop-down tabs.



Section 1

- ▼ Educational Background \*
- ▼ Exclusion \*
- ▼ Employment Background
- ▼ Resume
- ▼ Statement of Service
- ▼ English Language Proficiency \*
- ▼ Survey \*

*Note: Please check your information before submission.*

[Save](#) [Continue](#)

## Uploading supporting documents

To verify that you meet the entry requirements of your postgraduate program, you will need to upload documentation in your application.

[View the guide to preparing your application documentation.](#)

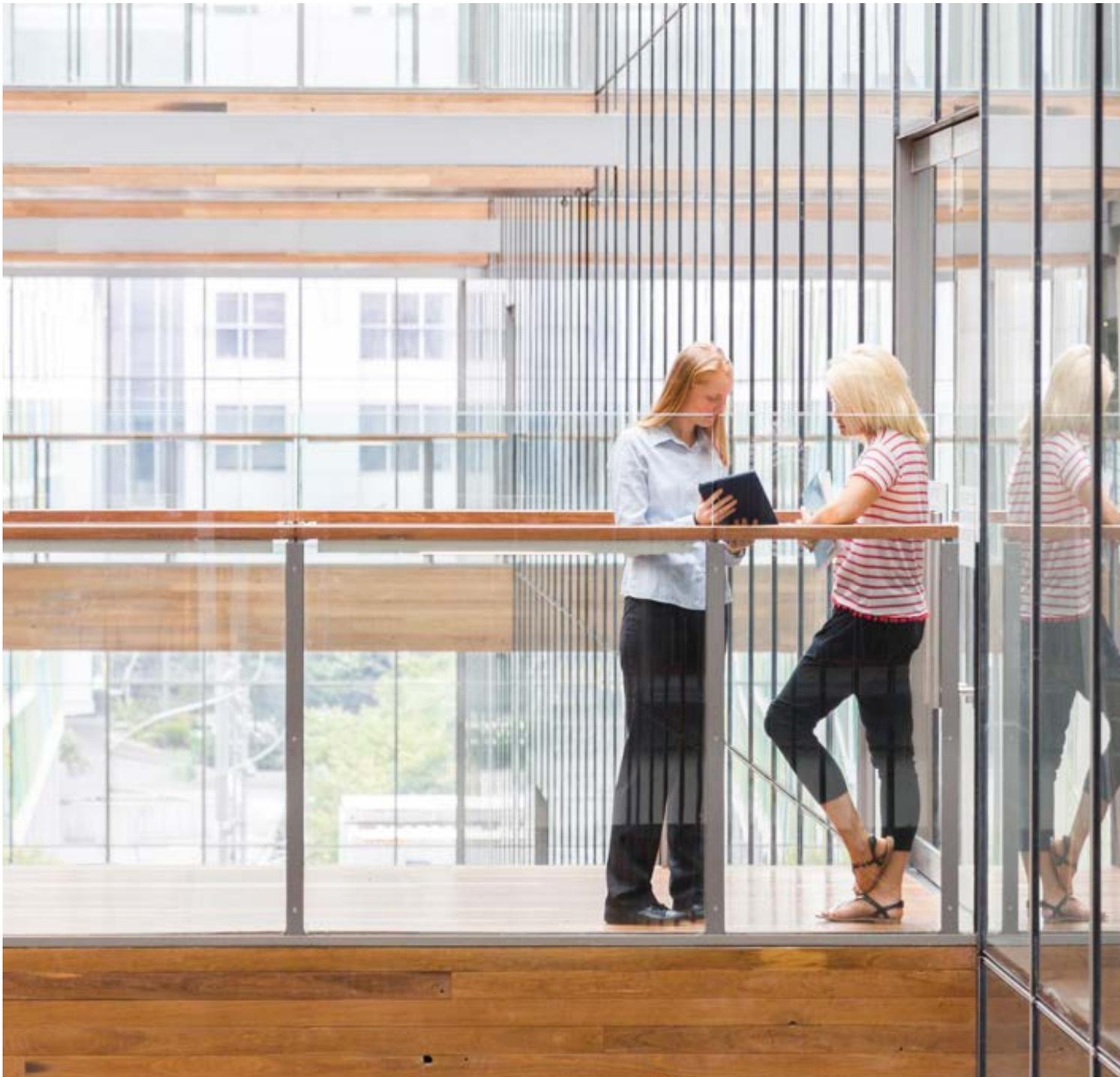
Please ensure the documents you upload are of good quality, and include a short description for each file in the description/details box.

If you have already uploaded a document for a previously applied course, you can choose from the existing attachments.

## STEP 6:

# Review your application

When you have completed all sections and uploaded your supporting documents, please take a few minutes to review your application. Providing incomplete or inaccurate information can delay the application process.



## STEP 7:

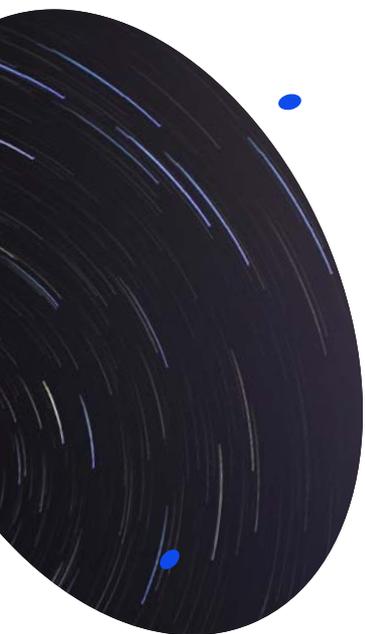
# Submit your application

Once you have reviewed your application, click **'Submit'**.

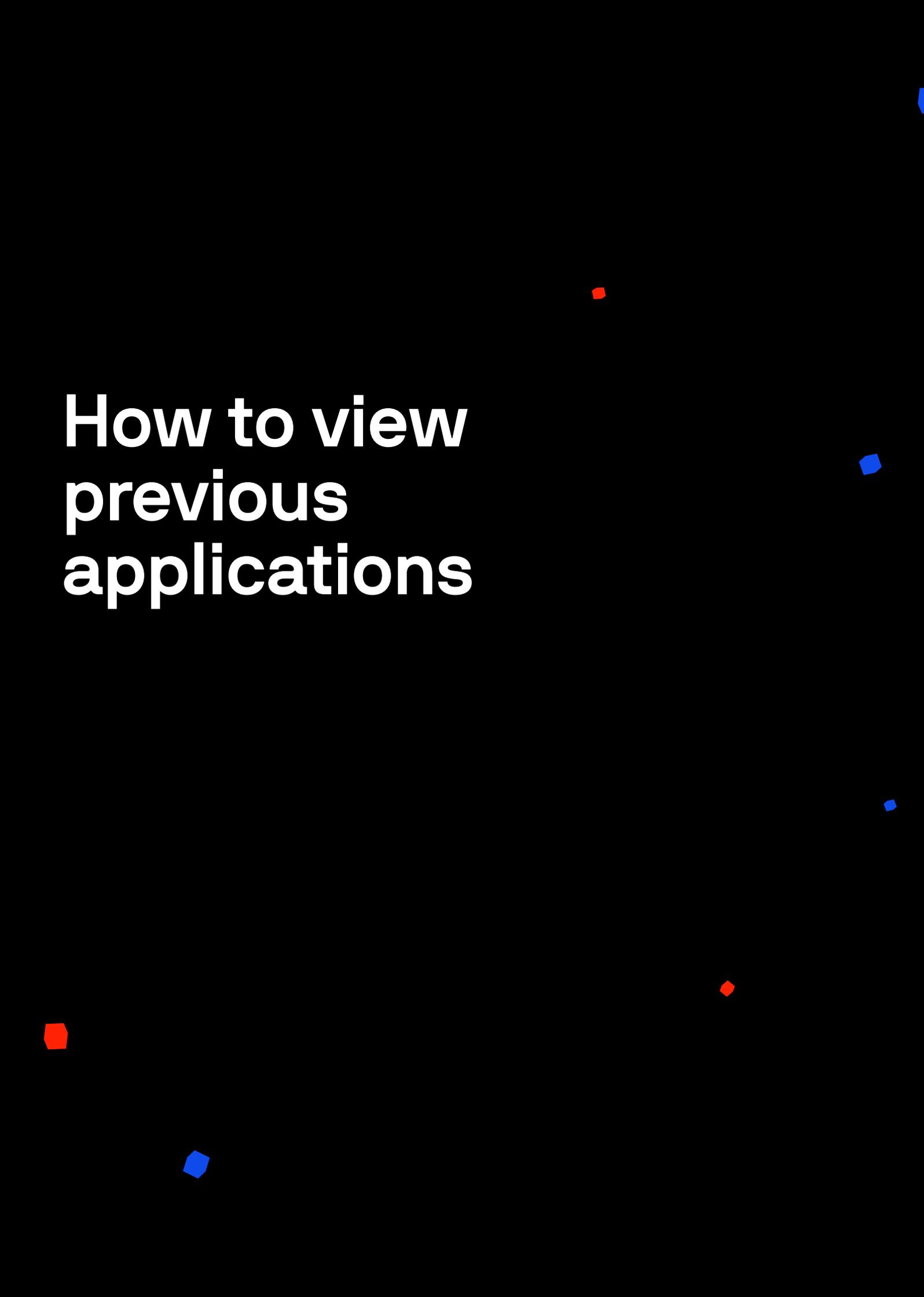
Your application will be reviewed in 5 business days.

The University will contact you via email with an update and may request further documentation to process your application. All admissions correspondence from the University will be sent to the email address used to create your UTS application profile.

Please contact your Student Enrolment Advisor if you have not received any correspondence from UTS after 5 business days of submitting your application.



# How to view previous applications

The background is black and features several small, semi-transparent geometric shapes. There are three red squares and three blue squares scattered across the page. One red square is near the top center, another is near the bottom left, and a third is near the bottom right. The blue squares are located on the right side and bottom left.

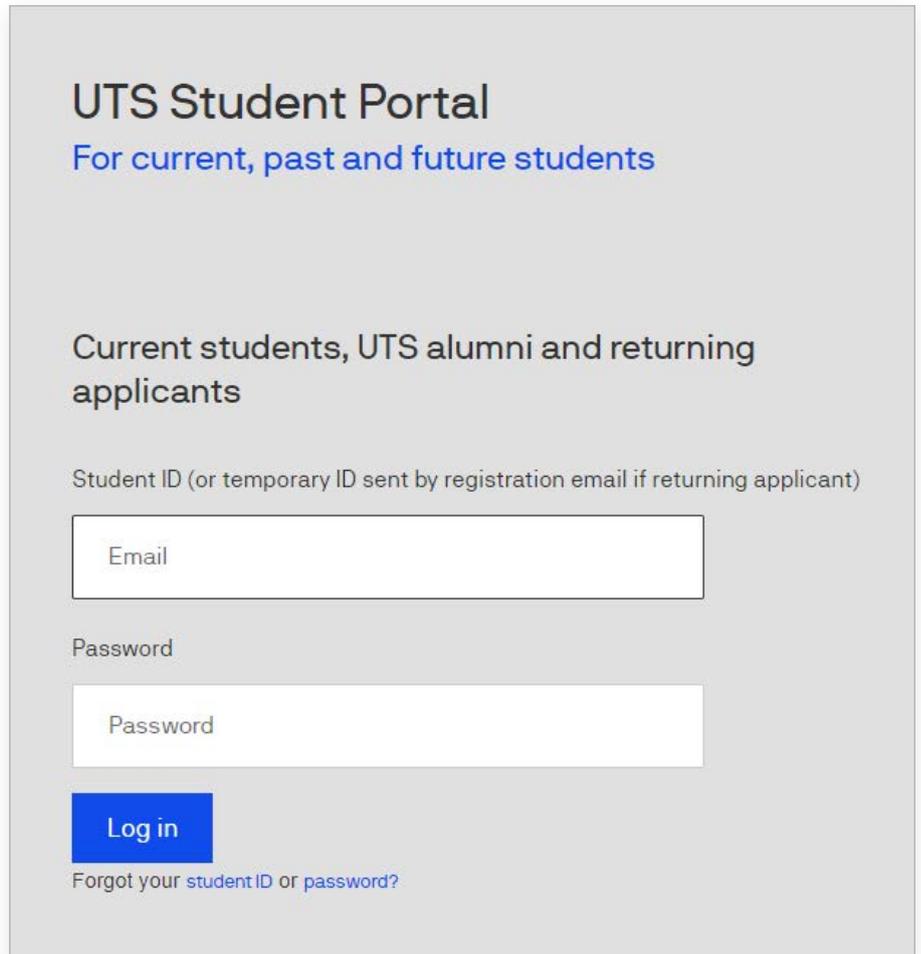
## STEP 1:

# Login to portal using previous credentials

To view the progress of your application or resume an incomplete application, visit:

<https://student-portal.uts.edu.au/s/login/>.

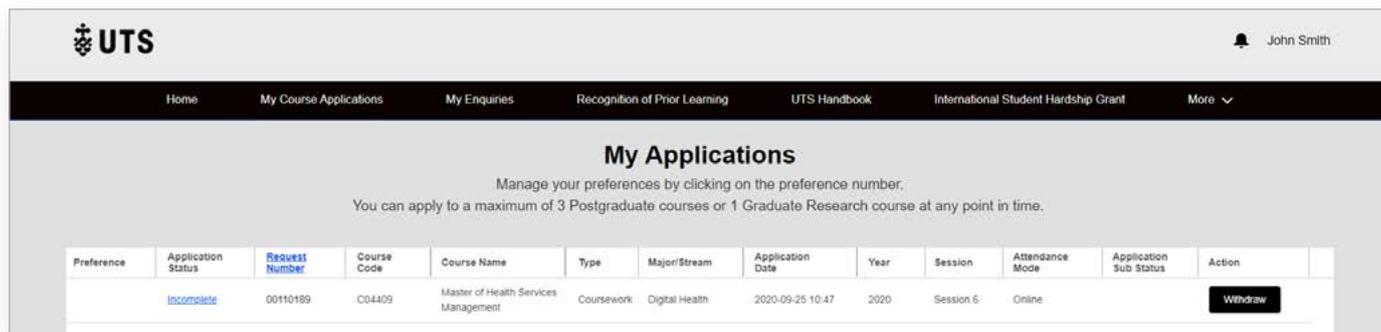
Enter your username (email address) and password and click **'Log in'**.



The screenshot shows the UTS Student Portal login interface. At the top, it says "UTS Student Portal" in a large, bold font, followed by "For current, past and future students" in a smaller blue font. Below this, it specifies "Current students, UTS alumni and returning applicants". A line of text reads "Student ID (or temporary ID sent by registration email if returning applicant)". There are two input fields: the first is labeled "Email" and the second is labeled "Password". Below the password field is a blue "Log in" button. At the bottom, there is a link that says "Forgot your student ID or password?".

## View application status / resume application

On the New Student Portal Homepage, click on **'My Course Applications'**. From here you can review the status of your application, resume an application (option only available if you've previously saved an application without submitting it), or withdraw a course application.



The screenshot shows the UTS My Applications page. At the top, there is a navigation bar with the UTS logo and the user's name, John Smith. Below the navigation bar, there is a section titled "My Applications" with instructions: "Manage your preferences by clicking on the preference number. You can apply to a maximum of 3 Postgraduate courses or 1 Graduate Research course at any point in time." Below this, there is a table with the following columns: Preference, Application Status, Request Number, Course Code, Course Name, Type, Major/Stream, Application Date, Year, Session, Attendance Mode, Application Sub Status, and Action. The table contains one row with the following data: Preference (empty), Application Status (Incomplete), Request Number (00110189), Course Code (C04409), Course Name (Master of Health Services Management), Type (Coursework), Major/Stream (Digital Health), Application Date (2020-09-25 10:47), Year (2020), Session (Session 6), Attendance Mode (Online), Application Sub Status (empty), and Action (Withdraw button).

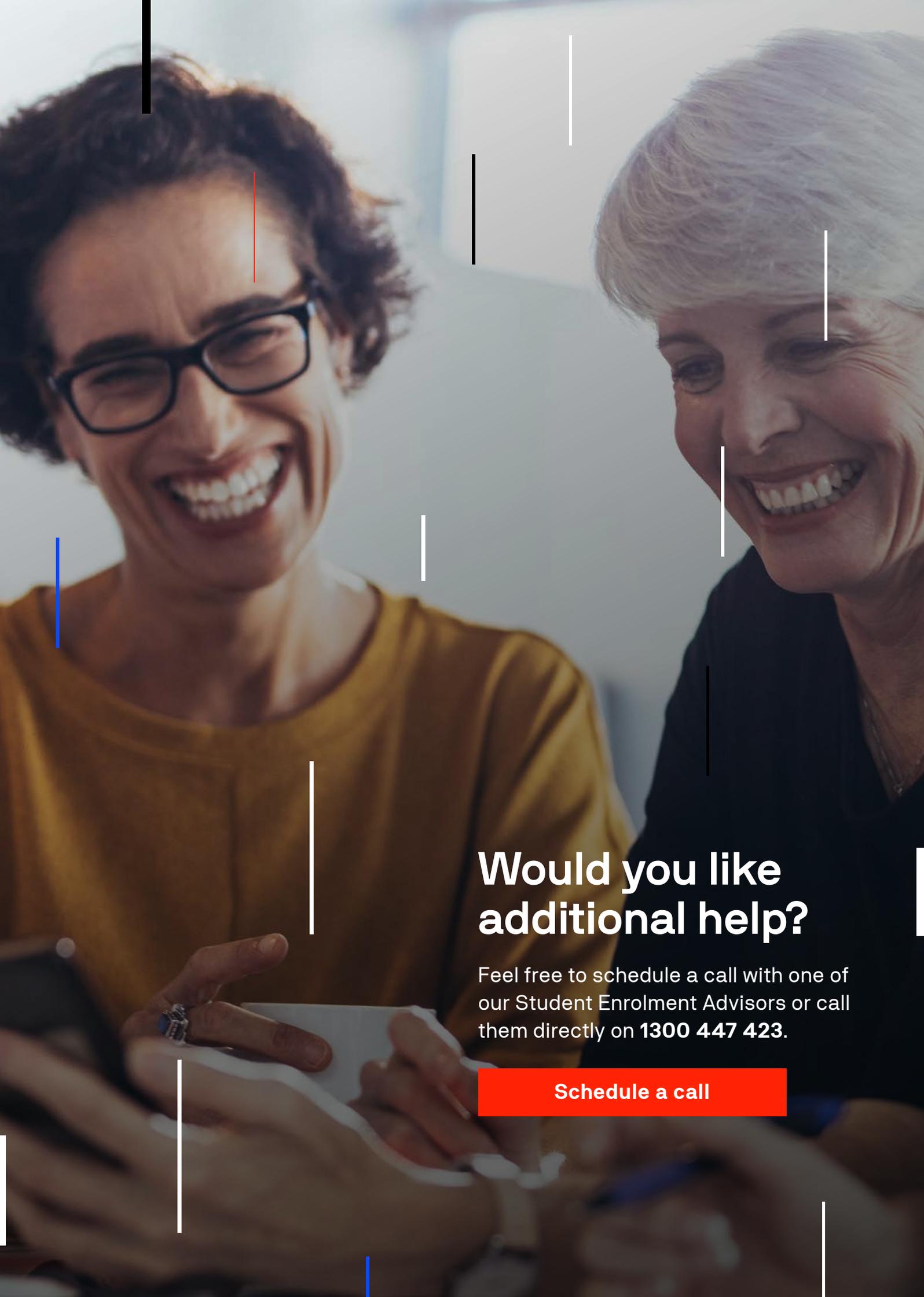
Preference	Application Status	Request Number	Course Code	Course Name	Type	Major/Stream	Application Date	Year	Session	Attendance Mode	Application Sub Status	Action
	Incomplete	00110189	C04409	Master of Health Services Management	Coursework	Digital Health	2020-09-25 10:47	2020	Session 6	Online		Withdraw

## Uploading supporting documents

In the Application Status column, click **'Incomplete'** on the application you want to resume. You can then edit any section of the application.

## Withdraw

If you are no longer able to study with UTS Online or your circumstances have changed, please select the **'Withdraw'** option and provide a reason for withdrawal. If you don't provide a reason for withdrawal you may receive multiple follow-ups from a Student Enrolment Advisor. Click **'Confirm'**.



## Would you like additional help?

Feel free to schedule a call with one of our Student Enrolment Advisors or call them directly on **1300 447 423**.

[Schedule a call](#)