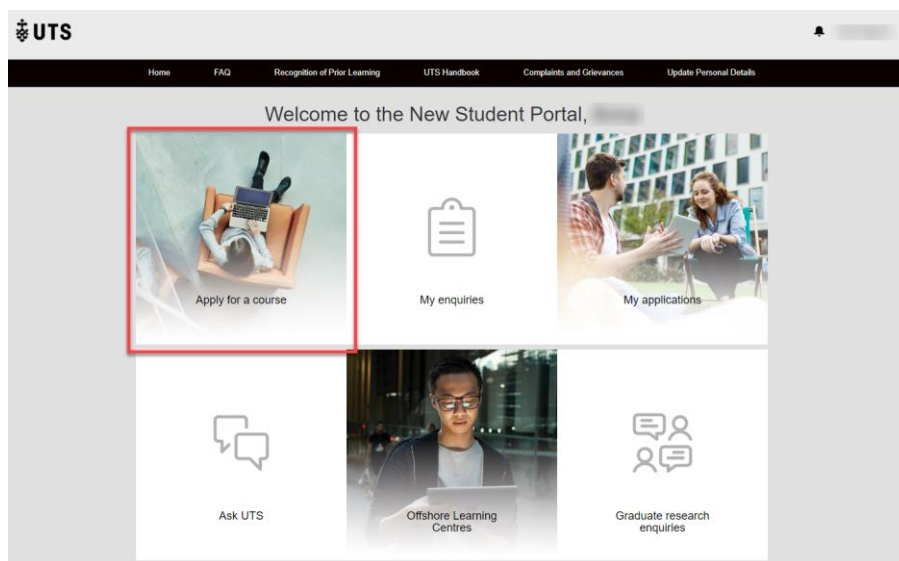


My Student Portal Instructions

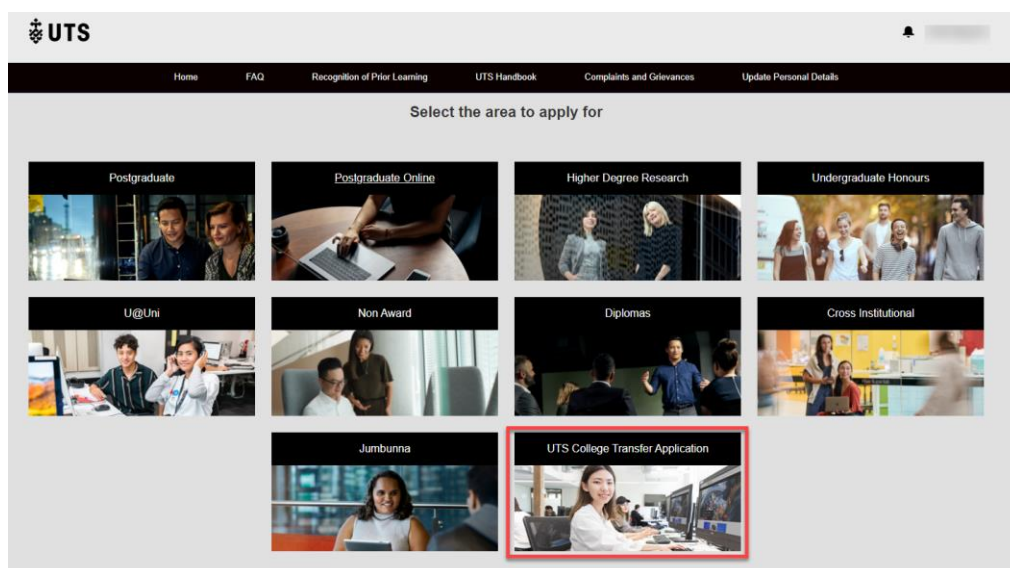
1. Go to My Student Portal via this link: www.mystudent.uts.edu.au
2. Please login to the Student Portal with your UTS College email address and password, by clicking on the Login button under Current Students. You may be prompted to go through the [Okta verify app](#). If you require assistance, please contact [UTS IT Support](#).

Alternatively, if you cannot login with your UTS College details, please create a new account with a personal email address.

3. Select the **Apply for a course** tile.



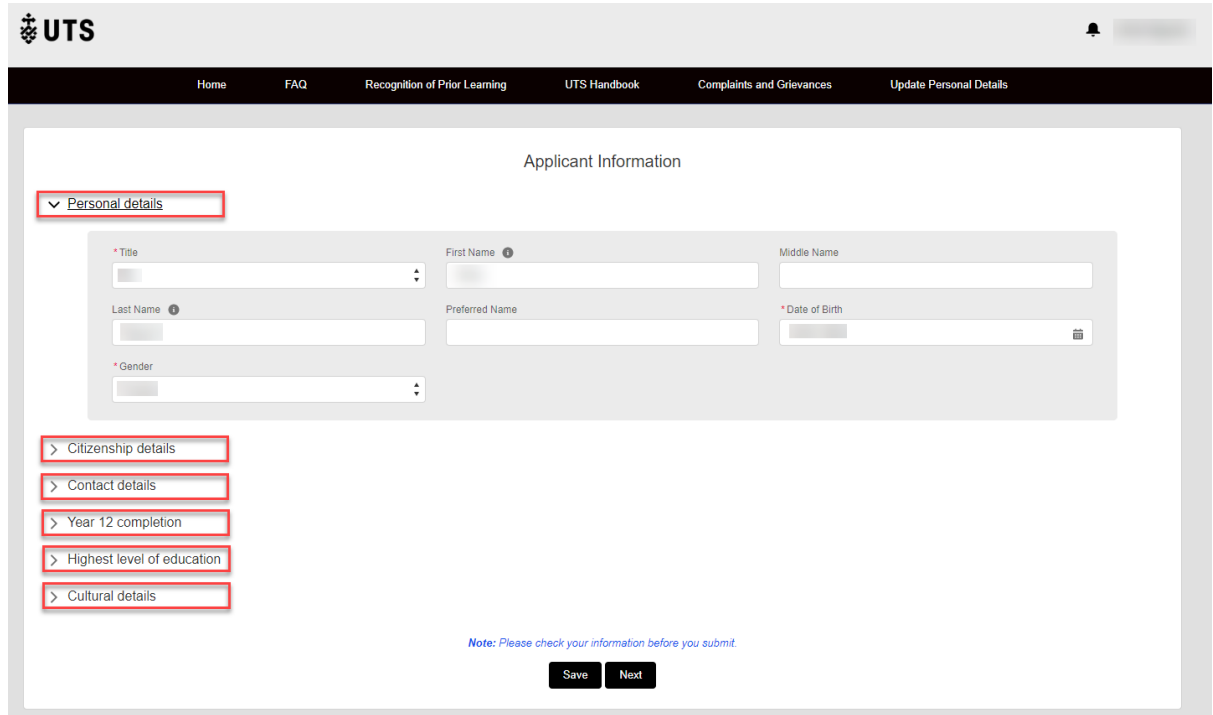
4. Select the **UTS College transfer application** tile





NB: Please do not select any other tiles. To transfer to UTS as per the articulation agreement, you can only apply to courses in the UTS College Transfer Application section.

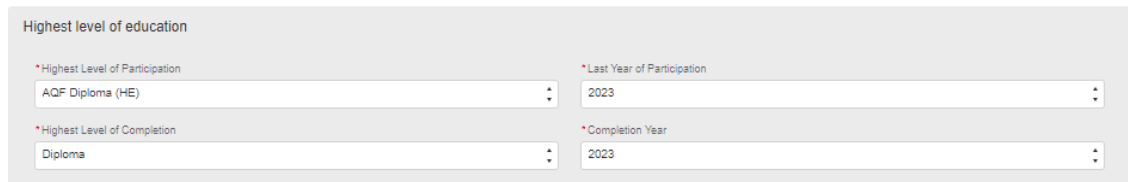
- Complete the Applicant Information fields (Personal, Citizenship, Contact Details; Year 12 completion details; Highest level of education; Cultural details)



The screenshot shows the UTS Applicant Information form. The 'Personal details' section is highlighted with a red box. It includes fields for Title, First Name, Middle Name, Last Name, Preferred Name, Date of Birth, and Gender. Below this, there are five expandable sections: Citizenship details, Contact details, Year 12 completion, Highest level of education, and Cultural details. A note at the bottom states: 'Note: Please check your information before you submit.' There are 'Save' and 'Next' buttons at the bottom right.

- In the **Highest Level of education section**, please select the qualification that applies to you. Your Diploma at UTS College is an AQF Diploma (HE).

Highest level of participation
Last year of participation
Highest level of completion
Completion Year



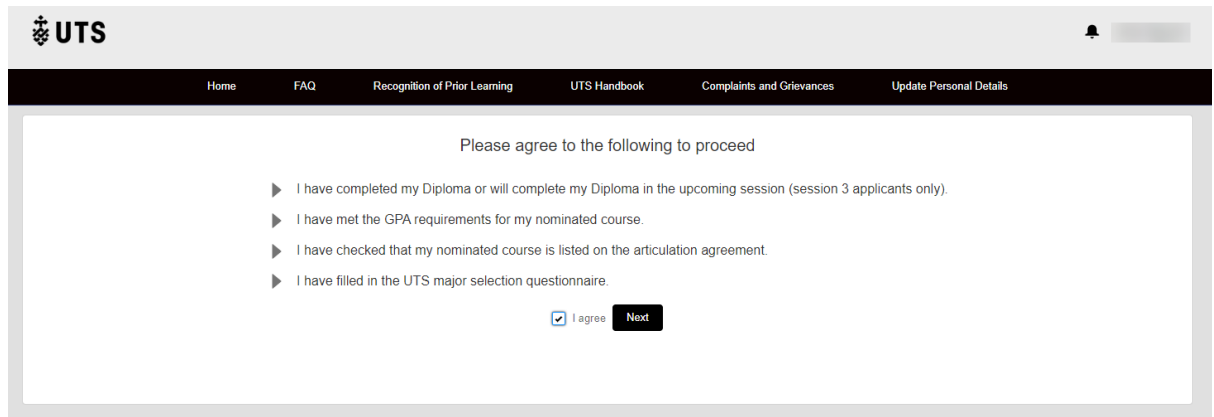
The screenshot shows the 'Highest level of education' section. It contains four dropdown menus: 'Highest Level of Participation' (selected: AQF Diploma (HE)), 'Last Year of Participation' (selected: 2023), 'Highest Level of Completion' (selected: Diploma), and 'Completion Year' (selected: 2023).

NB: If you have participated in any other post-secondary qualifications (e.g. Bachelor degree), please update your Highest level of participation and/or completion accordingly and attach your transcripts in the application form.

If you have selected a different category, please do not submit a new application. This information will be validated by UTS.



7. Once you've read the declaration, tick the checkbox 'I agree' and click Next.



UTS

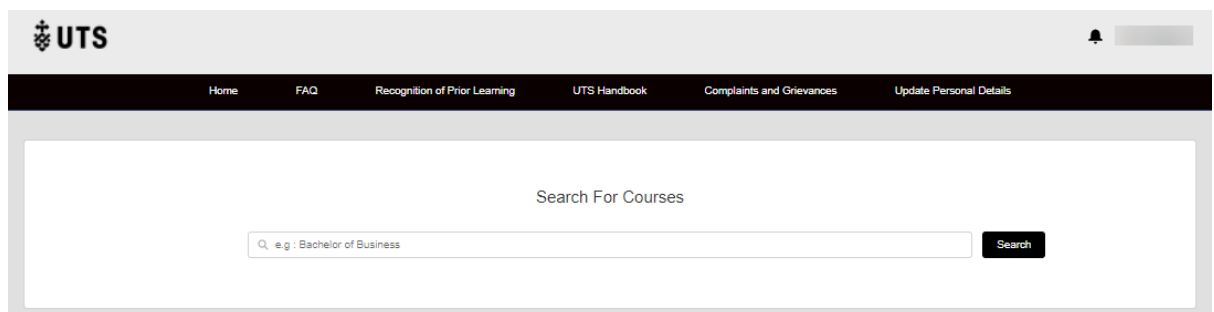
Home FAQ Recognition of Prior Learning UTS Handbook Complaints and Grievances Update Personal Details

Please agree to the following to proceed

- ▶ I have completed my Diploma or will complete my Diploma in the upcoming session (session 3 applicants only).
- ▶ I have met the GPA requirements for my nominated course.
- ▶ I have checked that my nominated course is listed on the articulation agreement.
- ▶ I have filled in the UTS major selection questionnaire.

☒ I agree **Next**

8. Search for your first preference course using the UTS course code or course title and click Search. To view all courses available for application, simply click on the Search button.



UTS

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Search For Courses

Search

9. Select the following from the drop down lists of your preferred course and click Apply:

Attendance Mode: **Internal**
Study Load: **Part Time/Full Time**

Bachelor of Advanced Science
Faculty/Unit: Science; Code:C10347

Availability Year	Study Period	Attendance Mode	Study Load	Application open period	
2022	Spring Session	<input type="text" value="Internal"/>	<input type="text" value="Full Time"/>	Application accepted from 09/05/2022 through to 05/06/2022	Apply

NB: A course major drop down list will appear if you're required to select a major. You will also need to complete the UTS major questionnaire if you're applying to certain courses. Please see [UTS College Completing Diplomas](#) if this applies to you.

10. You will then be directed to the Application form screen. Please complete the following fields in the **Educational Background** section:

Application form: Bachelor of Advanced Science (C10347) - Spring Session, 2022

Section 1

Educational Background ✓

*Are you applying based on your previous academic qualification?

Yes ▾

Providing us with your previous educational information will expedite the processing of your application. If you don't have a copy of your previous qualification and your qualification is undertaken at one of these [Australian institutions](#), we will verify your qualifications before we can proceed with your application. If we're unable to do so, we will contact you to request certified copies of your documents.

For any previously completed studies at UTS, you won't need to provide your academic transcript or statement of completion. However for studies completed at other institutions, you will need to provide us with proof of completion. You can do this by providing any of the documents or information below.

Note: You need to provide at least one of these documents.

*Academic Transcripts and Proof of completion

No ▾

*My eEquals Link

No ▾

Please provide the details of your previous tertiary studies below.

*Previous Institute Name	Previous Institute Student Id
UTS:Insearch ▾	1234567
*Course Title	*Previous Institute Year
Diploma of Science (Life Sciences) (Extended)	2022 ▾

Add new



If you have selected different categories/information, please do not submit a new application. This information will be corrected by UTS. If you have any other previous completed studies, select the Add new button to add this to your application.

- Please nominate a second preference by entering the UTS course code and full name of the course including the major (if applicable) in the **Second Preference** section. Click Continue.

Application form: Bachelor of Medical Science (C10184) - Autumn Session, 2023

Section 1

Educational Background *

Second Preference ✓

*Please provide a second course preference if your first preference is not available

C10184 Bachelor of Medical Science (Medical and Health-related Sciences)

Note: Please check your information before submission.

Save Continue

- Review your application and tick the checkbox to accept the terms and conditions.

- Click the Confirm and Submit button to submit your application.

Please review all the details below before you submit your application
Application Form: Bachelor of Medical Science (C10184) - Autumn Session, 2023

Educational Background

*Are you applying based on your previous academic qualification?
Yes

Providing us with your previous educational information will expedite the processing of your application. If you don't have a copy of your previous qualification and your qualification is undertaken at one of these [Australian institutions](#), we will verify your qualifications before we can proceed with your application. If we're unable to do so, we will contact you to request certified copies of your documents.
For any previously completed studies at UTS, you won't need to provide your academic transcript or statement of completion. However for studies completed at other institutions, you will need to provide us with proof of completion. You can do this by providing any of the documents or information below.
Note: You need to provide at least one of these documents.

*Academic Transcripts and Proof of completion
No

*My eQuals Link
No

Please provide the details of your previous tertiary studies below.

*Previous Institute Name
UTS:Insearch

Previous Institute Student Id
1234567

*Course Title
Diploma of Science (Life Sciences) (Extended)

*Previous Institute Year
2022

Add new

Second Preference

*Please provide a second course preference if your first preference is not available

C10347 Bachelor of Advanced Science (Pharmaceutical Sciences)

Note: The information cannot be edited after submission, though you can submit additional documents

Accept Terms And Conditions
☒ I agree to the [Privacy notice and Terms & Conditions](#)

Go Back Confirm And Submit