

Further Information Process Guide

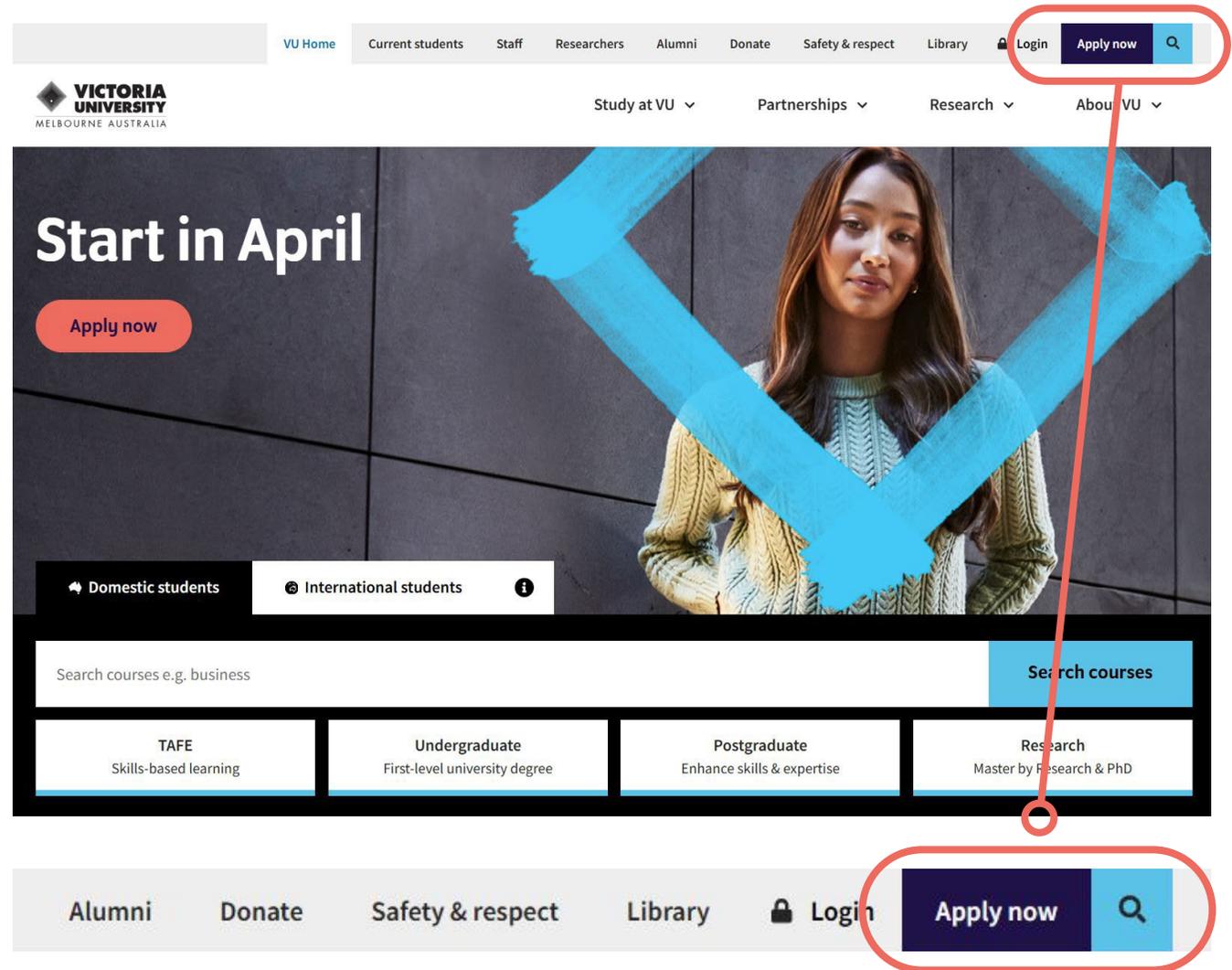
Last updated: March 2025

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CRICOS No. 00124K (Melbourne), 02475D (Sydney and Brisbane), RTO 3113,
TEQSA No. PRV12152, Provider Category: Australian University

Option 1 - Via the Homepage

Step 1

From the VU Home page, click the 'Apply Now' button to the left hand side of the screen.



Step 2

This will take you to the 'Apply to VU Homepage'. There are 3 options: Domestic Students, Domestic Research Students, and International Students.

Click the relevant 'Apply Now' that applies to you.

VU Home > Study at VU > Apply to VU

Apply to VU

Ready to apply? Get started today! Unsure of where to start? Follow our 'how to apply' guides.

Apply now

Courses (domestic students)	Research (domestic students)	International students
<p>TAFE & higher education courses Domestic students (all campuses)</p> <ul style="list-style-type: none">TAFE skill sets, certificates & diplomasUndergraduate diplomas & degreesPostgraduate by coursework <p>Apply now</p>	<p>Higher degrees by Research Domestic students in Melbourne</p> <ul style="list-style-type: none">Masters by ResearchDoctor of Philosophy (PhD)Doctor of Philosophy (integrated) <p>Apply now</p>	<p>All study levels International students in Melbourne</p> <ul style="list-style-type: none">English languageBachelor degree & diplomaMasters & PhD <p>Apply now</p>

Step 3

Once you've clicked 'Apply Now', the following login screen will appear.

To continue your application, click the 'Log On' button.

The image shows a screenshot of the Victoria University application portal. The main page features the university logo at the top, followed by three sections: 'Previously applied or studied at VU?' with a 'Log on' button circled in red, 'Started a VU application?' with instructions to click 'Log On' and then 'My Applications', and 'New to VU?' with instructions to 'create a new account'. Below these is a 'Create a new account' section with form fields for Family Name, Given Name, Date of Birth, Gender, Email, and Nationality. At the bottom, there are checkboxes for 'I have previously applied' and '* You must agree to the' terms, and a 'Register' button. A red callout box on the right side of the page highlights the 'Log on' button in the first section, with a red line connecting it to a larger, magnified view of the same button in the callout box.

VICTORIA UNIVERSITY

Previously applied or studied at VU?
Log in to apply using your existing student ID. **Log on**

Started a VU application?
Click the **Log On** button above and sign in with the username we emailed you. Once you're in, click **My Applications**.

New to VU?
Please **create a new account**. Enter the name that matches your official ID (birth certificate, citizenship document or passport).

Create a new account

Family Name * 80
Given Name
Date of Birth *
Gender
Email *
Nationality *

I have previously applied
 * You must agree to the

Register

VICTORIA UNIVERSITY

Previously applied or studied at VU?
Log in to apply using your existing student ID. **Log on**

Started a VU application?
Click the **Log On** button above and sign in with the username we emailed you. Once you're in, click **My Applications**.

New to VU?
Please **create a new account**. Enter the name that matches your official ID (birth certificate, citizenship document or passport).

Step 4

Log in to the system, using the credentials found in the 'VU Account' email sent through to you upon registering with us.



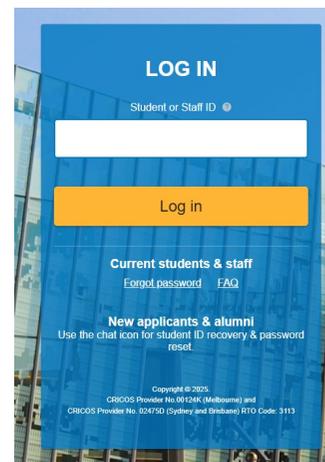
Grace, thanks for creating your account

Now that you've created your account, you're all set to start using our application portal to apply for courses, track the progress of application/s and upload documents.

Here are the details you need to log in to our application portal

As you're logging in for the first time, please use the following details:

Your username	s8*****@live.vu.edu.au
Your temporary password	A default password has been set for you: "Temp" (capital T) followed by your date of birth in this format. Tempddmmyyy. For example, 12 May 1983 is written as "Temp12051983" (You must use the full year). You'll be prompted to change your password once you log in for the first time.



Step 5

Once you've logged in, to access your existing application, click on the hyperlink that says 'My Applications'.

Select a Course

You can return to your application at any time, we will save your progress as you go.

If you've already started an application and want to resume it, please visit [My Applications](#).

Select your preferred course by adding it to your application, then go to the next step.
[Show less](#)

Victoria University > Make An Application

Enterprise Search

Welcome Grace
Please start your application by applying for a course

More < < Previous Next >

Step 1
Courses

Step 2
Student Details

Step 3
Review and Submit

Select a Course

You can return to your application at any time, we will save your progress as you go.

If you've already started an application and want to resume it, please visit [My Applications](#).

Select your preferred course by adding it to your application, then go to the next step.
[Show less](#)

^ **Select a Course**

Search

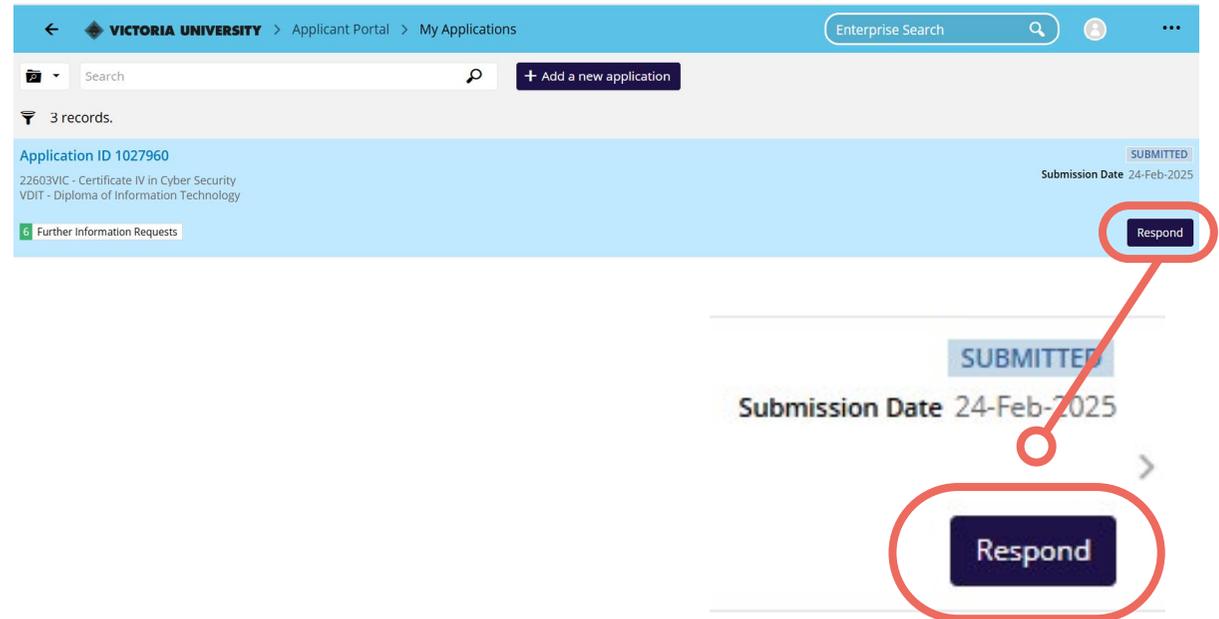
745 records.

22472VIC - Certificate I in General Education for Adults
2025 VET Intake March, Footscray Nicholson

Step 6

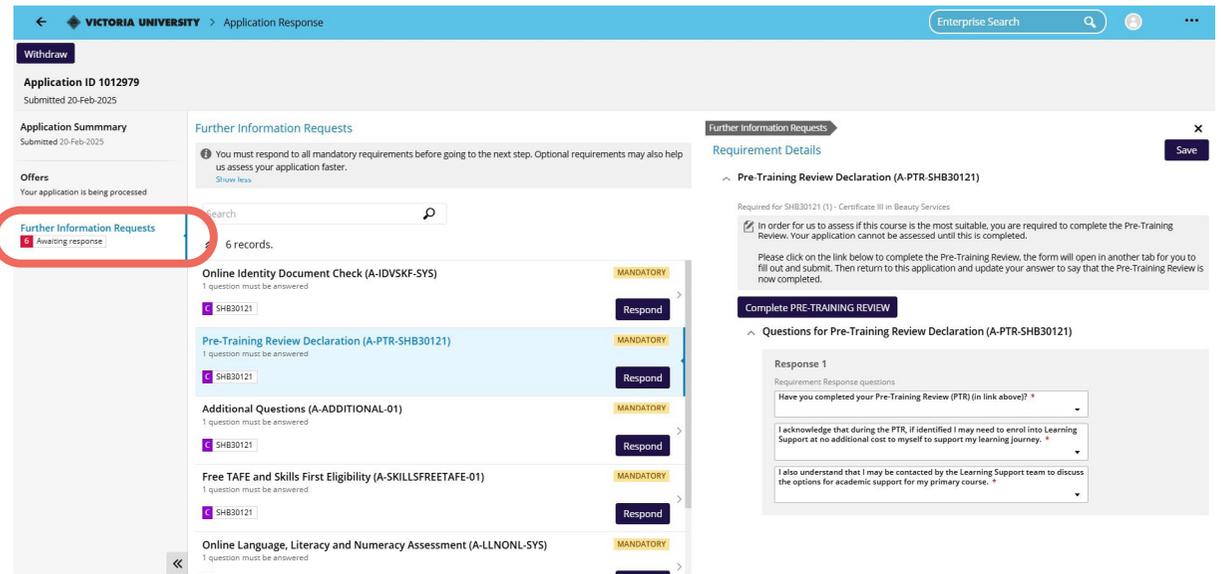
This will take you to your current applications.

Click the **'Respond'** button on the right-hand side of your application.



Step 7

On the left hand side of the screen, click the ‘Further Information Requests’ tab. Any outstanding requirements will appear with a red icon which indicates the number of requirements you will need to complete / provide.



Step 8

You must complete all records in this section:

- a. To begin, click 'Respond', next to the requirement.
- b. Complete all required fields, answer any remaining questions and attached supporting documentation as required.*
- c. Then, press 'Save' in the top right-hand corner to complete.

The screenshot shows the 'Application Response' page for Victoria University. The top navigation bar includes the university logo and an 'Enterprise Search' field. On the left, there are sections for 'Withdraw', 'Application ID 1012979' (Submitted 20-Feb-2025), 'Application Summary', 'Offers', and 'Further Information Requests' (Awaiting response). The main content area is titled 'Further Information Requests' and contains a list of requirements. The 'Pre-Training Review Declaration (A-PTR-SHB30121)' requirement is highlighted in blue. A red box labeled 'a.' encloses the 'Respond' button for this requirement. Below this, the 'Response 1' form is shown, with a red box labeled 'b.' around it. In the top right corner, a red box labeled 'c.' encloses the 'Save' button. The 'Response 1' form includes a dropdown menu for 'Have you completed your Pre-Training Review (PTR) (in link above)?', a text area for 'I acknowledge that during the PTR, if identified I may need to enrol into Learning Support at no additional cost to myself to support my learning journey.', and another dropdown for 'I also understand that I may be contacted by the Learning Support team to discuss the options for academic support for my primary course.'

Step 8 - Continued

*Some requirements have an attached BPA form - such as the Pre-Training Review for TAFE Courses. For these requirements:

- d. Press the ‘**Complete Pre-Training Review**’ Button. This will open the form in a new tab.
- e. Tick the box that says ‘**Start Form**’. This will load all fields that need to be completed.
- f. Complete all required fields in the form then press ‘**Submit**’ in the top right-hand corner. You can then close the tab.
- g. Complete the remaining questions under ‘**Response**’. Then, press ‘**Save**’ in the top right-hand corner.

The screenshot shows the 'Application Response' page for Application ID 1012979. It lists several 'Further Information Requests' (FIRs) that are mandatory and require a response. The 'Pre-Training Review Declaration (A-PTR-SHB30121)' is highlighted. A callout box 'd.' points to a 'Complete PRE-TRAINING REVIEW' button. Another callout box 'g.' points to a 'Save' button in the top right corner of the declaration details.

This screenshot shows the 'PRE-TRAINING REVIEW' page. A callout box 'e.' points to a 'Start Form*' button, which is used to begin the review process.

This screenshot shows the 'PRE-TRAINING REVIEW' form. It includes sections for 'Working by myself in class', 'Doing most of the work at home or in my own time', and 'Other'. The 'Prior Learning and Skills' section contains two questions about previous training and work skills, both with 'No' selected. The 'Declaration' section has a checked box for 'I confirm that I have now completed my Pre Training Review and that the information provided is complete and correct*'. A callout box 'f.' points to the 'Submit' button in the top right corner.

Step 9

Once you have completed , submitted and saved your requirements, they will display as 'Response Received'.

The screenshot shows the 'Further Information Requests' section of the Victoria University application portal. The page header includes the Victoria University logo, 'Application Response', and a 'Saved' status. A 'Withdraw' button is visible in the top left. The main content area lists several requirements, each with a 'Respond' button. A red circle highlights the 'RESPONSE RECEIVED' status next to the 'Pre-Training Review Declaration (A-PTR-SHB30121)' requirement. A red callout line connects this status to a larger red circle containing a 'Respond' button and a 'RESPONSE RECEIVED' status, illustrating the transition from a pending response to a completed one.

Further Information Requests

You must respond to all mandatory requirements before going to the next step. Optional requirements may also help us assess your application faster.

Search

6 records.

- Online Identity Document Check (A-IDVSKF-SYS)** (MANDATORY)
1 question must be answered
SHB30121 Respond
- Pre-Training Review Declaration (A-PTR-SHB30121)** (RESPONSE RECEIVED)
SHB30121 Respond
- Additional Questions (A-ADDITIONAL-01)** (MANDATORY)
1 question must be answered
SHB30121 Respond
- Free TAFE and Skills First Eligibility (A-SKILLSFREETAPE-01)** (MANDATORY)
1 question must be answered
SHB30121 Respond
- Online Language, Literacy and Numeracy Assessment (A-LLNONL-SYS)** (MANDATORY)
1 question must be answered
SHB30121 Respond
- Privacy Notice and Student Declaration (A-DEC-FORM-V2)** (MANDATORY)
1 question must be answered
SHB30121 Respond

Respond

RESPONSE RECEIVED

Step 10

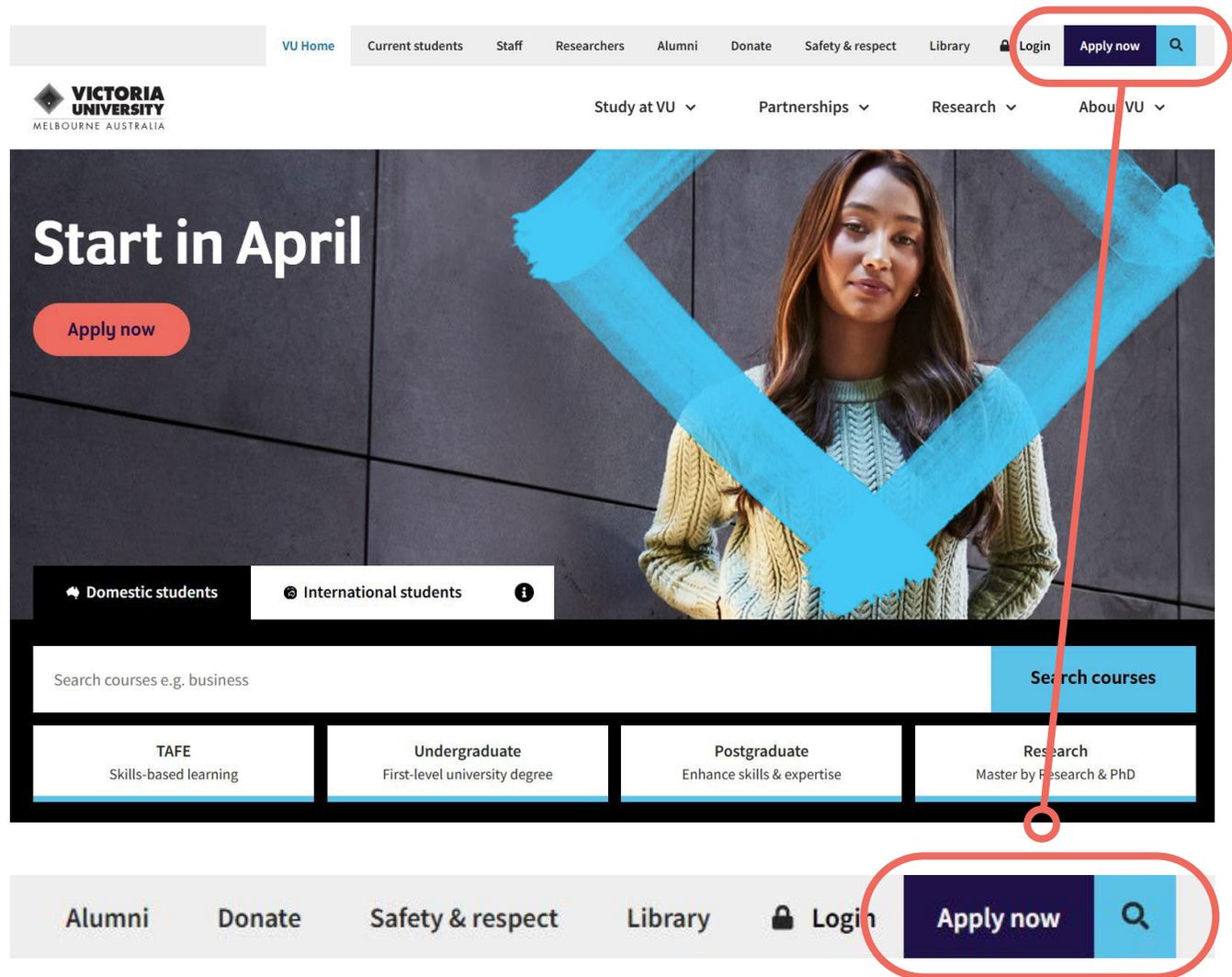
To ensure all requirements have been completed, simply press the VU logo in the top left corner to return to the main application dashboard. If anything is outstanding, it will appear here in **My Applications** and **Forms** sections.

The screenshot displays the Victoria University Applicant Portal interface. At the top, a blue navigation bar contains a back arrow, the Victoria University logo (a diamond with 'VU' inside), and the text 'Application Response'. A red circle highlights the logo, with a red line pointing to a red circle on the 'My Applications' card in the dashboard below. The dashboard is titled 'Applicant Portal' and features a search bar labeled 'Enterprise Search'. Below the search bar are four main sections: 'My Details', 'My Applications', 'Forms', and 'My Tasks'. The 'My Applications' and 'Forms' sections are highlighted with a red border. The 'My Applications' section shows a 'Summary' tab with 'Application ID 1012979' and '6 Further Information Requests', and a '1 Awaiting response' status at the bottom. The 'Forms' section shows 'Warnings' with '4 forms in draft' and '1 in progress form', and a '4 Draft forms' status at the bottom. The 'My Tasks' section shows '0 Awaiting response'.

Option 2 - Via the 'Continue Your Application' Button

Step 1

From the VU Homepage, click the 'Apply Now' button to the left-hand side of the screen.



Step 2

This will take you to the ‘Apply to VU Homepage’.

Scroll down on this page, until you view the ‘Continue Your Application’ section.

Click the course option that best reflects your submitted application.

The screenshot shows the 'Apply to VU' page on the Victoria University website. At the top, there is a navigation bar with links for 'VU Home', 'Current students', 'Staff', 'Researchers', 'Alumni', 'Donate', 'Safety & respect', 'Library', 'Login', and 'Apply now'. Below the navigation bar is the Victoria University logo and a secondary navigation bar with links for 'Study at VU', 'Partnerships', 'Research', and 'About VU'. The main content area features a large heading 'Apply to VU' and a sub-heading 'Ready to apply? Get started today! Unsure of where to start? Follow our 'how to apply' guides.' To the right of the text is a photograph of a smiling woman with long dark hair, wearing a light blue top, looking at a laptop. Below the main content area is a large grey button labeled 'Apply now'. Further down, there is a section titled 'Continue your application' which contains four white buttons: 'Courses (domestic)', 'Research (domestic)', 'International', and 'VTAC'.

Step 3

Log in to the system, using the credentials found in the 'VU Account' email sent through to you upon registering with us.

Continue through steps 6-10.



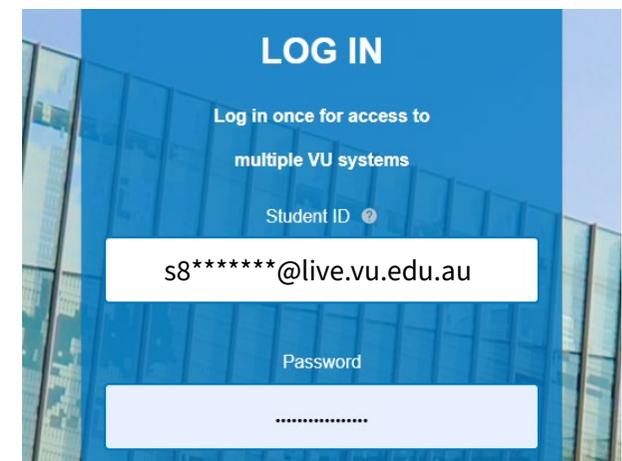
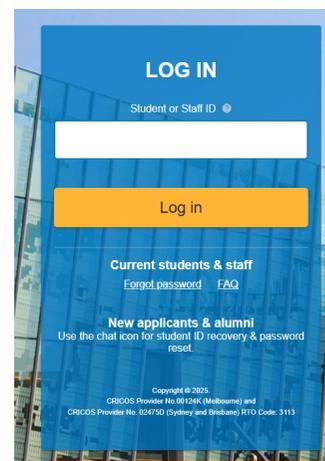
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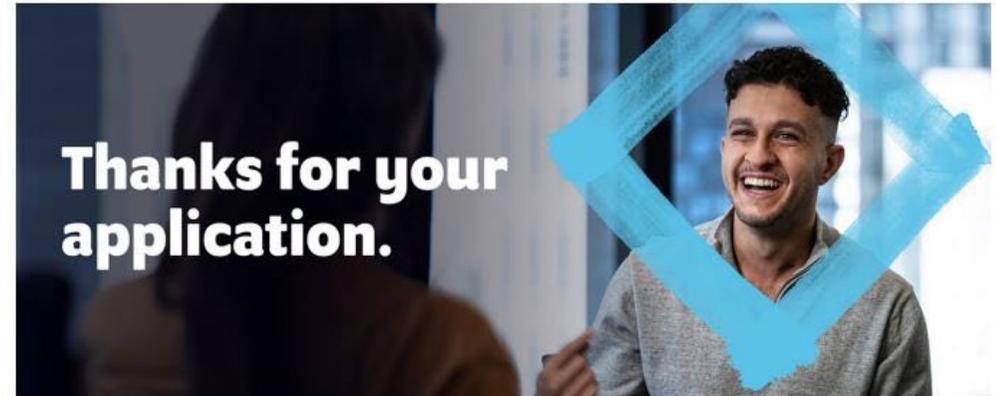


Option 3 - Via the Email Link

Alternatively, you can also access your application via the link in your email. Simply click the ‘**Progress your application**’ button. You will then be prompted to log in.

Once you have logged in, you will be able to complete the outstanding Further Information Requests.

Continue through steps 6-10



Lawrence, you're on track to a rewarding future.

Thanks for applying for the below course(s) at Victoria University (VU):

- Certificate III in Beauty Services - SHB30121

As part of the process, we want to let you know we've received your application, and the good news is it's nearly complete. However, to finalise your application, we just need your:

- Online Identity Document Check
- Additional Questions
- Free TAFE and Skills First Eligibility
- Online Language, Literacy and Numeracy Assessment
- Privacy Notice and Student Declaration

To progress your application, all you need to do is log in again, click on the 'further information' link and provide the information we have requested.

[Progress your application](#)