



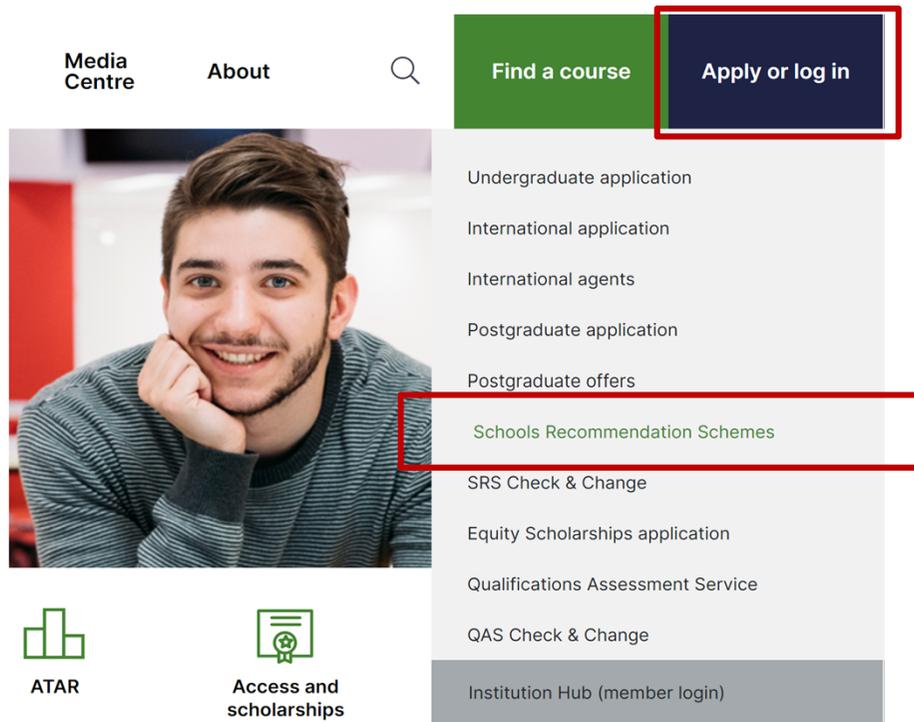
UNIVERSITIES
ADMISSIONS
CENTRE.

SCHOOLS RECOMMENDATION SCHEMES

Steps to applying in 2020



STEP 1: GET STARTED



- Submit UAC undergraduate application.
- Go to uac.edu.au > 'Apply or log in'.
- Select 'Schools Recommendation Schemes' from dropdown menu.



STEP 2: READ INSTRUCTIONS

UAC SRS Apply instructions

? This icon indicates help information is available.
* indicates compulsory fields to be completed.

SRS Apply instructions Application entry

Welcome to UAC's Schools Recommendation Schemes (SRS) application.

It may take up to 15 minutes to complete your application, depending on the number of questions you need to answer and the speed of your internet connection.

SRS Apply instructions

- You must apply for undergraduate admission before submitting your SRS application. You'll need your UAC application number and UAC PIN to apply.
- Your application must be submitted by **midnight on 20 September 2020**. You will not be able to access your application or SRS Check & Change after this date.
- Any details added to your SRS application cannot be changed.
- If you need to upload documents, you can do this during your application or in SRS Check & Change after submitting your application. Uploaded documents cannot be edited or deleted but can be replaced up to three times.
- You can only submit one SRS application.
- After submitting your application, download your SRS confirmation package which contains a summary of your application details and instructions on uploading documents to support your application, if necessary.
- Applications can be completed seven days a week except between midnight and 7.30am Sydney local time.
- You can quit at any time and continue your application later. Remember to save your changes.
- Your application will time-out if you don't enter any information for 30 minutes.

[Continue](#)

- Read list of instructions.
- Click on 'Continue' to proceed.



STEP 3: START NEW APPLICATION



? This icon indicates help information is available.
* indicates compulsory fields to be completed.

— Click on 'Start a new application'.

- SRS Apply
- Instructions
- Application entry

SRS Apply instructions **Application entry**

Start a new application

If you have not previously applied, start now.

 [Start a new application](#)

OR

Continue your application

If you have already started an application, you can continue here.

 [Continue your application](#) 



STEP 4: LOG IN

SRS Apply

UAC SRS Apply - Login

? This icon indicates help information is available.
* indicates compulsory fields to be completed.

To begin your SRS application, enter your UAC application number and UAC PIN:

SRS Apply - Login

* UAC application number

* UAC PIN

Forgotten your UAC PIN? Forgotten your UAC application number? ?

Continue

- Enter UAC application number (issued when student completed undergraduate application) and UAC PIN.
- If student didn't use their NESAs number and UAC PIN to apply they will not be able to proceed with their SRS application. If this is the case, please contact us.



STEP 5: REVIEW INSTITUTION CRITERIA

SRS Apply
Application No: 11111111

UAC School participation

? This icon indicates help information is available.
* indicates compulsory fields to be completed.

School participation

School participation

School participation

Qualifications

Application summary

Declaration

Logout

School participation

Your school is participating in SRS.

[Participating institutions and their applicant criteria.](#)

Quit Continue

- Optional: use the link to review all the institution criteria. Better for students to do this before they apply.
- Click 'Continue'.



STEP 6: UPLOAD DOCUMENTS

Application No: 11111111



Institution-specific documents

 This icon indicates help information is available.
* indicates compulsory fields to be completed.

- School participation
- Qualifications
- Institution-specific documents**
- Application summary
- Declaration
- Logout

Institution-specific documents

Institution-specific documents

Some institutions require you to upload documents: check the [institution-specific criteria](#).

Do you have a document to upload?

Yes

No

Quit **Continue**

- Some institutions will need supporting documents but most do not.



STEP 7: CHECK APPLICANT SUMMARY

Application summary

Application summary

- UAC application number: 111111111
- Summary prepared on: Tue Apr 21 12:30:27 EST 2020
- Summary prepared for: MR TEST APPLICANT

Correspondence address

1 JOHN ST
MITTAGONG
NSW 2575

Personal details

Daytime phone: 0297520200
Alternative phone: 0297520200
Email address: test@uac.edu.au
Gender: Male
Date of birth: 11-Nov-2002

Institution specific document provided

No

[Quit](#)

- Check application details.
- Click 'Continue'.



STEP 8: SUBMIT

SRS Apply
Application No: 11111111

Declaration and authority

? This icon indicates help information is available.
* indicates compulsory fields to be completed.

School participation

Qualifications

Application summary

Declaration

Declaration and authority

Logout

Accept terms of the SRS declaration and authority

* I have read the [SRS declaration and authority](#) in full and agree to all terms and conditions relating to my SRS application.
After accepting the terms click 'Submit my application now'.

QuitSubmit my application now

- Read the declaration and authority in full.
- Accept the terms and conditions: that the information provided is true and complete and that UAC is authorised to gather information from NESAs and other government bodies.
- Click 'Submit my application now'.



STEP 9: SAVE AND PRINT CONFIRMATION

The screenshot shows the 'SRS Apply' interface. At the top right, it says 'SRS Apply' and 'Application No: 11111111'. On the left, there is a navigation menu with 'Application submitted' (highlighted in yellow), 'Application submitted', and 'Logout'. The main content area features the UAC logo and the text 'Application submitted'. A help icon (a question mark in a green circle) is present with the text: 'This icon indicates help information is available. * indicates compulsory fields to be completed.' Below this, there is a section titled 'Print SRS confirmation package' with a sub-header 'Print SRS confirmation package'. The text in this section reads: 'Your SRS confirmation package contains a full record of your application details and instructions on uploading documents to support your application, if necessary.' A button labeled 'Print SRS confirmation package' is circled in red.

- Save and print confirmation of application.
- If documents are required, log in to SRS Check & Change to upload.

STEP 10: LOG BACK IN

SRS Check & Change

 SRS Check & Change - Login

 This icon indicates help information is available.
* indicates compulsory fields to be completed.

To access SRS Check & Change, please enter your UAC application number and UAC PIN:

SRS Check & Change - Login

UAC application number

* UAC PIN

[Forgotten your UAC PIN?](#) [Forgotten your UAC application number?](#) 

Log in

- If the confirmation package includes instructions to provide documents, log in to SRS Check & Change (from ‘Apply or log in’ dropdown menu) to upload.
- NSW and ACT students won’t be asked to upload their Year 11 results as UAC will retrieve these from NESA or BSSS.



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