



Veterans Academic Success Program

Transition-in checklist

Apply for your course

For undergraduate courses (bachelor degrees, diplomas, etc):

In Queensland, undergraduate course applications are processed through Queensland Tertiary Admissions Centre (QTAC).

- Create an account with QTAC.
- Apply for your QUT course through QTAC*.
- Continue to monitor your email to receive and accept your offer.

For postgraduate courses (master degrees, graduate certificates, graduate diplomas, PhD, etc):

- Register your details with QUT to access your application.
- Submit your application via QUT.
- Continue to monitor your email to receive and accept your offer.

Once you receive an offer

- Respond to your offer by the given deadline.
- Apply for eligible Advanced Standing** via QUT website.
- Apply for any eligible scholarships via QUT website.
- Go through the checklist in the *Enrolment* tab of HiQ website.
- Plan your course of study in eStudent (access via HiQ website)***.
- Enrol in your units.
- When registration opens, register for your preferred class times (tutorials, labs, workshops, etc).
- Download the QUT app for information and access to QUT's digital platforms.

Orientation and Welcome Week

- Attend your course's Orientation session in Welcome Week (you will be invited via email).
- Create your QUT ID and collect your card from HiQ.
- [Book an appointment](#) with a Success Coach to make a study action plan. Coaches prepare you with the knowledge and skills to start university confidently. Think about your immediate and long-term goals.
- If you are concerned that medical or physical challenges might impact your studies, [register here](#) to make an Access Equity Plan (AEP) and receive reasonable adjustments to your participation and learning.
- Familiarise yourself with your units in Canvas, QUT's Learning Management System (LMS).
- Consider joining the ADF Veterans & Families Club (access details via HiQ website).

Set up for success

- Access the Veterans Academic Success Program resources in Canvas.
- Join the Career Mentoring Program to connect with mentors established in industries you are interested in pursuing.
- Look through the *Health and Wellbeing* webpage on HiQ for a range of support services (counselling and mental wellbeing, medical services, health clinics, spiritual wellbeing, etc).
- Look through the *Academic Help and Workshops* webpage on HiQ for relevant Student Success programs.
- Consider joining the QUT Sport Fitness and Aquatic Centres with discounted options for students.

Notes:

*QTAC required documents:

Defence forces documentation needs to identify rank(s) achieved, division(s) worked in and length and dates of services for each rank. **Note:** Certificate of Enlistment is not sufficient.

Please provide one of the following:

- Full PMKeyS statement containing a complete service record which is available to serving members of the Armed Forces. The statement contains current rank, date of enlistment, length of service, current occupation, posting and promotion history. (You can blank out any personal information like home address and next of kin, before submitting a copy of the document.)
- A letter from your supervisor/personnel officer/commanding officer giving rank, length of service, and, if possible, occupation.
- Certificate of Service which states rank on discharge and dates of service.

**Advanced Standing:

You may be eligible to receive credit towards units in your course (advanced standing) for:

- completed ADF training and qualifications
- relevant professional experience
- prior tertiary or vocational education (e.g. Certificate IV, diploma etc).

***Study plan and enrolments

If you have any questions about your course of study or which units to enrol in, contact your specific faculty's **Specialist Student Support team** for guidance.