Applications for the 2015 University of Melbourne Extension Program must be submitted online.

Log into the University of Melbourne’s online application via the link on the Extension Program website: www.futurestudents.unimelb.edu.au/school/aust/umep/apply and click the ‘Register and apply’ button in the bottom left of the page.

**Note:** You must click ‘Register and apply’ even if you are a current Kwong Lee Dow Young Scholar.

### 1. APPLICATION REGISTRATION

**Personal Details:** Enter your title, given name(s), family name, date of birth and gender

**Email and Phone Details:** Enter your primary email address and your phone number(s)

**Address Details:** Enter your current contact address

**Citizenship and Residency Details:** Indicate your current citizenship status

**Cultural Details:** Provide your cultural and heritage details

**Previous Student Details:** Indicate ‘No’ – you have not studied at the University of Melbourne previously

**Disability Details:** Indicate if you are experiencing a disability, impairment or long term medical condition

**Terms and Conditions:** Review and agree with the University of Melbourne Information Technology (IT) Terms and Conditions

- Click ‘Proceed with Registration’ to continue with your application

**Australian Year 12 (or equivalent) Details:**
- Indicate that you have not yet completed Year 12 (select ‘No’ in the first drop-down list)
- Skip the ‘Year’ field
- Enter your VCAA student ID number in the ‘Year 12 Student ID’ field
- Select ‘Victoria’ in the ‘State’ drop-down list
- Select your current home school (where you will complete Year 12 in 2015) from the drop-down list
- Select either the ‘Victorian Certificate of Education’ or the ‘International Baccalaureate’ (as appropriate) from the ‘Year 12 result type’ list

**Highest Level of Education:** Enter ‘Other Qualification’ in the ‘Level’ field and enter ‘2014’ in ‘Year’

**Previous Study Details:** Extension Program applicants can skip this section

**Parent / Guardian Education Details:** Extension Program applicants can skip this section

**Your Information:** Confirm that the details that you have provided are correct

- Click ‘Proceed with Registration’ to continue with your application

You have now been registered to use the University of Melbourne online application system. Your new username and password will be sent to your nominated email address.

**Note:** The registration confirmation email will be sent to the email address that you nominate in your online application. If you do not receive the registration confirmation email please check your spam or junk mail folder.

- Click ‘Proceed with Application’ to continue your Extension Program application, or you can exit and use your username and password to return to your application at another time

### 2. EXTENSION PROGRAM APPLICATION

Input these details to search for the 2015 Extension Program:

- **Program Code:** NA-UMEP
- **Program Title:** University of Melbourne Extension Program
- **Availability Year:** 2015
- **Attendance:** Part Time

- Click ‘Search’

Your search should now display the following details:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Study Period</th>
<th>Liability Load</th>
<th>Category</th>
<th>Attendance Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Parkville</td>
<td>Start Year Intake</td>
<td>Fee Exempt</td>
<td>Part Time</td>
<td>On Campus</td>
</tr>
</tbody>
</table>
Note: ‘Parkville’ and ‘On Campus’ are the correct options even if your preferred Extension Program subject area is delivered at a School Centre.

Click ‘Apply’

Application Summary: Confirm that your selection matches the details in the table above.

Click ‘Proceed with application’

Note: Complete all Extension Program Application Requirements by following the online instructions. You can click ‘Save’ at any time to capture the information that you have submitted. You will need to use your username and password if you exit and wish to return to your application at another time.

Applications for the 2015 Extension Program must be finalised and submitted by the closing date of Friday 28 November 2014.

**Requirement - Victorian Curriculum and Assessment Authority (VCAA) Number:** Enter your VCAA student ID number.

Note: This number must be supplied. Your school will be able to provide you with this number if you are unsure what it is.

**Requirement - Subject Area:** Select the Extension Program subject area that you wish to study.

**Further Requirement:** If applicable, you will be prompted to select your preferred School Centre (only applicable for Biology, Hebrew, History and Mathematics applicants).

**Further Requirement:** If applicable, you will be prompted to select your preferred Art History Tutorial Centre (only applicable for Art History applicants).

**Further Requirement:** If applicable, you will be asked to indicate if you have completed the Australian Science Olympiad (only applicable for Biology, Chemistry or Physics applicants).

Note: School Centre details will be confirmed by late September 2014. If details for your subject area are not yet confirmed you should save your application and return to it at a later date to submit your School Centre preference. Current School Centre details are available on the website: www.futurestudents.unimelb.edu.au/umep

**Requirement - Secondary Study Program:** Please indicate if you are a Victorian Certificate of Education (VCE) student or an International Baccalaureate (IB) student.

**Further Requirement:** Please list VCE Subject Details (Subject, Year completed and Unit) or IB Subject Details (Subject, Level) for Years 11 and 12 (and Year 10 if applicable).

Click ‘Add answer’ to list additional subjects

Note: All Units 1/2 and 3/4 subjects (or all SL and HL subjects, for IB students) that you have completed, are currently completing, or will complete in 2015 must be listed here. If you do not provide details of all subjects that you have studied, are studying or will study we will be unable to assess your Extension Program application.

**Requirement - Parent/Guardian Permission Form:** Upload your completed Parent/guardian permission form, or if you are unable to upload the document, indicate that you will submit this by email or in hard copy.

**Requirement - Teacher Recommendation and Principal Approval Form:** Upload your completed Teacher recommendation and Principal approval form, or if you are unable to upload the document, indicate that you will submit this by email or in hard copy.

**Requirement - Personal Statement:** If there are any additional details that you would like to submit in support of your application (for example, a brief personal statement or a letter of support from your school) please upload them here.

**Requirement - Additional Assistance:** Indicate if you may require additional assistance due to a disability or long term medical condition.

**Requirement - Disclosure of Results and Information:** Confirm that you give permission for your results and information related to your application to be disclosed in the ways outlined.

Note: Your permission here will also allow the University to obtain results for any VCE Unit 3/4 subjects that you have completed in Year 11 directly from the Victorian Curriculum and Assessment Authority (VCAA).

If you do not grant permission here, you must submit the results for any Unit 3/4 subjects that you have completed in Year 11 directly to the University by Thursday 18 December 2014.

Click ‘Save and Review the Application’

Review your information and the application requirements to ensure that your application is correct and complete.

Read the Conditions of Application and Applicant Declaration, and then tick ‘I agree to the displayed Terms and Conditions’.

Click ‘Confirm and Submit the Application’

Once the message ‘Your application has been submitted’ is displayed you have completed submission of your online application.

Click ‘Logout’

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3. APPLICATION CONFIRMATION EMAIL

Once you have successfully submitted your online application you will receive an email confirmation. The email will contain a reminder of the due date for submission of your Year 11 results and any of the supporting documentation or forms that you indicated you would submit by email or in hard copy.

Note: The application confirmation email will be sent to the email address that you nominated in your online application. If you do not receive the application confirmation email please check your junk mail folder.

4. SUBMIT RESULTS

Complete your 2015 Extension Program application by submitting a copy of the Coversheet for submission of supporting documentation (available on the website: www.futurestudents.unimelb.edu.au/umep) with your Year 11, Semester 1 and 2 school reports to the Extension Program Office by Thursday 18 December 2014.

You must also submit any of the application forms or supporting documents that you did not upload to your online application by Thursday 18 December 2014.

Note: In the online application you can give permission for the University to obtain direct results for any VCE Unit 3/4 subjects that you have studied in Year 11. Only if you did not grant this permission in your online application, you must also submit the results for any Unit 3/4 subjects studied in Year 11 by Thursday 18 December 2014.