

Application for Admission

Frequently Asked Questions and Guidelines

Welcome to Federation University and thank you for applying for a program with us.

The key points when preparing your application are:

Ensure you are aware of the entry requirements for the program, you can do this by checking the program entry in [Course Finder](#).

Have ready all the documents you will need to demonstrate how you meet the entry requirements for the course when you apply. For example, your academic records, evidence of citizenship, evidence of how you will meet the English Language Requirements, your CV, or a statement from your employer if you are applying based on work experience; evidence of completion or registration for any related tests (e.g., Casper for Education).

Following are some frequently asked questions that may help you with your application. If you are still experiencing difficulties after reading these, please contact our friendly team on 1800 333 864 or email admissions@federation.edu.au.

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Question: How long will it take to hear back about my application?

Answer: Once all the documents are provided your application will be considered. In most cases you should hear within a week, if you have provided all the information required. However, for some programs, such as Psychology, Nursing, Education and Teaching, this can often take longer due to Casper tests, reference reports, round offers and if you are required to sit any literacy and/or numeracy tests. This process generally takes a week or two.

Nursing offer rounds

Early round: on 3 September

Round 1: on 1 October

Round 2: on 19 November

Round 3: on 20 December

Round 4: on 14 January

Round 5: on 1 February

Question: I'm not finishing my current course until later in the year or next year. Will this affect my application?

Answer: You will still need to provide an up-to-date official academic transcript of your current studies and provide any additional information that will support your application. Your application may be placed on hold until we receive your final results.

Question: What is a guaranteed ATAR?

Answer: If you receive an ATAR equal to or above the guaranteed ATAR for a course, meet the course prerequisites and any essential requirements for admission, we will guarantee you a place in this course/program.

The guaranteed ATAR allows you to know the likelihood of receiving an offer into specific courses. However, if you receive an ATAR below this guarantee, you may still receive a place. The lowest ATAR/selection rank for our courses varies from year to year and is influenced by the number of applicants for the course at each location, and the number of places available. We will use your adjusted ATAR (selection rank after adjustment factors have been applied) when determining if you have reached the guaranteed ATAR.

Question: What happens if I don't meet the entry requirements for my chosen program?

Answer: At Federation we are committed to providing opportunities for all people to access higher education. If you do not meet the entry requirements of your chosen program, we can tailor a pathway for your situation so that you can work towards your dream course. We offer programs at different levels to get you where you need to go, these include:

- [Foundation Access Studies program \(FAST\)](#)
- [TAFE](#)
- Single subject enrolment
- Entry level Bachelor degrees – e.g. [Bachelor of Education Studies](#)

If your application has been unsuccessful, we will make you an alternative offer for the most suitable pathway for your situation.

Question: How do I apply for credit, and will I hear back about the credit application when I get my application outcome?

Answer: Credits can be applied for by completing a credit application form located here. Credit applications can take up to two weeks to process. We suggest you provide the credit application either with your program application or up to two weeks prior to the commencement of the semester. If you have not submitted the credit form with your application, please submit via FRED.

Question: I have applied for the Bachelor of Nursing at Mt Helen. If I want to apply for the same program at a different location, do I have to apply again?

Answer: Yes. You will have to submit new application for each program you wish to apply for, at each location. Students can have a maximum of 4 applications in the system per semester.

However, it is important to note that the entry requirements for the Bachelor of Nursing will be the same for each location. This applies to all programs, as the entry requirements for the program are the same regardless of location.

Upon submitting a new application, you will need to use the same login credentials. This ensures previous details are carried across for you to make a new application with the new location.

Question: If I'm doing a literacy test, why do I need to submit an English language declaration?

Answer: It is an Australian Nursing and Midwifery Accreditation Council (ANMAC) accreditation requirement that you meet the Nursing and Midwifery Board of Australia (NMBA) English language requirements for registration, upon entry into your course of study. The English Language Declaration must be completed to demonstrate English proficiency through one of three pathways:

Primary language pathway:

English is your primary language;

AND

You have attended and satisfactorily completed at least **six years of primary and secondary education**, which meets the following three conditions:

1. Taught and assessed solely in English
2. Taught in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America
3. At least two years of this education was between grades 7 and 12 (or 13).

English test pathway:

You have sat/will sit **one** of the below approved English language tests within the **permitted timeframe*** and have achieved the minimum score required for initial NMBA registration:

1. IELTS (Academic)
2. TOEFL Internet-based Test**
3. Pearson Test of English (Academic)
4. Occupational English Test (OET)

* If you are yet to sit an English test or do not currently hold a test result that meets ALL requirements listed above, you should book your test sitting as soon as possible to ensure you can provide test results to Federation [prior to the deadline](#). Permitted test types and test scores are listed on the [NMBA website](#).

** TOEFL IBT Special Home Edition is not accepted for NMBA registration.

AHPRA registration pathway:

You currently hold **one** of the following registrations with the Australian Health Practitioner Regulation Agency (AHPRA):

1. Enrolled nurse (Division 2)
2. Registered Nurse (RN)
3. Midwifery

Question: For the Bachelor of Nursing which English language tests do you accept?

Answer: You must achieve the minimum score required for the initial NMBA registration by completing one of the following:

1. TOEFL Internet-based Test**
2. Pearson Test of English (Academic)
3. Occupational English Test (OET)
4. IELTS (Academic)

** TOEFL IBT Special Home Edition is not accepted for NMBA registration.

Question: Where do I find the essential application requirements?

Answer: The essential application requirements are located [here](#). Scroll down until you find the program you have applied for. The essential application requirements can be completed by following the links from the right-hand side of the page.

Question: When can I enrol in my courses?

Answer: Once you have accepted your offer you will be able to enrol when enrolment opens on 18 October 2021.

Question: When will my student profile be activated?

Answer: Once you accept your offer, the system can currently take 24 hours to update before you can complete your enrolment checklist and enrol. Please note that anyone that accepts an offer prior to September will not be able to be fully activated until then.

Question: Is my marriage certificate enough to prove change of name?

Answer: The marriage certificate must be obtained from Births, Deaths and Marriages. If you are reverting to a maiden name or simply changing your name, you must provide proof from Births, Deaths and Marriages. A divorce certificate will not prove a change of name.

Question: Can you obtain transcripts/certificates/AHPRA registration from other Universities with my permission?

Answer: Unfortunately, we are unable to obtain these documents from other universities or organisations. We ask that the applicant contact their previous institutions to obtain copies themselves. Alternatively, the student can provide a link to the eEquals, however if there is a passcode lock on the eEquals, please ensure this is provided to admissions@federation.edu.au for the staff to access and download your qualifications.

Question: If I'm providing a diploma transcript/certificate why do I need to provide Certificate III documents?

Answer: Your entire academic record is considered when we are assessing your application. You may have a diploma in a non-cognate field of study (not relevant to the program you're applying for), yet your Certificate III may be.

Question: How long will my offer be valid for?

Answer: For most programs, your offer is valid until the commencement of the Semester. However, some programs, such as Nursing, have strict offer lapse dates. We do recommend accepting your offer as soon as you can to enrol in required courses when enrolments open.

Question: Why do you need my ATAR if it was 10 years ago?

Answer: Some programs such as Education require literacy and numeracy results. Even if you have additional certificate qualifications, you will be required to provide this to determine if you need to sit a literacy and numeracy test to determine your eligibility.

Most programs have a literacy and numeracy requirement for entry. If you have not undertaken any further study after secondary school, your VCE results are used to help determine your eligibility.

Question: How do I access my Academic Transcript?

Answer: To obtain an Academic Transcript or a Statement of Results, you will need to contact the institution that you studied that program with, they will then be able to supply you with one. Alternatively, you can provide a link to the eEquals, however if there is a passcode lock on the

eEquals, please ensure this is provided to admissions@federation.edu.au for the staff to access and download your qualifications.

Question: Do I need to supply my English language test results prior to receiving an offer?

Answer: The Nursing and Midwifery Board (NMBA) now require you to demonstrate that you meet the English Language Skills requirement prior to receiving an offer for the Bachelor of Nursing. This will ensure that students are able to demonstrate English Language Skills at the initial application stage to be suitable for registration at the end of the three-year degree.

If English is not your primary language and/or you are not currently an Enrolled Nurse through NMBA, you will need to complete the requirements by completing an English language test prior to receiving an offer into the Bachelor of Nursing program.

This will ensure that students meet the English language standard before undertaking the program.

For more information about the English Language Skills Registration Standard please visit [Nursing and Midwifery Board \(NMBA\)](#).

Question: If I apply under VTAC, can I also make a direct application?

Answer: If you have already lodged your application, with preferences, in VTAC, you will be unable to make a direct application for most programs.

However, if the other program does not appear in VTAC as “Apply through VTAC”, such as most postgraduate programs (including the Master of Speech Pathology), you can apply directly as well as retaining your VTAC application.

If you have a ‘registered only’ account with VTAC and have not submitted your preferences, you can still make a direct application, however, if you use the registered account to create VTAC preferences during this process, your direct application will be withdrawn.

Applicants who wish to withdraw their VTAC preferences and account must contact VTAC for further advice. Please note that VTAC applications can only be withdrawn under special circumstances and applications to withdraw are reviewed on a case-by-case basis.

Note that all current Year 12 students, as well as applicants applying for more than one institution, must apply through the VTAC website. See <https://federation.edu.au/future-students/study-at-federation/apply/domestic/how-to-apply/applying-through-vtac>

Document history

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