## SATAC Applications for Remote Health Practice Program

1.  Go to [www.satac.edu.au](http://www.satac.edu.au) and click the purple 'University Postgraduate' button in the middle of your screen.

2.  **Register to apply** : This requires creating a login name, password and supplying personal details.  Register by clicking on Apply
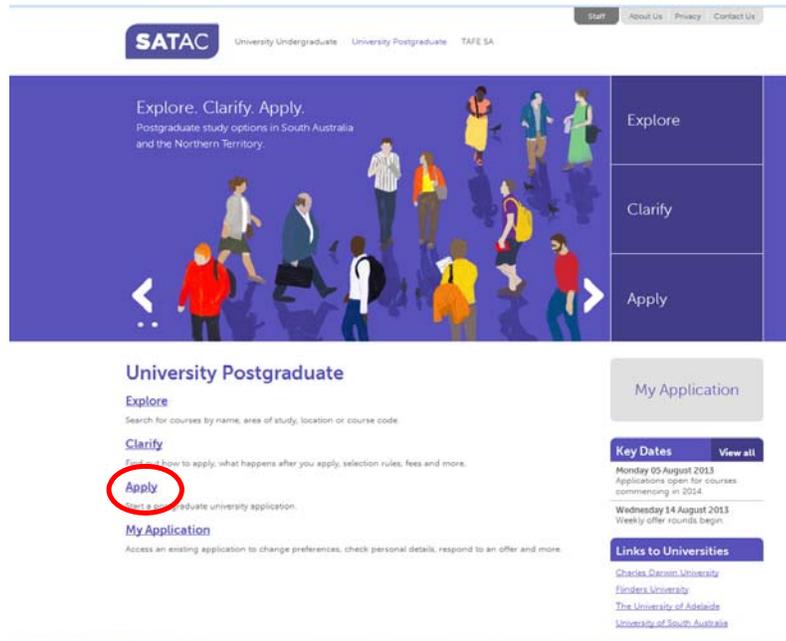


**and then click on Postgraduate 2014**
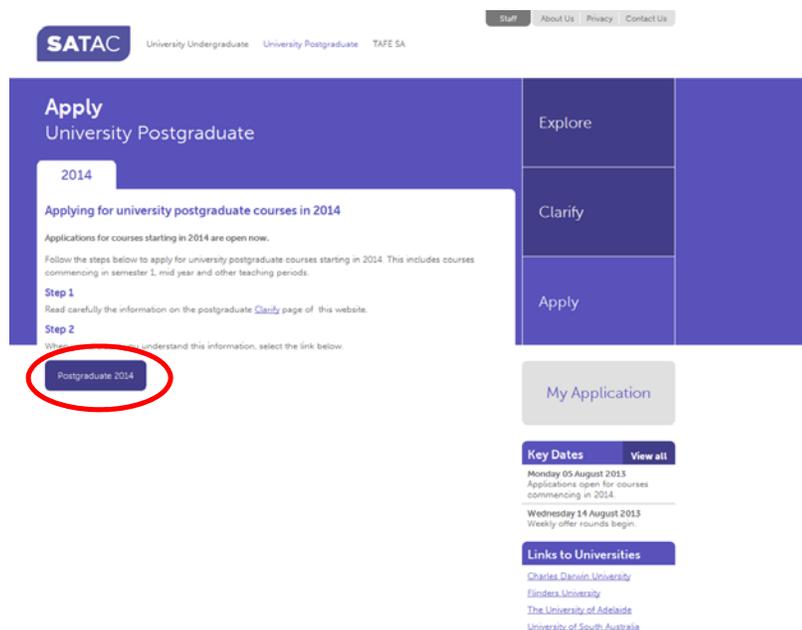
This will take you to the registration screen.  Fill in all fields, be sure to note your username and password somewhere.



3.  **Start your application :** Once you have registered, an email will be sent to the address you provided with a link to the application login page.  Use the login details you created to begin your application.



You need to complete each section and then save before moving on to the next section.  As you complete each section a tick will appear next to the relevant link in the top left hand corner.  You can navigate to the next sections by clicking on the links.

4. **Select your preference :** When you come to the Preferences section, type 'Remote Health' in the Course Code field and hit search.  This will bring up all the Remote Health Practice course options.



Add your course preferences, ensuring they are in the order in which you wish to be considered. NOTE: Be sure you select the correct semester that you want to commence study in, and do not choose the [Full Fee] option if you want a Commonwealth Supported Place.

**Once your application is complete and you have viewed the summary and saved it, a 'Submit my application' option will appear in the bottom right hand corner.**

5. **Next Steps** :

   You can return to your application at any time by clicking 'My Application' on the Postgraduate page and then logging in.

   If you have already submitted your application, your options will be listed on the top right hand side of the page.

   **Most Importantly :**

   **a)** You must pay your $57 SATAC fee before your application will be processed
   **b)** Check the 'Documents Required' section to see what paperwork you need to send to SATAC.
   **c)** You can check your 'Offer Status' at any time.


6. **After you apply :**

   - You will be able to check or change your preferences by logging back into SATAC using your login and password. You will only be able to access your application once a day, if you make changes to your application and save them, the application will lock you out until the following day.

   - SATAC will process your application and assess your qualifications according to the rules set by the university. Further clarification may be sought by the university if necessary.

   - If you are required to submit further documentation, statements, CV etc. please do so within the stipulated time frame (usually 10 working days).

   - If you receive any correspondence from SATAC requesting further information you must supply what is requested - if you do not, you may jeopardise your chances of selection.

        - You must provide certified copies of original documents. To provide a 'certified copy' you must have a certified witness verify that your copy is a true reproduction of the original. This certification can be done by a number of people including pharmacists, Justice of the Peace, Police Officers.
        - Do not send irreplaceable originals eg your degree parchment. SATAC does not return documents, nor does it keep documents submitted in previous years.

   - SATAC will send out offer letters weekly, however you can view the status of your application by logging back into SATAC using your login and password.

   - Your offer letter will include details on what you need to do to enrol. An enrolment pack will be sent via post to the address on your application from Enrolment Services, detailing how to enrol. The process can only be completed online.

   - Postgraduate courses are not deferrable, if you choose not to take up your offer at the time you will be required to reapply the following year.

   - If you are not selected to any of your preferences you may wish to enquire with the universities about future possibilities.