

# FlexiTrack High

Application Guide



Ngala Kwop Bididi  
Building a Brighter Future, Together

## Important Admission information:

You must be a Domestic Student.



- *Australian or New Zealand citizen*
- *Permanent Resident*
- *Permanent Humanitarian Visa*
- *Pacific Engagement Visa*



You must be attending a FlexiTrack High Partner school.



You must meet a minimum standard of English.

- *Minimum 'B' grade in General English*
- *Minimum 'D' grade in ATAR English*



The cost of this course is \$300, which must be paid prior to the census date (Late February/early March).

Equity based fee waivers may be available in certain circumstances. Speak to your school about this!

# MU Murdoch University

Before you start your application, you will need to gather the following:



Your USI Number (see next page)



Your year 11 Semester 1 or 2 school report showing that you meet the English requirement.

*This can be your mid-year or end-of-year report.*

Please provide your documents in **.pdf** or **.jpg** formats.

**MU** **Murdoch University**

# Finding My Unique Student Identifier (USI)

*A USI is a personal lifelong ID number for students in Australia who are undertaking studies at a University, TAFE or other higher education.*

*All applications submitted to Murdoch University require a student to provide their USI.*

Please follow these steps to retrieve or obtain your USI **before** submitting your application to Murdoch University:

**Step 1:** Visit to the USI website: [www.usi.gov.au/students](http://www.usi.gov.au/students)

**Step 2:** Click “Get your USI”.

**Step 3:** Read and agree to the terms and conditions.

**Step 4:** Click “Forgotten USI” if you already have one but are unsure what it is, or “Create USI” if you don’t have one.

**Step 5:** Follow the prompts and submit.

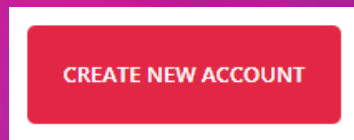
**Important note:** Since USIs are managed by the Australian Government, Murdoch University cannot provide you with assistance regarding this process. If you encounter any issues, please refer to the USI website for assistance.

# Start your FlexiTrack High Application.

Please complete the following steps on a desktop **computer**. It should take you 30 minutes.

## Step 1: Create your Murdoch MyAdmission account

- 1 Visit the [MyAdmission webpage](#).
- 2 Click the 'Create New Account' button.



- 3 Fill in your details!

Your MyAdmission login details will be sent to the email address that you have provided in the above steps.

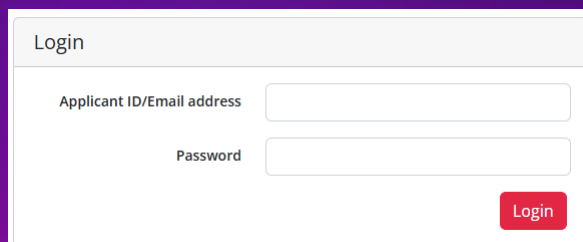
Check your spam or junk folders if you can't find them!

### **Important note:**

**DO NOT** use your school (or parents) details. Please enter your personal email and mobile phone number, as the university may need to reach you about your application.

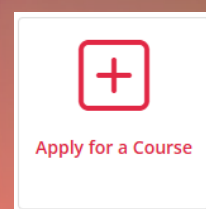


- 4 Login to the [MyAdmission webpage](#) using your applicant ID and password.



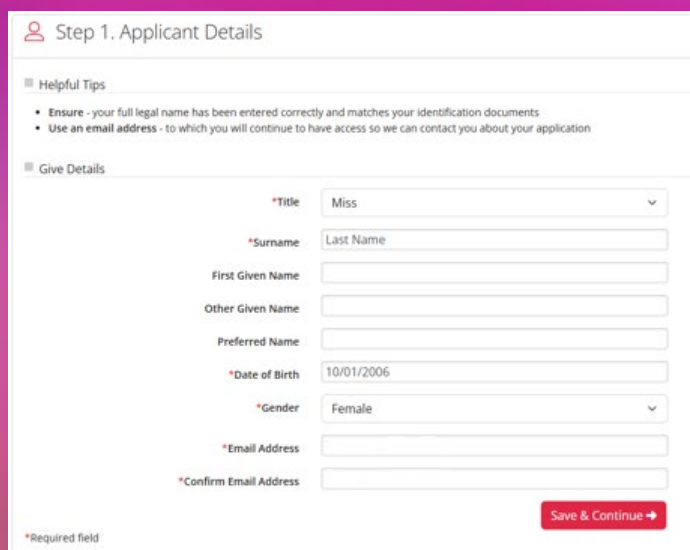
**Step 2:** Now that your Murdoch applicant account has been created, you can **apply for FlexiTrack High!**

- 5 Click the 'Apply for a Course' button




- 1 **Applicant details:** Fill in your personal details, then click 'Save & Continue'.

**Remember to use your personal email address in case the University needs to reach you!**




















**Pro Tip:** Keep track of your application progress using the checklist to the right of your screen.

Completed steps will be marked by a red tick 

## Application Steps

1. Applicant Details 
2. Additional Details 
3. Access and Equity Details 
4. Course and Unit Set Details 
5. Advanced Standing Intentions 
6. Additional Questions 
7. English Competency Details 
8. Secondary Education Details 
9. Tertiary Education Details 
10. Other Qualifications 
11. Work Experience / Employment Details 
12. Document Upload 
13. Review Application 
14. Declaration 
15. Submit Application 

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**Additional Details:** Complete your Citizenship/Residency details, and input your USI

**Step 2: Address and Citizenship Details**

**Helpful Tips**

- Document Naming - name your documents clearly, for example: "Your Name - Birth Certificate"
- Proof of Identity - upload evidence of identity, for example: passport or birth certificate
- Change of Name - upload evidence of change of name if applicable
- International Applicants - before proceeding check [GTE Requirements](#) to find out if you need to apply via an agent.

**Citizenship**

\*Citizenship Type ☒ Australian citizen (including dual citizenship)

☐ New Zealand citizen or NZ diplomatic/consular representative

☐ Australian Permanent humanitarian visa

☐ Pacific engagement visa

☐ Permanent resident visa

☐ International student

**Other Personal Details**

A Unique Student Identifier (USI) is your individual Australian education identifier for life. Click here to find out if you require a USI and how to create a new or find an existing USI. You do not need to create a USI to submit your application.

Unique Student Identifier (USI)

Have you previously studied at Murdoch University? ☐ Yes ☒ No

**Address Details**

\*Is your current postal address in Australia? ☒ Yes ☐ No

\*Address Line 1

Address Line 2

\*Suburb or Town

\*State

\*Postcode

Home Phone

\*Mobile Phone

[Previous](#) [Continue](#)

\*Required field

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## Access and Equity Details:

You are welcome to disclose as much or as little information as you feel comfortable.

**All responses are confidential and are not used to assess your application.**

**Step 3. Access and Equity Details**

We want you to feel welcome at Murdoch. Our University is a socially rich and culturally diverse community where all students can thrive to be their best. It is a place where personal identity, cultural heritage, faith, gender expression, sexuality and ability are respected and celebrated as corner stones of a vibrant and inclusive community.

Students may benefit from a range of additional support services and opportunities that aligns with their unique access and equity circumstances. Click these links for information about some of the things on offer at Murdoch:  
[Ally Programs](#); [Kulbardi Aboriginal Centre](#); [Access & Inclusion](#); [Murdoch Senate Bursary](#).

Is there any information about your diversity that you would like the team at Murdoch to know? These details are not used to assess your application, but are used by support teams to design, improve, fund and target services and supports that may be of use or interest to you.

**Give Details**

- ☐ I am a member of the LGBTQIA+ community
- ☐ I am a person of Australian Aboriginal or Torres Strait Islander origin
- ☐ I come from a culturally and linguistically diverse background
- ☐ I come from a regional or remote location.
- ☐ I have a disability or significant health / medical condition.
- ☐ I have responsibilities as a carer for someone
- ☐ I prefer not to provide information at this time
- ☐ My family comes from a low socio-economic background
- ☐ None of these apply to me
- ☐ Other - as explained below

**Comment**

[Previous](#) [Continue](#)

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## Course and Unit Set Details:

- Click [Add a course +](#)
- Search for FlexiTrack High using the course code '**N1101**' and click [Search](#)

[Add a course](#) [Course Search](#)

Major (e.g. accounting), will be selected once you select your main course of study. Check the [Murdoch course page](#) to find the course code or title.

Course Code

Course Title

Attendance Mode

Attendance Type

ALL

ALL

Please note you can use "%" for wildcard searches.

Cancel

Search



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## Course and Unit Set Details Continued:

- Choose the Trimester and year you want start to study. Then click

Continue →

Make sure the year you select is the same year that you are completing year 12!



- Select the unit set for FlexiTrack High. Then click

Continue →

Add a course ▶ Unit Sets

Pref	Course Option	Expected Commencement	Unit Set
1	N1101 FLEXITRACK HIGH / SECONDARY SCHOOL / MIXED MODE	Trimester 1 202# (Commencing between Jan 202# - Mar 202#)	

Please select ONLY one Unit Set from below and click Continue.

☐ C-N1101-1 - FLEXITRACK HIGH (COURSECORE)

Cancel


← Previous

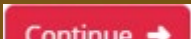
Continue →


4


## Course and Unit Set Details Continued:

- Check that you have selected the **correct commencement period** and the **FlexiTrack High unit set**.


If any adjustments need to be made, click  Edit




If all is correct click 


 Step 4. Course Details

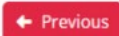
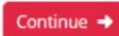
 Helpful Tips
 

- Course Requirements** - go to the [Murdoch Course page](#), search for your preferred course, and click "Entry Requirements"
- Year 12 Early Offer applicants** - you may only select an ENABLING or UNDERGRADUATE program. The Bachelor of Science/Doctor of Veterinary Medicine (B1402) is not available as part of the early offer program
- Preference** - you can select up to five (5) preferences at any time before submitting your application
- Preference** - your first preference should be the course you would most like to do
- Attendance mode** - Please be aware different attendance modes will be used for 2025 commencement periods onwards. Please ensure you select the appropriate attendance mode relevant for the year you intend to commence your course. For 2024 the attendance modes are 'Internal' or 'External', for 2025 onwards the attendance modes are 'Face to face', 'Online', or 'Mixed mode'


 Course Summary
 

Pref	Course Option	Expected Commencement	Unit Set	Actions
1	N1101 FLEXITRACK HIGH / SECONDARY SCHOOL / MIXED MODE	Trimester 1 202# Commencing between Jan 202# - Mar 202#	FLEXITRACK HIGH (COURSECORE)	 Edit  Delete  Add Promo

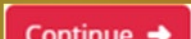


5

**Advanced Standing Intentions:** As FlexiTrack High applicants cannot receive Advanced Standing, please click 

6

**Additional Questions:** Please input your highest level of achievement if applicable. Otherwise select "None of the Above". Click 



You will need to upload evidence in step 12 if you select anything other than "None of the above"

7

**English competency details:** Select 'No' and then click


Continue →

\*Do you wish to record English competency details? ☐ Yes ☒ No

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**Secondary Education Details:** Fill in this section with your secondary education details. Click

Continue →

 Step 8. Secondary Education Details

☐ Helpful Tips

- **Early Offer Program** - only Australian current Year 12 secondary school students are eligible to apply via the early offer program
- **Education results** - upload your most recent Secondary Education results

☐ Give Details

\*Have you completed or are currently completing secondary education? ☒ Yes ☐ No

☐ Give Details

\*Country of Secondary Education

\*Year education was or will be completed

\*State or Territory of Year 12 Attendance

\*Assessment Type

\*School

\*Score

Don't forget to choose your high school from the drop-down list!

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**Post Secondary/Tertiary Education details:**  
If you are completing anything at TAFE, select 'Yes' and fill in the relevant details. Otherwise Select 'No'. Then, click **Continue →**

Step 9. Post-Secondary/Tertiary Education Details

**Helpful Tips**

- Previous Murdoch students - if you have previously studied at Murdoch University, you do not need to provide transcripts or certificates
- Transcripts - you must provide an official transcript, e-records are not accepted
- Upload - your transcript of results and award certificates

**Give Details**

\*Have you completed or are currently completing tertiary studies? ☒ Yes ☐ No

\*Country of Tertiary Education: AUSTRALIA

First Year Enrolled: 202#

Last Year Enrolled: 202#

\*Name of Institution: TAFE NAME

\*Qualification Name: CERTIFICATE III IN SOMETHING

\*Qualification Level: AQF LEVEL 3 CERTIFICATE III

\*Level of Completion: COMPLETED ALL REQUIREMENTS

← Previous **Continue →**

\*Required field

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## Document Upload:

- First choose your document type from the drop-down list.
- Second, choose your document file to upload.
- \*Please upload .pdfs or .jpgs only.**
- Third and finally, add any notes, then click

**Upload File**

Repeat these three steps for each document then click **Continue →**

Document Upload

\*Document Type:

(Only mandatory when uploading documents otherwise leave blank)

Document: Choose file No file chosen  
Press enter to select a file or drag and drop here

Comments:

Reset **Upload File**

Uploaded Documents

documents uploaded.

documents cannot be deleted once submitted)

← Previous **Continue →**

\*Required field

Don't forget to upload your school report, or your application can't be processed!



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## **Review Application:**

Check that the information that you have provided with your application is correct. If yes, click

Continue →

**Don't forget:** Make sure you upload all required documentation, or our admissions team cannot assess your application.

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## **Declaration:**

Review the applicant declaration, and click

I Agree →

13

## **Submit Application:**

Check the details of your application, and your desired commencement date. If all is correct click

Submit Application

**Congratulations!** You have now submitted your FlexiTrack High application.



Keep an eye on the email address that you have provided for a receipt of your application, any communications from our Admissions team, and your outcome (which you can expect within a few weeks).





*Thank you for your interest in studying  
FlexiTrack High at Murdoch University.  
If you have any questions, please email  
[FlexiTrack@murdoch.edu.au](mailto:FlexiTrack@murdoch.edu.au).*

**MU Murdoch University**