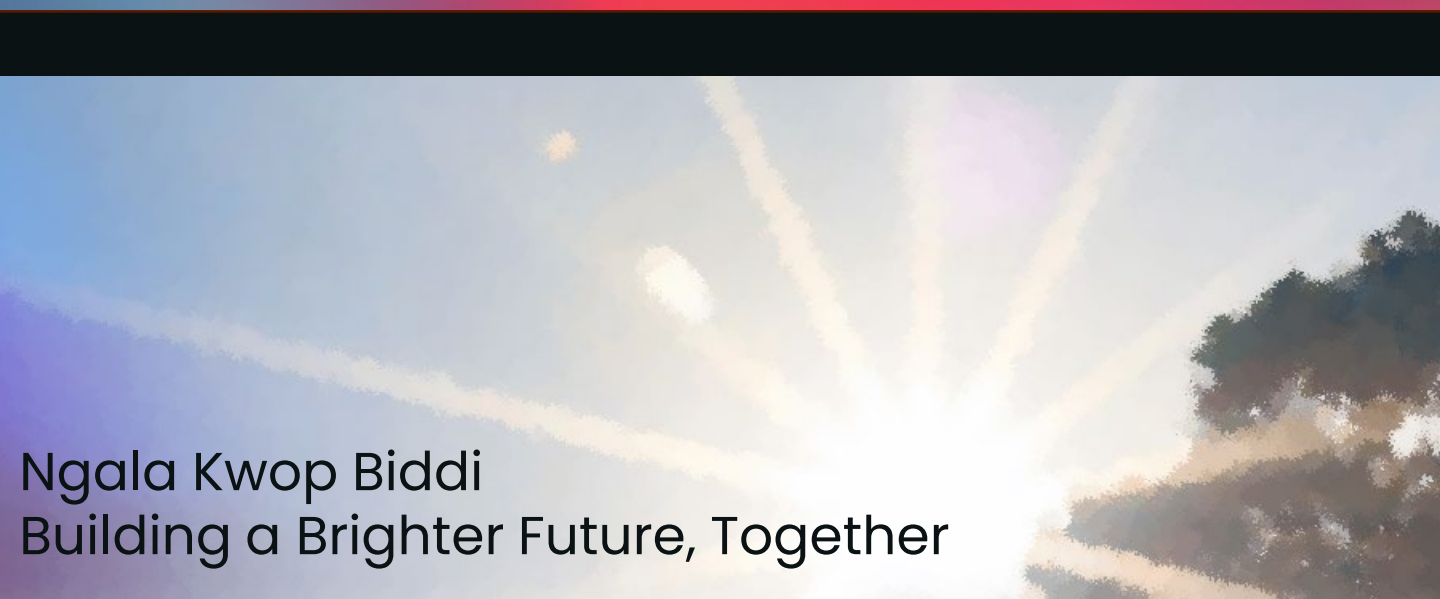


OnTrack Flex

Application Guide



Ngala Kwop Biddi
Building a Brighter Future, Together

OnTrack Flex is a flexible and supportive program for people who aspire to complete a university degree, but do not qualify for direct entry into Murdoch University.

Important Admission information:

The applicant must be a Domestic Student.



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



Applicants must be at least 17 years and 6 months of age by January 1st in the year they wish to undertake OnTrack Flex.



Year 12 School Leavers must apply for Semester 1 via [TISC](#).
Skip to the end of this guide for more information.

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



Your USI Number (see next page)



1. Copies of your official Academic Transcripts and Certificates of completion (of your highest academic study), **or**

2. Evidence of completing year 11 and 12 in Australia.



A completed OnTrack Flex [application form](#)

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

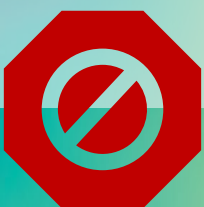
Step 2: Click “Get your USI”.

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.



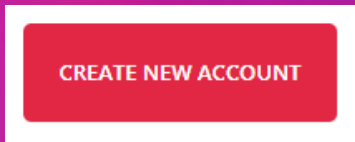
STOP!

The following pages are instructions about how to apply for OnTrack Flex using the Murdoch Website. *If you are a year 12 school leaver, please skip to the back of this guide for TISC instructions!*

Start your OnTrack Flex 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!

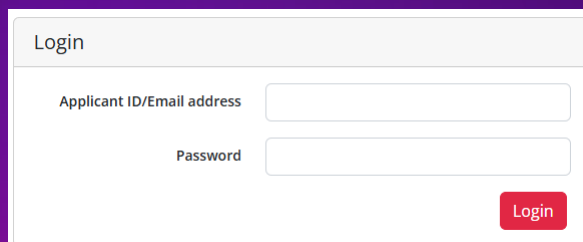
Your MyAdmission login details will be sent to the email address that you have provided in the above steps.

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

Important note:

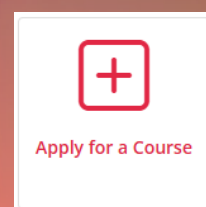
Please enter your personal email and mobile phone number, as the university may need to reach you about your application.

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



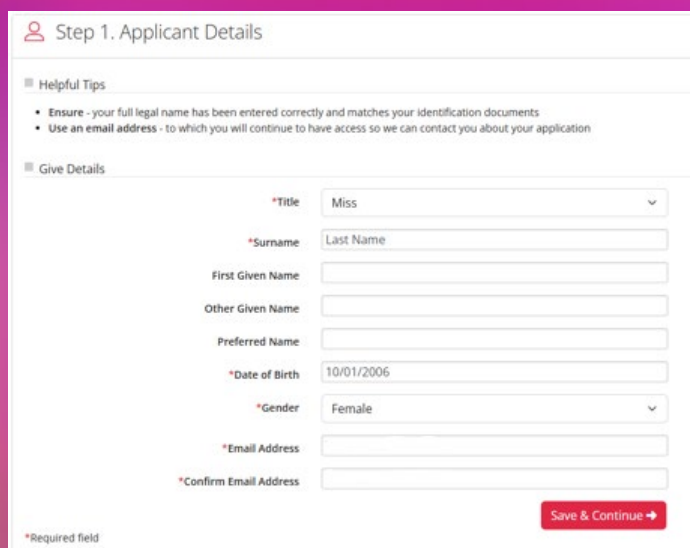
Step 2: Now that your Murdoch applicant account has been created, you can **apply for OnTrack Flex!**

- 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!



*Required field



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 

2

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

3

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 Program](#), [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](#)

4

Course and Unit Set Details:

- Click

Add a course +

- Search for OnTrack Flex using the course code **'N1111'** 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:

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

[Cancel](#) [Search](#)

4

Course and Unit Set Details Continued:

- Select the course option that reflects your preferred campus location, and attendance mode. Click

Continue →

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

N1111

Course Title

Attendance Mode

ALL

Attendance Type

ALL

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

Cancel

Search

Course Code	Course Title	Location	Attendance Mode	Attendance Type	Select
N1111	ONTRACK FLEX	MANDURAH CAMPUS	FACE TO FACE	N/A	☐
N1111	ONTRACK FLEX	MANDURAH CAMPUS	ONLINE	N/A	☐
N1111	ONTRACK FLEX	MURDOCH CAMPUS	FACE TO FACE	N/A	☒
N1111	ONTRACK FLEX	MURDOCH CAMPUS	ONLINE	N/A	☐
N1111	ONTRACK FLEX	ROCKINGHAM CAMPUS	FACE TO FACE	N/A	☐
N1111	ONTRACK FLEX	ROCKINGHAM CAMPUS	ONLINE	N/A	☐

Cancel

Continue →

Campus Locations
Murdoch: *South Street*
Rockingham: *Dixon Road*
Mandurah: *Education Drive*

Select Face-to-Face if you want to study on campus!



- Choose the Semester and year you want to study and click

Continue →

🔍 Add a course ▶ Expected Commencement

Pref	Course Option	Expected Commencement
1	N1111 ONTRACK FLEX / MURDOCH CAMPUS / FACE TO FACE	

Please select a course commencement period.

Hint: If you are a Year 12 Early Offer applicant, you MUST select Semester 1 of the year following the completion of your Year 12 studies.

*Expected Commencement

☐ Semester 2 202# (Commencing between Jun 202# - Sep 202#)

☒ Semester 1 202# (Commencing between Jan 202# - Mar 202#)

☐ Semester 2 202# (Commencing between Jun 202# - Sep 202#)

Cancel

← Previous

Continue →

4

Course and Unit Set Details Continued:

- Select the unit set for OnTrack Flex. Then click

Continue →

Add a course ▶ Unit Sets

Pref	Course Option	Expected Commencement	Unit Set
1	N1111 ONTRACK FLEX / MURDOCH CAMPUS / FACE TO FACE	Semester 1 202#(Commencing between Jan 202# - Mar 202#)	

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

☒ C-N1111-1 - ONTRACK FLEX

Cancel

← Previous

Continue →

- Check that you have selected the **correct campus**, the **correct commencement period** and the **OnTrack Flex unit set**. If any adjustments need to be made, click  Edit. If all is correct click

Continue →

Actions

 Edit

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	N1111 ONTRACK FLEX / MURDOCH CAMPUS / FACE TO FACE	Semester 2 202# (Commencing between Jun 202# - Sep 202#)	ONTRACK FLEX	Edit Delete Add Promo

Add a course +

← Previous

Continue →

5

Advanced Standing Intentions: As OnTrack Flex applicants cannot receive Advanced Standing, please click

Continue →

If you have previously attempted **TLC Learning for Tomorrow**, or **FlexiTrack High**, but did not successfully complete the program, and you received a pass grade in one of your units please email OnTrackFlex@murdoch.edu.au once you have submitted your application.

6

Additional Questions: Please input your highest level of achievement. Click

Continue →

? Step 6. Additional Questions

■ Helpful Tips

- **Domestic applicants** - you are not required to complete the GTE questions
- **International applicants** - please complete this section and supply any relevant supporting documentation
- **Packaged Offer** - attach copy of packaged offer
- **Past Visa Refusal** - attach any past visa refusal documents

■ Give Details

*What is, or what will be, your highest level of educational achievement successfully completed prior to the commencement of this course?
(If you are about to complete a course of study prior to commencing your chosen course, please select that at this question.)

(This information is required for government reporting purposes and will have no effect on your application.)

- ☐ Certificate I
- ☐ Certificate II
- ☒ Certificate III
- ☐ Certificate IV
- ☐ Certificate Diploma
- ☐ Advanced Diploma or Associate Degree
- ☐ Bachelor Degree
- ☐ Graduate Certificate or Graduate Diploma
- ☐ Master Degree
- ☐ Doctoral Degree
- ☐ None of the Above

← Previous

Continue →

*Required field

You will need to upload a copy of this in Step 12: Document Upload



7

English competency details: Select 'No' and then click

Continue →

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

8

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

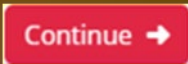
*School

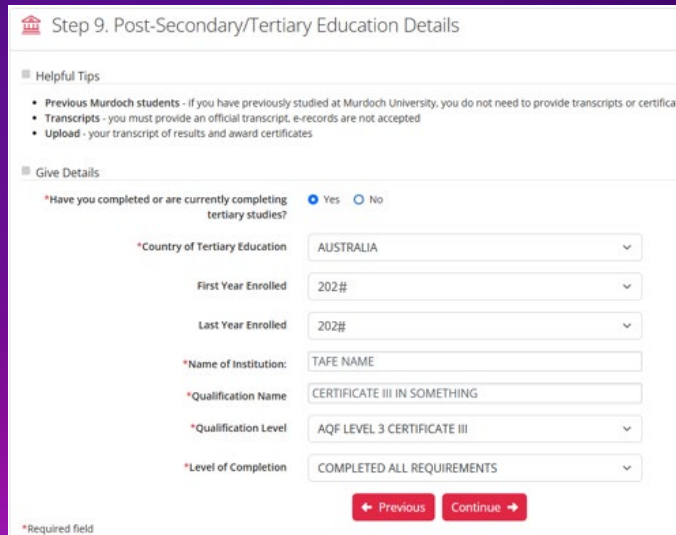
*Score



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

9

Post Secondary/Tertiary Education details:
If you have completed anything at TAFE, select 'Yes' and fill in the relevant details. Otherwise Select 'No'. Then, click 



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

*Required field

10

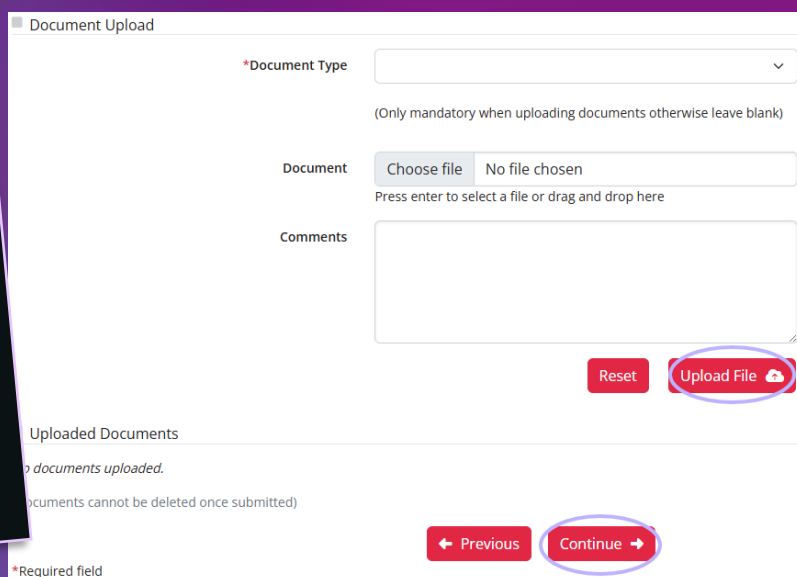
Document Upload:

- 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



Repeat these three steps for each document then click 

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



Document Upload

*Document Type:

(Only mandatory when uploading documents otherwise leave blank)

Document: No file chosen

Press enter to select a file or drag and drop here

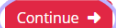
Comments:

Uploaded Documents

documents uploaded.

documents cannot be deleted once submitted)

*Required field

11

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.

12

Declaration:

Review the applicant declaration, and click

I Agree →

13

Submit Application:

Check the details of your application, what campus you are attending, and your desired commencement date.

If all is correct click

Submit Application



Congratulations! You have now submitted your OnTrack Flex application.

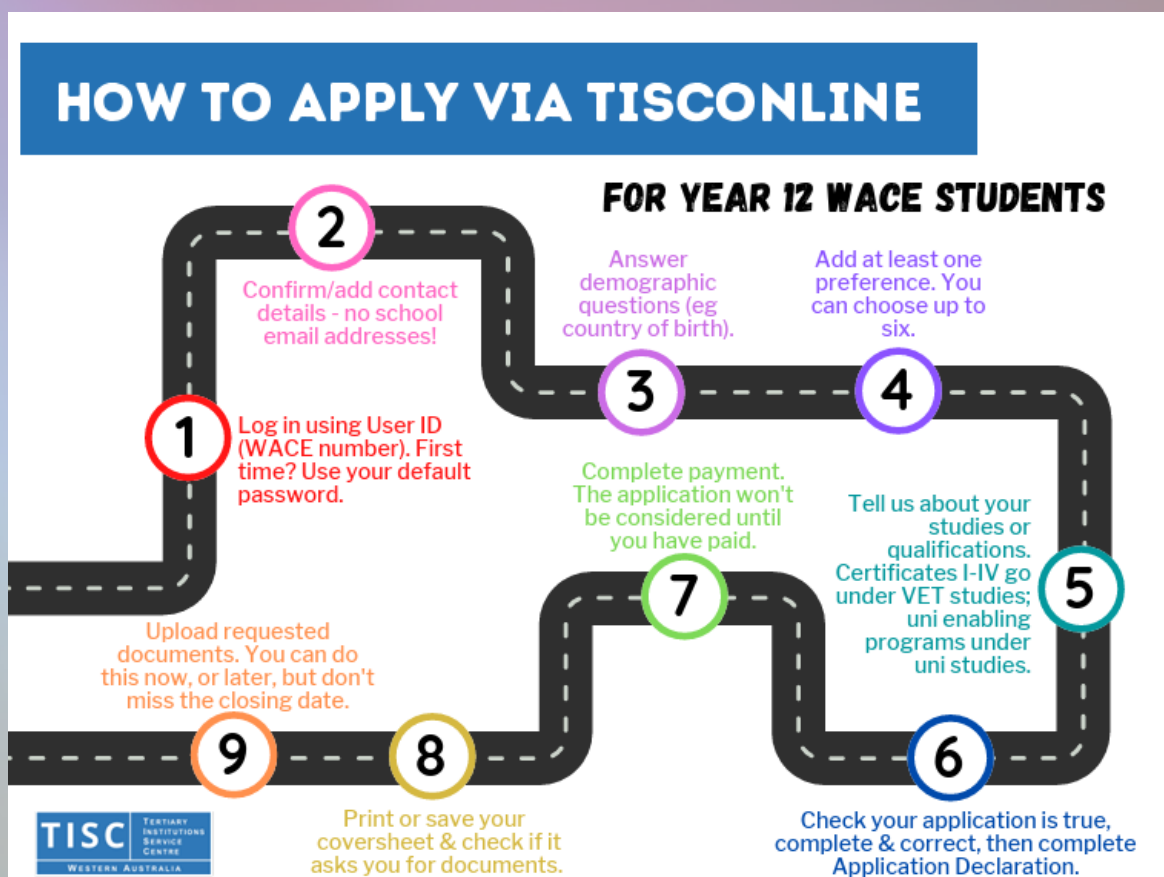
Keep an eye on the email address that you provided for a receipt of your application, and your outcome (which you can expect within a few weeks).

Applying to study OnTrack Flex via TISC

All year 12 school leavers are required to apply via the Tertiary Institutions Service Centre (TISC), Western Australia, to commence in Semester 1 in the year following high school.

Visit the TISC Applying Online webpage for detailed steps on the application process.

www.tisc.edu.au/static/guide/applying-online.tisc



Important note: If you are experiencing difficulties with the TISC application process, and you are interested in applying for OnTrack Flex please contact Gemma, our Student Pathways Relationship officer, who can help.

Gemma.Phanupen@murdoch.edu.au



*Thank you for your interest in studying
OnTrack Flex at Murdoch University.
If you have any questions, please email
OnTrackFlex@murdoch.edu.au.*

MU Murdoch University