



# Information for Career Staff & Guidance Officers

## Dentistry, Medicine and Veterinary Science

*This information guide provides an outline of the online application form to James Cook University's following degrees: Bachelor of Dental Surgery, Bachelor Medicine, Bachelor of Surgery, and Bachelor of Veterinary Science (Honours).*

### Application process

JCU has a two-step application process for the Bachelor of Dental Surgery.

#### Steps to apply

1. Apply online via the [QTAC website](#); AND
2. Apply online directly to [JCU via the website](#). When you visit the online JCU application portal, you'll need to create an account.



#### Make a difference, with a JCU degree in Dentistry, Medicine and Veterinary

JCU has a two-step application process for the following degrees: Bachelor of Medicine, Bachelor of Surgery, Bachelor of Dental Surgery, and Bachelor of Veterinary Science (Honours).

1. Apply online via the [QTAC website](#), and
2. Apply online directly to JCU by 30 September. Please use this online platform to submit your direct application to JCU.

Figure 1 – Applicant Log In page – create account by selecting 'New Applicant', existing applicants just log in using their email and password.

**Application Portal**

Username

Password

If you are applicant logging in, your username will be the email address you created your account with.

Forgot password? | New Applicant

Sign In

## Create a new user

**Create New User**

Login / Email Address

First Name

Last Name

Password i

Confirm Password

[Create Account](#) | [Back to Login](#)

Figure 2 - Create new user –from there applicants will receive an authentication email confirming that they created the account

## Start your application

To start your application click the "Apply" button.

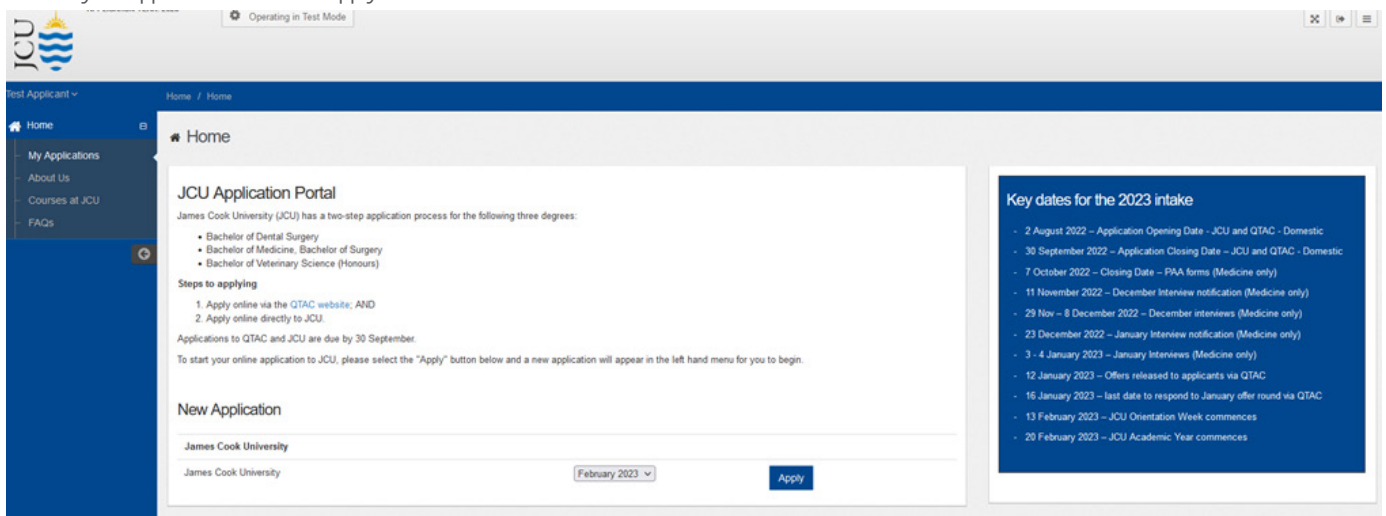


Figure 3 - Once an applicant has activated their email account, they can now log in using their email address and password.

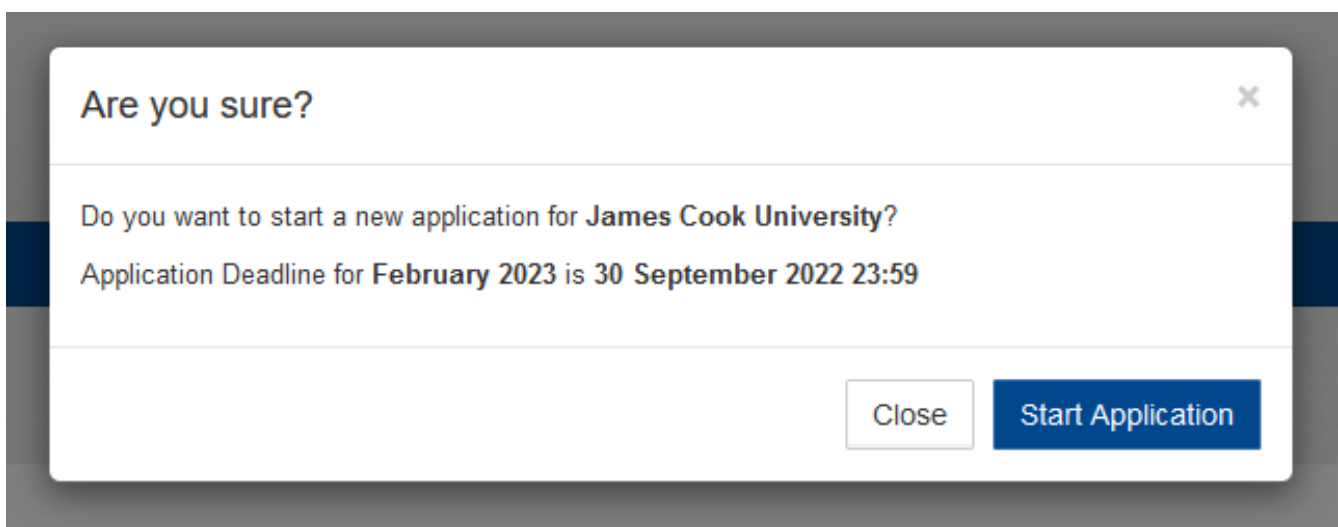


Figure 4 - New Application prompt –select 'Start Application'

# Commence your application

Start completing your application by starting with your personal information.

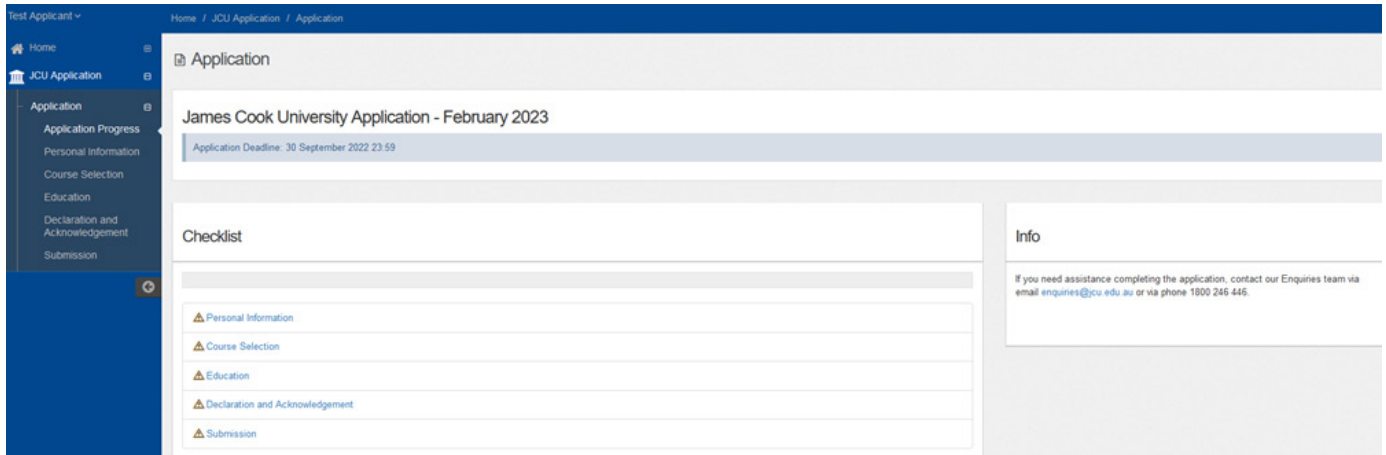


Figure 5 - Application Window

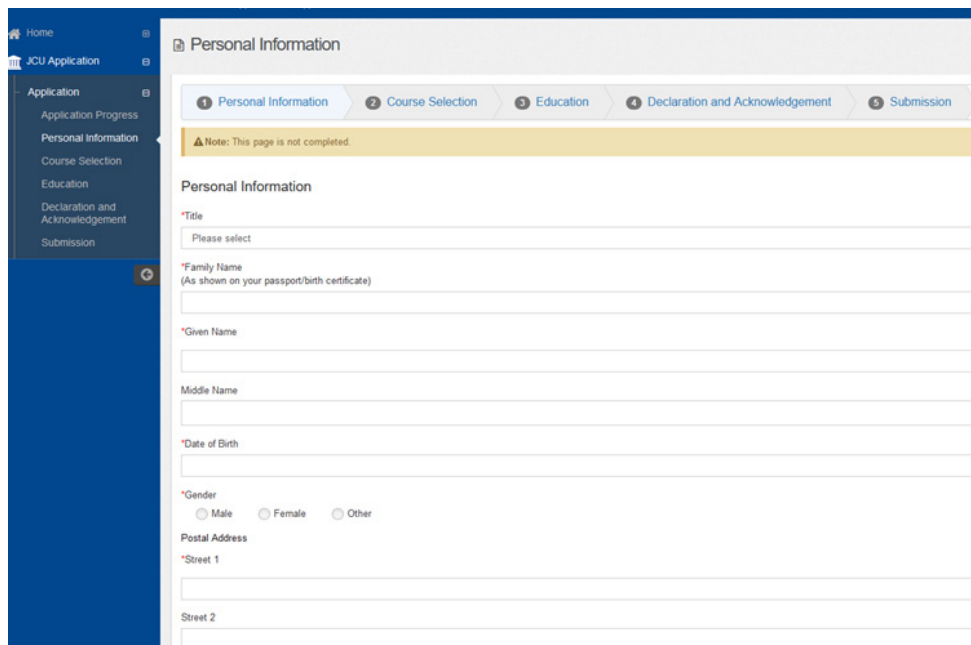


Figure 6 - Personal Information page

There is an option at the top of each page to 'save' or 'save and continue'

If an applicant doesn't know something for example their QTAC ID number, they can still save the application and come back to that page later and complete it. The fields with a red asterisk are mandatory and they will not be able to 'submit' the application until all sections are complete.

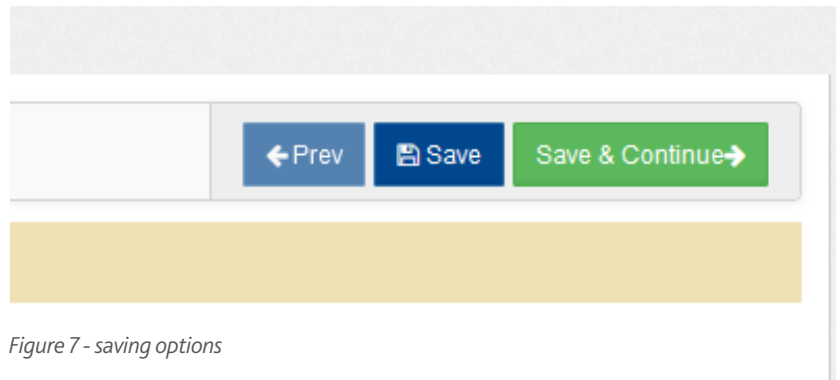
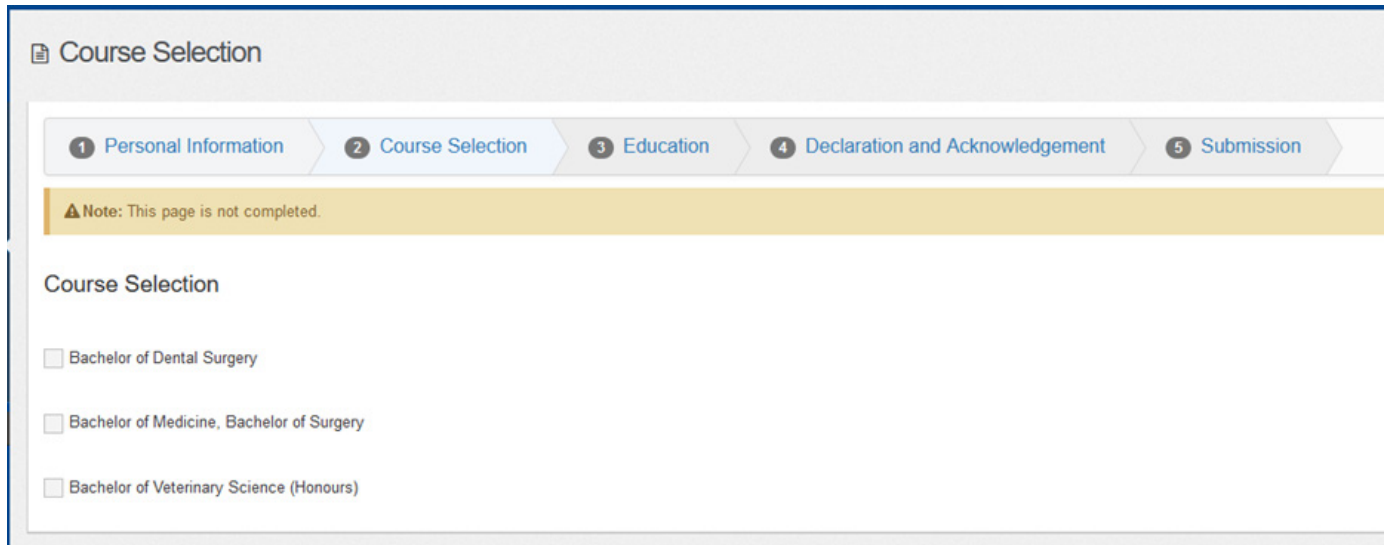


Figure 7 - saving options

## Course selection

There is a drop down when an applicant selects Bachelor of Medicine, Bachelor of Surgery – they will need to nominate a preferred campus, they can choose just one or 2 campuses.



**Course Selection**

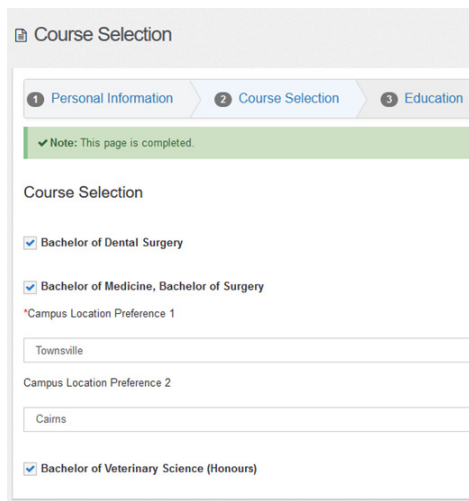
1 Personal Information 2 **Course Selection** 3 Education 4 Declaration and Acknowledgement 5 Submission

**Note:** This page is not completed.

**Course Selection**

- Bachelor of Dental Surgery
- Bachelor of Medicine, Bachelor of Surgery
- Bachelor of Veterinary Science (Honours)

Figure 8 - Course Selection page



**Course Selection**

1 Personal Information 2 **Course Selection** 3 Education

**Note:** This page is completed.

**Course Selection**

- Bachelor of Dental Surgery
- Bachelor of Medicine, Bachelor of Surgery
  - \*Campus Location Preference 1  
Townsville
  - Campus Location Preference 2  
Cairns
- Bachelor of Veterinary Science (Honours)

For this example, the applicant has selected all three programs and for Medicine, Townsville Campus as preference 1 and Cairns 2.

Figure 9 - Course Selection complete

# Education

Enter your education information.

The screenshot shows the 'Education' section of an application form. At the top, there is a progress bar with six steps: 2 Course Selection, 3 Education (current), 4 Declaration and Acknowledgement, 5 Bachelor of Dental Surgery - Response, and 6 Bachelor of Medicine, B. Below the progress bar is a yellow warning box that says 'Note: This page is not completed.' The main heading is 'Education' with a sub-heading '\*PLEASE INDICATE WHICH BEST DESCRIBES YOUR HIGHEST LEVEL OF EDUCATION'. There are five radio button options: 'Currently studying Year 12 or equivalent (studying Year 12)', 'Completed Year 12 or equivalent', 'Currently studying a tertiary degree', 'Completed a tertiary degree', and 'Commenced a tertiary degree but not currently enrolled'. Below this is a blue header for 'PLEASE DETAIL ALL SCHOOLS ATTENDED FROM YEAR 1 TO COMPLETION OF YOUR PRIMARY AND SECONDARY EDUCATION'. The text below explains that for each year and grade, the user should enter the year, grade, and country, and select their school. It also mentions that if a grade was skipped, it should be recorded as 'Skipped' with an explanation. Contact information for Enquiries and Selection teams is provided. At the bottom, there is a section for 'Additional Education Information (Optional)' with a text input field.

Figure 10 - Education Section

When entering your education, please note:

- Highest Level of Education: it will only allow 1 answer, hopefully it is self-explanatory.
- If you select Currently studying Year 12 or equivalent (studying Year 12) that will be the end for that part.
- If you select Completed Year 12 or equivalent, a drop-down box will prompt Year of completion (example: yyyy) this field is mandatory.
- If you select Currently studying a tertiary degree, a drop-down box will prompt the applicant to list any tertiary studies you have attempted or completed. You complete this section by selecting *add*.

This screenshot shows the radio button options for the highest level of education. The 'Currently studying a tertiary degree' option is selected. Below the options is a blue header for 'PLEASE LIST ANY TERTIARY STUDIES YOU HAVE ATTEMPTED OR COMPLETED'. There is a search bar with a magnifying glass icon and an 'Add' button with a plus sign.

Figure 11 - drop down for Currently studying a tertiary degree

## Education

The applicant can then select save and add further rows of information if they have studied multiple degrees

**PLEASE LIST ANY TERTIARY STUDIES YOU HAVE ATTEMPTED OR COMPLETED**

**Add Row**

Year completed OR most recent year of enrolment

2021

\*Name of Institution

James Cook University

\*Country of Institution

Australia

\*Qualification or Course

Bachelor of Science

\*Completed

Yes  No

Figure 12 - example of tertiary current

The below is an example of what the application will look like when the applicant has saved 2 different units of incomplete tertiary study, there is an option to keep adding to or edit these fields.

If the applicant selects Completed a tertiary degree or Commenced a tertiary degree but not currently enrolled the process is exactly the same.

**PLEASE LIST ANY TERTIARY STUDIES YOU HAVE ATTEMPTED OR COMPLETED**

2/2

+ Add

Year completed OR most recent year of enrolment	Name of Institution	Country of Institution	Qualification or Course	Completed	
2021	James Cook University	Australia	Bachelor of Science	No	Edit
2020	Griffith University	Australia	Bachelor of Law	No	Edit

Figure 13 - example of currently studying tertiary degree saved

**PLEASE DETAIL ALL SCHOOLS ATTENDED FROM YEAR 1 TO COMPLETION OF YOUR PRIMARY AND SECONDARY EDUCATION**

0/12

+ Add

For each year and grade of your primary and secondary education, enter the year and grade, and choose the country in which you studied. If you studied in Australia that year, select your school in the School Name field. You can type your school's suburb or postcode to narrow down the list. If you were home schooled, use "Homeschool" as your school name. You will need to fill out 12 rows (or more), one for each year of education. If you skipped a grade, record that year and grade, select "Skipped" in the School Name field, and explain briefly why you skipped in the Additional Education Information field below. If you need assistance completing the application, contact our Enquiries team via email [enquiries@jcu.edu.au](mailto:enquiries@jcu.edu.au) or via phone 1800 246 446. If you can't find your school and suburb or are not able to describe 12 years of education, contact the Selection team via email [selection@jcu.edu.au](mailto:selection@jcu.edu.au) and let us know your school's name, suburb and post code.

Additional Education Information (Optional)

Figure 14 - Schooling History – start year 1 by selecting add

**Add Row**

\*Year

2008

\*Grade

1

\*Country

Australia

\*School Name

Mundingburra State School, Mundingburra, QLD, 4812

Figure 15 - adding each year of schooling

If the school doesn't appear, we recommend typing the suburb in the school's name field and selecting the correct school from the drop down list. If the school does not appear, ask the applicant to email [selection@jcu.edu.au](mailto:selection@jcu.edu.au) and provide the school's name, suburb, state and post code and we will get it added to the list. They will not be able to complete the school section until we add the new school.

## Education

When entering your school grade please use a numerical value 1 to 12. Please do not include your prep or kindergarten years.

If applicant studied overseas, just select the year, grade and country, and then the row will populate as overseas. You won't need to enter other

PLEASE DETAIL ALL SCHOOLS ATTENDED FROM YEAR 1 TO COMPLETION OF YOUR PRIMARY AND SECONDARY EDUCATION							
Year	Grade	Country	School Name	Suburb	State	Post Code	
2008	1	Australia	Mundingburra State School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2009	2	Australia	Mundingburra State School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2010	3	Australia	St Joseph's Catholic School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2011	4	Australia	St Joseph's Catholic School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2012	5	Australia	St Joseph's Catholic School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2013	6	Australia	St Joseph's Catholic School, Mundingburra, QLD, 4812	Mundingburra	QLD	4812	<a href="#">Edit</a>
2014	7	Australia	Pimlico State High School, Gulliver, QLD, 4812	Gulliver	QLD	4812	<a href="#">Edit</a>
2015	8	Australia	Pimlico State High School, Gulliver, QLD, 4812	Gulliver	QLD	4812	<a href="#">Edit</a>
2016	9	Australia	St Margaret Mary's College, Hyde Park, QLD, 4812	Hyde Park	QLD	4812	<a href="#">Edit</a>
2017	10	Australia	St Margaret Mary's College, Hyde Park, QLD, 4812	Hyde Park	QLD	4812	<a href="#">Edit</a>
2018	11	Australia	Pimlico State High School, Gulliver, QLD, 4812	Gulliver	QLD	4812	<a href="#">Edit</a>
2019	12	Australia	Pimlico State High School, Gulliver, QLD, 4812	Gulliver	QLD	4812	<a href="#">Edit</a>

Figure 16 - example of completed schooling section

## Written Responses

For the Bachelor of Dental Surgery and the Bachelor of Veterinary Science (Honours) there is an opportunity to provide separate written responses to the 4 questions as we had in the paper-based forms. Applicants have up to 300 words for each question. Please note these questions are **not** part of the application for the Bachelor of Medicine, Bachelor of Surgery for 2024 entry.

### Bachelor of Dental Surgery - Response

on and Acknowledgement | **Bachelor of Dental Surgery - Response** | Bachelor of Medicine, Bachelor of Surgery - Response | Bachelor of Veterinary Science (Hon)

Note: This page is not completed.

#### Bachelor of Dental Surgery - Response

\*1. WHY DO YOU WISH TO PURSUE A CAREER IN DENTISTRY?

Current Word Count: 0 /300

\*2. WHAT ACTIVITIES (PAID EMPLOYMENT, WORK EXPERIENCE OR VOLUNTARY WORK) HAVE YOU UNDERTAKEN, IN ADDITION TO YOUR STUDIES, WHICH INDICATE YOUR MOTIVATION TO STUDY DENTISTRY AT JAMES COOK UNIVERSITY?

Figure 17 - Written responses

## Letters of Support

Applicants can decide whether they wish to include letters of support, once they have submitted their application though, they cannot make any further changes.

There is a separate section for each course selected, applicants can use the same letters of support or have different ones for each program, it is up to them. There is a maximum of 3 letters of support for each program.

Select the add button and follow the prompts – letters of support need to be in pdf format to upload successfully.

**Bachelor of Medicine, Bachelor of Surgery - Letter of Support**

ce (Honours) - Response 8 Bachelor of Medicine, Bachelor of Surgery - Letter of Support 9

**Note:** This page is not completed.

**Bachelor of Medicine, Bachelor of Surgery - Letter of Support**

\*Do you wish to upload a letter of support?

Yes  No

Figure 18 - Letters of Support

**Bachelor of Medicine, Bachelor of Surgery - Letter of Support**

ce (Honours) - Response 8 Bachelor of Medicine, Bachelor of Surgery - Letter of Support 9 Bachelor of Veterinary Science (Honours) - Letter of Support 10 Bachelor of Surgery (Honours) - Letter of Support

Last auto-save: 05:59 PM

**Note:** This page is not completed.

**Bachelor of Medicine, Bachelor of Surgery - Letter of Support**

\*Do you wish to upload a letter of support?

Yes  No

**Letter of Support** + Add

Figure 19 - adding letters of support



## Declaration and Acknowledgement

On this page, the applicant only needs to type their name here and select the date and then save.

### Declaration and Acknowledgement

1 Introduction > 2 Education > 3 Declaration and Acknowledgement > 4 Bachelor of Dental Surgery - Response > 5 Bachelor of Medicine, Bachelor of Surgery - Response > 6 Bachelor of Veterinary Science (Honours) - Response

✔ Note: This page is completed.

#### Declaration and Acknowledgement

I acknowledge and declare that:

- I have read and understood all the information provided by James Cook University in support of this application;
- the information that I have supplied to the University in support of my application is, to the best of my knowledge, complete, true and correct;
- the responses to the written questions are my original work, and no part was copied/reproduced from any other person's work or any other source, without appropriate attribution;

I acknowledge that James Cook University reserves the right to vary or reverse any decision regarding admission or enrolment to the program made on the basis:

- of incorrect or incomplete information contained in this application;
- false or misleading information contained in this application;
- responses contained in this application that are not my original work or do not contain appropriate attribution.

I authorise James Cook University to obtain my academic results/records from any relevant examining body or educational institution.

\*Full Name

\*Date

Figure 20 - Declaration and Acknowledgement

## Submission

This is the final part of the application, if there are any sections incomplete – see application status on right, it will not allow you to submit.

### Submission

✖

#### Certification & Submission

Are you ready to submit? Once you select the **SUBMIT** button you can no longer make updates or changes to this application.

 I am ready to submit my application.

#### Application Status

- ⚠ Personal Information
- ✔ Course Selection
- ✔ Education
- ✔ Declaration and Acknowledgement
- ⚠ Bachelor of Dental Surgery - Response
- ⚠ Bachelor of Medicine, Bachelor of Surgery - Response
- ⚠ Bachelor of Veterinary Science (Honours) - Response
- ⚠ Bachelor of Medicine, Bachelor of Surgery - Letter of Support
- ⚠ Bachelor of Veterinary Science (Honours) - Letter of Support
- ⚠ Bachelor of Dental Surgery - Letter of Support
- ⚠ Submission

Figure 21 - Submitting the application