

# Australian Tertiary Admission Rank

## ATAR application form

Please complete this form using BLOCK LETTERS, then return by **post** to:  
**Certification Unit, QCAA, PO Box 307, SPRING HILL QLD 4004.**

For more information, please read the notes on the next page.

CONTACT DETAILS				
<b>Surname:</b>		<b>Title:</b>		
<b>Given names:</b>		<b>Date of birth:</b>	/	/
<b>Phone:</b>				
<b>Email: (one only)</b>		<b>Email ATAR?</b>	Yes / No	
<b>Postal address:</b>			<b>Post ATAR?</b>	Yes / No
<b>Suburb:</b>		<b>State:</b>		<b>Postcode:</b>
STUDENT DETAILS				
<b>LUI — Learner Unique Identifier:</b>				
<b>Year completed Year 12:</b>	(ATARs available from 1997 to 2019)			
<b>School attended:</b>				
ATARs will only be issued to applicants who have an Overall Position (OP) or are eligible for an OP.				
Please attach a <b>certified copy</b> of <b>ONE</b> of the following. A <b>Justice of the Peace</b> or <b>Commissioner for Declarations</b> can certify photocopies. Overseas applicants can have photocopies certified by a Notary Public or Australian Embassy/Consulate. See the notes on the next page.				
Attached is a certified copy of my current ( <b>Do not provide original documents</b> ) <input type="checkbox"/> Passport <input type="checkbox"/> Driver licence/learner licence <input type="checkbox"/> Adult Proof of Age Card <input type="checkbox"/> Birth certificate				
<b>DECLARATION: You must sign and date your application, agreeing to the following terms.</b>				
<ol style="list-style-type: none"><li>1. The information and documents attached to this application are true and correct.</li><li>2. This agency may refuse my application if I provide incorrect, incomplete or misleading information.</li><li>3. The required certified copy of my identification is attached to this application.</li><li>4. An ATAR will not change unless your OP data changes. Please note that Year 12 students can <b>only</b> request a review of OP data <b>at the time of certification</b>. An <i>Application for verification or review of information</i> form may be lodged to review Tertiary Entrance Statement results (OP/FPs) but only within the timeframe specified on the form.</li></ol>				
<b>Privacy notice</b> The information you provide on this form will be used in administering and managing your application for a tertiary entrance rank as part of legislative functions described in the Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.142). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the <i>Information Privacy Act 2009</i> . Your personal information will not be disclosed to other parties without your consent unless required to do so by law. Information held by the QCAA is subject to the <i>Right to Information Act 2009</i> .				

**Applicant's  
Signature:** .....

**Date:**        /        /

# Australian Tertiary Admission Rank

## ATAR application form notes — how to apply

### What is an ATAR?

The ATAR allows tertiary admissions centres to compare students from across Australia when they apply for tertiary places. The ATAR is a number between 0 and 99.95, in increments of 0.05. ATARs below 30 are not reported.

For more information, visit our website [www.qcaa.qld.edu.au/senior/tertiary-entrance/atar](http://www.qcaa.qld.edu.au/senior/tertiary-entrance/atar).

### Do I need to apply for my ATAR?

No. The QCAA provides all Tertiary Entrance data (OP/FPs and ATAR) to the Queensland Tertiary Admissions Centre (QTAC). If you are applying for tertiary entrance in Australia, the tertiary admissions centre can obtain your ATAR directly from QTAC.

If you want to know what your ATAR is, use this application to apply for an ATAR statement.

### How to apply

- **No OP?** If you do not have an OP or are not eligible for an OP, you will not have an ATAR. For entry to tertiary courses, apply to QTAC for a QTAC selection rank. Information about selection ranks is available from **QTAC** on **1300 467 822**.
- The QCAA supplies ATARs from 1997 to 2019.
- School leavers from 2020 onwards must contact QTAC for their ATAR.
- Attach **current certified identification**.

#### Certified identification — one form required

- Valid passport
- Driver licence or learner licence
- Adult Proof of Age Card
- Birth certificate or extract of a birth certificate

We cannot accept any documents sent via email. Do not send original proof of identity documents in the mail.

- Mail your completed application form.

### Certified identification

The identity documents you provide must be **certified as a true copy of the original** by a Justice of the Peace or Commissioner for Declarations. Their registration number and full name must be included and legible.

For your nearest Queensland JP or Commissioner for Declarations, visit [www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace/search-for-your-nearest-jp-or-cdec](http://www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace/search-for-your-nearest-jp-or-cdec). You can also find them at major shopping centres, council libraries, courthouses, banks, police stations, universities, hospitals and post offices.

If you are outside of Queensland, visit [www.australia.gov.au/information-and-services/public-safety-and-law/justices-of-the-peace](http://www.australia.gov.au/information-and-services/public-safety-and-law/justices-of-the-peace).

**Overseas applicants** can have the copy of their identification certified by a Notary Public or at an Australian embassy or consulate.

### Translated identity documents

For documents not in English, you must provide a certified translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

### Processing timeframes

Applications from current Year 12 students will be processed **after** the issue of OPs in December.

All other applications are generally processed within seven working days. There is no cost for this service.

The ATAR statement will be emailed or mailed to the address nominated on the application.

### More information

Email: [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au)  
Phone: +61 7 3864 0299