

**PSYCHOLOGY
REFERENCE PORTAL
APPLICANT GUIDE
JUNE 2026**



OVERVIEW OF THE PSYCHOLOGY REFERENCE PORTAL

The Psychology Reference Portal is a paid service, co-delivered by Heads of Psychology Australia (HPA) and the Victorian Tertiary Admissions Centre (VTAC).

The Psychology Reference Portal allows applicants to request academic and professional references to support their postgraduate psychology course applications at Australian Higher Education Providers (HEPs).

After registering for an account, applicants can submit reference requests through the Portal. Once a referee completes the reference form, the reference is sent to the Higher Education Providers nominated by the applicant.

This creates a streamlined process, allowing applicants to use the same referee for multiple applications while maintaining the integrity of the reference process.

ESSENTIAL INFORMATION BEFORE SUBMITTING A REFERENCE REQUEST

Before submitting a reference request, please make sure you:

1. Research your preferred higher education providers before submitting your request.

Changes to a submitted reference request require support from an agent and may take 2-3 business days to action.

2. Check course application deadlines.

Make sure you allow enough time for your referee to complete the reference. If your application deadline is approaching, please notify your referee.

3. Carefully check all details before submitting the request.

Incorrect details may prevent the request from being sent correctly and could cause delays.

4. Monitor the status of your reference requests in the Portal.

Please allow 1-2 weeks for referees to respond. Check FAQs for status descriptions.

5. Use a personal email address to register.

Do not use a student email address, as access may be revoked during the subscription period.

HOW TO USE THE PSYCHOLOGY REFERENCE PORTAL

1

CREATE AN ACCOUNT

Create an account with the [Psychology Reference Portal](#) using your full name and a personal email address.

After submitting your details, you will receive a link to set your account password.

Do not use a student email address, as you may lose access during the subscription period.

Sign in to Psychology Reference Portal

[Switch to agent sign-in](#)

Email* (required)

Password*

[Forgot password?](#)

[Sign in](#)

Emailed us for support? [Request password](#)

New to Psychology Reference Portal? [Sign up](#)

HOW TO USE THE PSYCHOLOGY REFERENCE PORTAL

2

PAY THE SUBSCRIPTION FEE

A one-off \$65 subscription fee is required to access the service.

After payment, users will be able to submit up to four reference requests. We handle the rest, managing referee responses and delivering them directly to your nominated HEPs via our secure service.

This fee is valid for the full subscription period. The 2026–27 subscription period runs from 15 July 2026 to 14 June 2027.

- Log into the [Psychology Reference Portal](#)
- Click 'New Reference Request' on the homepage
- Follow the prompts to complete payment

By paying the Portal's annual subscription fee, applicants are acknowledging that they have read, understood and accepted the Portal's Terms and Conditions and [VTAC's Privacy Policy](#).

Psychology Reference Portal

About us

New Reference Request



Psychology Reference Portal ▾

Search

Use the Psychology Reference Portal to obtain online references for your application for postgraduate psychology study at Australian Higher Education Providers. References obtained via the Portal are sent direct to your nominated HEP/s.



HOW TO USE THE PSYCHOLOGY REFERENCE PORTAL

3

SUBMIT YOUR REFERENCE REQUESTS

Once payment has been made, you can nominate up to four referees.

Before you start, make sure you have:

- Referee's full name
- Referee's email address
- Referee type (academic or professional)
- Courses/areas of study you are applying for
- The Higher Education Providers (HEPs) you would like each reference to be sent to

Applicants cannot make changes to a submitted form.

If you need to update your nominated HEPs or have submitted incorrect details, please contact the Psychology Reference Support Team using the Virtual Assistant in the bottom right-hand corner of the homepage.

Psychology Reference Portal

Psychology Reference > Submit a request

Submit a reference request

This form will allow you to submit a new reference request for the 2026-27 subscription cycle.

Please ensure that all details are entered correctly in the appropriate field.

Incorrect details may result in the request not being sent to your nominated referees or Higher Education Providers.

Applicant's Given Name

List the EXACT name used to apply to Higher Education Providers. Note this cannot be changed once submitted.

Applicant's Surname

List the EXACT name used to apply to Higher Education Providers. Note this cannot be changed once submitted.

Applicant's Preferred Name (optional)

Unique Student Identifier (USI)

Education number for a student who has undertaken education or training in Australia. For applicants without a USI, please see www.usi.gov.au/students/find-your-usi for more information. Enter 'N/A' if you are offshore and currently unable to obtain a USI.

Referee 1

Referee Full Name

List the given name and surname of your referee.

Referee 1 Email Address

Input your referee's email address.

Referee 1 Type

Select the referee type - Academic or Professional.

Referee 1 Course Level/Area of Study

Please indicate the courses/programs you are applying to. This information is provided to your referee only and does not impact your course application.

Referee 1 Nominated Higher Education Provider

Nominate the Higher Education Providers (HEPs) where you plan to apply to undertake psychology studies. Your reference report will only be sent to the HEPs you nominate.

Referee 1 Message (optional)

Optional message for your referee

Referee 2

Referee 3

Referee 4

Double check all details you have entered in the form. Responses cannot be changed after submission.

Submit

FREQUENTLY ASKED QUESTIONS

What happens when I submit my referee requests?

Once you submit your referee requests, an email is sent to your referee with a form to complete their reference.

You will be notified via email when your referee has responded to the requests.

References are sent to your nominated HEPs daily via our secure service.

How do I monitor the status of my request?

You can check the status of your reference request in the "Requests" section of your profile.

If your referee has responded, the status will show as "All Referees Responded."

If your referee has not responded, the status will show as "Waiting Referee Response."

If one request includes multiple referees, the status will not change until all referees in that request have responded.

How are my reference reports sent to my nominated higher education providers?

Reference reports are sent securely to your nominated Higher Education Providers through the Psychology Reference Portal.

Reports are sent to Higher Education Providers daily.

How long can I use the references obtained via the Psychology Reference Portal?

References are only valid for the subscription period in which they were obtained.

At the end of each subscription period, completed references are archived.

FREQUENTLY ASKED QUESTIONS

How do I add more Higher Education Providers after submitting my request?

You can request additional Higher Education Providers through the Psychology Reference Portal's Virtual Assistant.

Tell the Virtual Assistant: I need to add a Higher Education Provider.

I submitted incorrect details in my reference request. What should I do?

You will need to request a change through the Psychology Reference Portal's Virtual Assistant.

Tell the Virtual Assistant: My referee details are incorrect.

Where do I find support/help with using the portal or the process?

For additional support, please refer to the Portal's Frequently Asked Questions. You can also use the website search function or start a conversation with the Virtual Assistant, located in the bottom right-hand corner of the homepage.

If your question requires a human response, your enquiry will then be sent directly to the Psychology Reference Support Team. The Team will respond within 2-3 business days.

