



## SOME NOTES ON HOW TO COMPLETE THE APPLICATION FORMS

The following information is designed to help you complete the application forms for the Bachelor of Theology or the Graduate Diploma in Theology. The website also has helpful information.

There are **4 separate forms** to complete when you first enroll. The good news is that you do this only once, because in subsequent semesters there is a simple online enrolment.

### What Application Forms do you need to complete?

All sections of the forms listed below must be completed and signed by you.

1. Catholic Theological College application form
  2. Sydney College of Divinity application form (*which is later sent to Australia*)
  3. Student Contract form (*you will need to arrange for a witness to it*)
  4. Student Support Questionnaire form
- If you are a seminarian also complete an Authority to Release Academic Information form

### What Supporting Documentation must be supplied?

(Originals or witnessed copies of supporting documentation must be supplied when you apply.)

- Passport sized photograph (*soft copy emailed to [m.oconnor@ctc.ac.nz](mailto:m.oconnor@ctc.ac.nz) or taken at the College*)
- Two pieces giving proof of Identity e.g. passport and driving licence. (Birth certificate is also acceptable.)
- Evidence of Residency (*if you're not a NZ Citizen or Permanent Resident e.g. Student or Work Visa*)
- If studying towards a Graduate Diploma of Theology, evidence is required of having completed a tertiary qualification e.g. Degree certificate/*Testamur (to meet admission requirements)*
- Relevant Academic Transcripts. Transcripts are always helpful, and actually needed, if you are seeking credit for previous study. *Please note: If studying towards a Graduate Diploma of Theology, only studies beyond the entry requirement may qualify for recognition of prior learning.*

### Enrolment Deposit

To secure your admission a \$100 deposit is to be paid at the time you apply. (Methods of payment are outlined on the webpage.)

If you have any questions, please feel free to call either the Head of Level 7 on (09) 361 1053 ext. 702 - email [m.duffy@ctc.ac.nz](mailto:m.duffy@ctc.ac.nz) ; OR Michael O'Connor on 09 361 1053 ext 701 [m.oconnor@ctc.ac.nz](mailto:m.oconnor@ctc.ac.nz)

Kind regards,

Michael O'Connor sm (Assistant to Head of Level 7)