



## SOME NOTES ON HOW TO COMPLETE THE APPLICATION FORMS

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

There are 3 **separate forms** to complete when you first enrol. After enrolling in Te Kupenga Catholic Theological College, you will receive instructions about how to enrol (online) with the University of Notre Dame Australia. [UNDA]

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

You should read the **Disclosure of Information Prior to enrolment 2022** before you enrol. This and the documents listed below are found at **[here](#)**.

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

1. Catholic Theological College Admission and Enrolment Form 2022
2. Student Contract form (*you will need to arrange for a witness to sign this*)
3. Student Support Questionnaire form

If you are a seminarian also complete an Authority to Release Academic Information form which will be sent to you by CTC once your application is received

### What Supporting Documentation must be supplied?

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

- Passport sized photograph (*soft copy emailed to [m.duffy@ctc.ac.nz](mailto:m.duffy@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 are 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* /Transcript of Studies (*to meet admission requirements*)
- Relevant Academic Transcripts. Transcripts are always helpful, and are 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.; see **[FEES](#)**)

If you have any questions, please feel free to call us on (09) 361 1053 or by email [admin@ctc.ac.nz](mailto:admin@ctc.ac.nz)

Kind regards,

CTC Admin Team