Students new to Te Kupenga Catholic Theological College (CTC)

The **Process** of enrolling as a student of the University of Notre Dame Australia (UNDA)

Why?

Because the papers that CTC lectures belong to the University of Notre Dame, Australia, as part of their Bachelor of Divinity. **Enrolling with us implies enrolling with them.**

UNDA provide the online learning environment – "the **Blackboard**" – where materials are provided by your lecturers, where you hand up your assignments and where you see your marks.

Applying:

According to their website (**UNDA**)

UNDA's admissions (enrolment) process comprises of 4 steps

https://www.notredame.edu.au/international/how-to-apply

1. **Apply** – direct or via an education agent
2. **Receive your offer** – successful applicants receive an offer via email
3. **Accept -** your offer and make fee payment
4. **Enrol** – receive your eCoE and apply for your student visa (if applicable), and enrol at Notre Dame

Note: *You are INTERNATIONAL students (as far as Notre Dame is concerned)*

Step 1: Apply

- You go to their International Student Portal

Note: *That SHOULD get you to a screen looking like this: (If it doesn't look like this, close the window and click the link again – it is oddly unstable)*

You will need your **mobile** phone, because the **first step** involves a One Time Password (OTP) being sent to your phone. Make sure you put the **"+64"** on the start of your phone number (and drop the leading zero).

They want **proof of identity** (Certified copy of Passport) and copies of any academic transcripts. (Unfortunately, it is a long and complicated form).

In doing the form they advise:

"We kindly request that students apply for Bachelor of Divinity **regardless of your study preferences.** If they intend to complete **not for degree** study, please advise them to email admissions@nd.edu.au **after** submitting and **we will update their application** accordingly."

If you are doing the CTC **Graduate Diploma in Theology** you will (eventually) be recorded by UNDA as "**Not for Degree**". *(This is just how they label it).*

Other hints for the form:
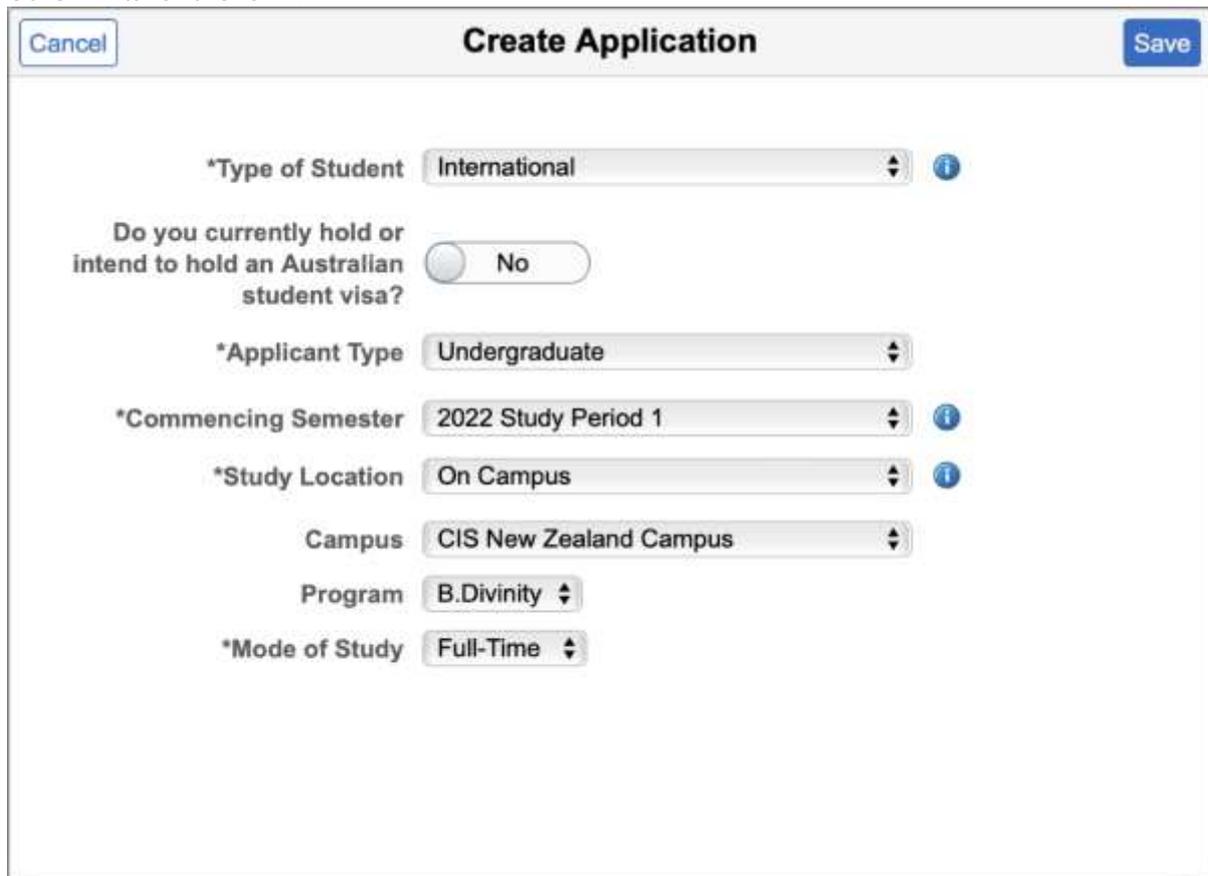
Cancel	**Create Application**	Save

*Type of Student	International	⊕
Do you currently hold or intend to hold an Australian student visa?	No	
*Applicant Type	Undergraduate	
*Commencing Semester	2022 Study Period 1	⊕
*Study Location	On Campus	⊕
Campus	CIS New Zealand Campus	
Program	B.Divinity	
*Mode of Study	Full-Time	

- You're an **INTERNATIONAL (To UNDA)**
- **NO**, you don't have an **AUSTRALIAN student visa**
- **Undergraduate**
- Semester 1 (Feb) is **Study Period 1**, Semester 2 (July) is **Study Period 2**
- We are the "**CIS New Zealand Campus**"
- Put **B.Divinity** as the Program
- Mode – either **Full-Time** (4 papers) or **Part-time**.

All the best for the rest of the form!

If you successfully submit the form, you get this:

> *Once your acceptance has been processed, you will receive an SMS and email from us inviting you to set up your Notre Dame student profile and take the next steps to enrol. Please note that this may take several days to process during peak admission periods.*

You may get a follow-up from Admissions about your documents or about documents you did not supply. ***** Don't worry if a few days pass and then you will receive an '**OFFER OF PLACE**'

Step 2: Receive your offer of place

It will be something like this:

Dear XXXX

On behalf of The University of Notre Dame Australia, we are pleased to offer you a place in the following program commencing in Study Period X, 20XX. Congratulations on this offer.

Your University ID: 3205XXXX   ← *long and important number*

Program: 3574 Bachelor of Divinity

School: Philosophy and Theology

Faculty: Catholic Institute of Sydney

Campus: New Zealand - Catholic Institute of Sydney campuses

Program commencement date: dependent on enrolment – please confirm at the time of enrolment.

[…]

When accepting your place you will need to provide the following:

a copy of your proof of citizenship or residency status* (if not provided previously)

To accept your place, please click on the link below.

And there should be a button visible **beneath that text for you to click on**.

If you don't get this email look in your junk folder and **notify admissions** on this email address. admissions@nd.edu.au

Step 3: Accept – your offer and make fee payment

Do click the button to **accept** your **offer of place**, however, **DO NOT pay your fees directly to them**. *CTC collects the NZ fees and pays for all of you in a single transaction.*

By this point you should have your **Student ID** and have **established a password**.

- Go to the **Current Students** page on their website:

    https://www.notredame.edu.au/current-students

    and click on Student Centre

You will get to log in:

Step 4: Enrol – receiving your eCoE (electronic Confirmation of Enrolment) to enrol at Notre Dame

Enrolling for courses is done through the Student Centre.

Please tell Notre Dame the same papers you have told us. Our papers all have CIS on the start of them when seen on their website.

This Enrolment guide provides stop by step instructions on how to navigate Student Centre and manage your enrolment, so you can easily add, drop and swap classes.

CIS administration support: **Mr George Stanton** **Registry and Student Support Officer** Contact for matters relating to Blackboard access, IT, and enrolment.	+61-2-9752-9501	registryoffice@cis.catholic.edu.au	Contact at Registry Office (Strathfield) or via phone, email or Zoom	Mon – Fri, 10am – 6pm, Sydney time, during semester, or by appointment