

# 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)

### Apply to Notre Dame

Apply through this portal for Undergraduate, Postgraduate and Research degrees, including applications for the Young Achievers Early Offer Program – Sydney and Fremantle Campuses

Notre Dame are pleased to have joined UAC and TISC. Applications via UAC and TISC are now open for 2022. You are able to apply for Undergraduate Coursework study through these as follows:

- UAC for Undergraduate Coursework study - Sydney Campus.
- TISC for Undergraduate Coursework study - Fremantle Campus.

**Tip: to apply through our portal**

**Web browser:** For an optimum user experience, please use either Chrome or Firefox (latest versions). Please also ensure its Java/JavaScript enabled in your browser.

**Email account:** Please use your primary personal email address to create your account. It will be the email address Notre Dame will use to correspond with you about your application. If you are a current Year 12 student do not use your school email address as you will likely lose access later in the year and miss emails from us.

**Email set up:** Please ensure your edu.au is added to your safe senders list and that you check your junk/spam folders regularly. Do not use your work email address if it is behind a firewall.

**Document size and compatible file formats:** Documents attached to the application must be no bigger than 2MB each. Acceptable file formats are pdf, doc, docx, Pptx and jpeg.

Your Email:

First Name:

Last Name:

Mobile Number:

[Already have an account?](#)

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).

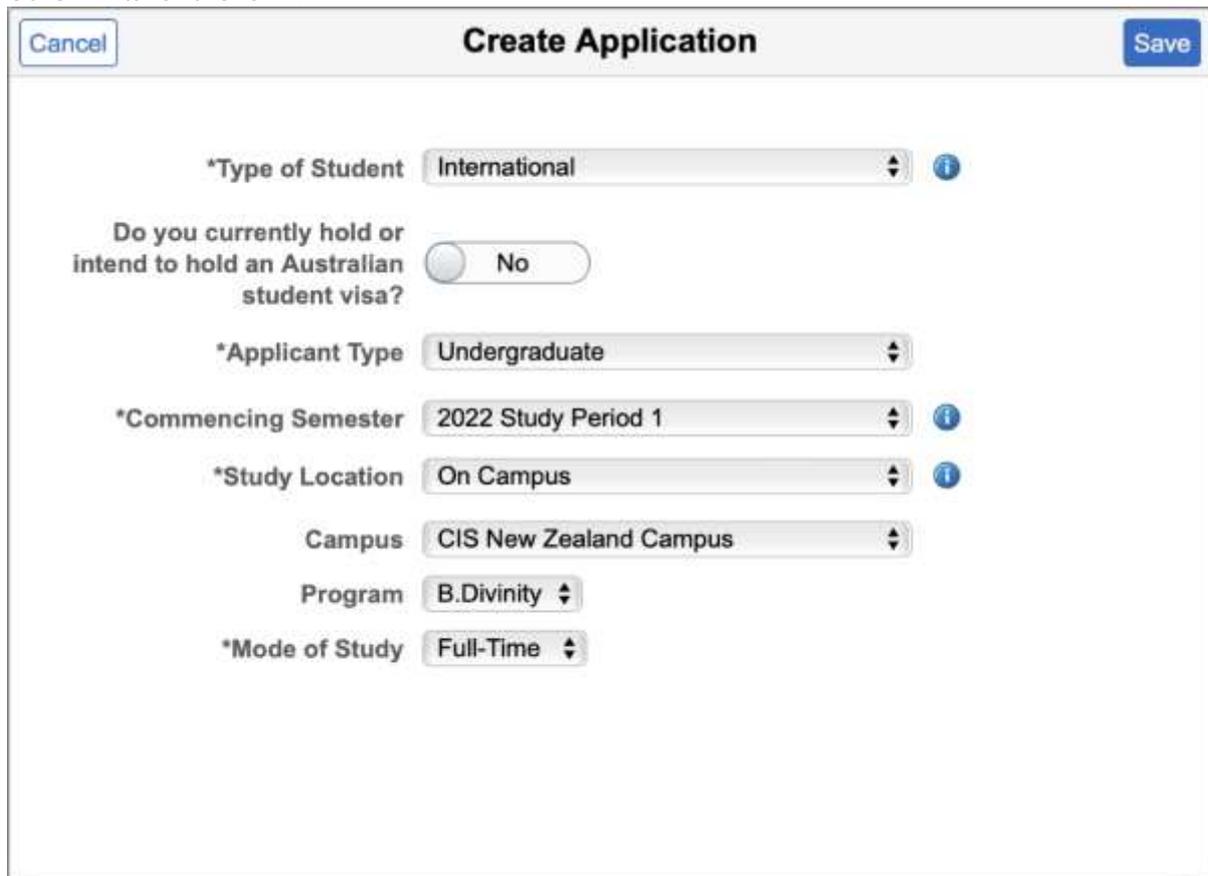
They want **proof of identity** (Certified copy of Passport) and copies of any academic transcripts. (Unfortunately, it is a long and complicated form).

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](mailto: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:



The screenshot shows a web form titled "Create Application". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields and values:

- \*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](mailto: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.

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