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

Our admissions process comprises four easy steps:

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

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

(I am pretty sure they are kidding about the steps being "easy")

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

Step 1: Apply

You go to their International Student Portal

https://apply.nd.edu.au/psc/CSPRD/OLA/SA/c/ND_OLA.ND_OLA_NUR_REG_FL.GBL?CAMPUS_URL=
https://mycampus.nd.edu.au/psp/CSPRD/OLA/SA/s/WEBLIB_SCC_NUR.SCC_SS_GATEKEEPER.FieldFo
rmula.IScript_SCC_GateKeeper?SCC_APPL_CONTXT_ID=SCC_NURCTXT_20200513195142

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 [This may be a Firefox problem, use a different browser])

(If you don't get to that page try going to https://www.notredame.edu.au/international/how-to-apply and click on the "online application form")

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).

It is a long and complicated form, they want proof of identity (Certified copy of Passport) and copies of any academic transcripts.

As regards **programs**

- Both domestic and international applicants must select **Undergraduate** (next to Applicant Type) in order to select **B.Divinity** as their program;
- International applicants seeking to undertake non-award study (i.e. the Graduate Diploma in Theology) must select **Academic Pathway Program** (next to Applicant Type) in order to select the appropriate 'not-for-degree' program (being **NFD (UG) – Phil and Theology**);
- All applicants should select **On Campus** as their Study Location.

If you are doing the Bachelor of Divinity (Note: Semester 1 is Study Period 1, Semester 2 is Study Period 2)

If you are doing the CTC **Graduate Diploma in Theology**

Create Application	
Cancel	Save

*Type of Student International

Do you currently hold or intend to hold an Australian student visa? No

*Applicant Type Academic Pathway Program

*Commencing Semester 2023 Study Period 1

*Study Location On Campus

Campus CIS New Zealand Campus

Program NFD (UG) - Phil and Theology

*Mode of Study

Other hints for the form:

- You're an **INTERNATIONAL**
- **NO**, you don't have an **AUSTRALIAN student visa –** put "N/A" in any Visa question
- **Undergraduate**
- Semester 1 (Feb) is **Study Period 1**, Semester 2 (July) is **Study Period 2**
- Your study location is **"On Campus"** even if you are studying by distance
- We are the "**CIS New Zealand Campus**"
- 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. Days pass … and then you receive an OFFER OF PLACE

Step 2: Receive your offer

Which is an email to this effect:

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.

Step 3: Accept your offer

This is the easiest of the steps – just **click** on that button.

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

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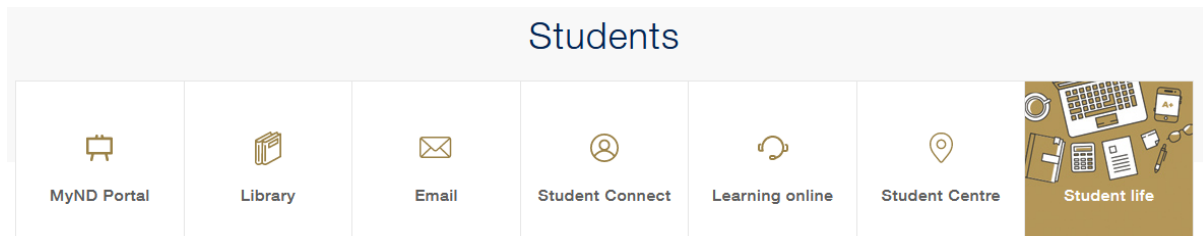

By this point you should have your Student ID (the long and important number) and have established a password.

Step 4: Enrol

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:

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.