

# 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.FieldFormula.IScript\\_SCC\\_GateKeeper?SCC\\_APPL\\_CONXTX\\_ID=SCC\\_NURCTXT\\_20200513195142](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.FieldFormula.IScript_SCC_GateKeeper?SCC_APPL_CONXTX_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])

### 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 Campus.

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.

#### Tips to apply through our portal

**Web browsers** For an optimum user experience, please use either Chrome or Firefox (latest versions). Please also ensure to have 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 '@nd.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 uploaded to the application must be no bigger than 2MB each. Acceptable file formats are: pdf, doc, docx, PNG and jpeg.

Your Email	<input type="text" value="example@email.com"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Mobile Number	<input type="text" value="+61412345678"/>
	<input type="text"/>
	<input type="button" value="Get OTP"/>
	<input type="button" value="Sign up"/>
	<a href="#">Already have an account?</a>

(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)

The screenshot shows a web form titled "Create Application" with a "Cancel" button on the top left and a "Save" button on the top right. The form contains the following fields:

- \*Type of Student**: A dropdown menu with "International" selected. An information icon (i) is to the right.
- Do you currently hold or intend to hold an Australian student visa?**: A toggle switch with "No" selected.
- \*Applicant Type**: A dropdown menu with "Undergraduate" selected.
- \*Commencing Semester**: A dropdown menu with "2023 Study Period 1" selected. An information icon (i) is to the right.
- \*Study Location**: A dropdown menu with "On Campus" selected. An information icon (i) is to the right.
- Campus**: A dropdown menu with "CIS New Zealand Campus" selected.
- Program**: A dropdown menu with "B.Divinity" selected.
- \*Mode of Study**: A dropdown menu with a downward arrow.

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

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:

- \*Type of Student: International (dropdown menu)
- Do you currently hold or intend to hold an Australian student visa?: No (toggle button)
- \*Applicant Type: Academic Pathway Program (dropdown menu)
- \*Commencing Semester: 2023 Study Period 1 (dropdown menu)
- \*Study Location: On Campus (dropdown menu)
- Campus: CIS New Zealand Campus (dropdown menu)
- Program: NFD (UG) - Phil and Theology (dropdown menu)
- \*Mode of Study: (empty dropdown menu)

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](mailto: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.

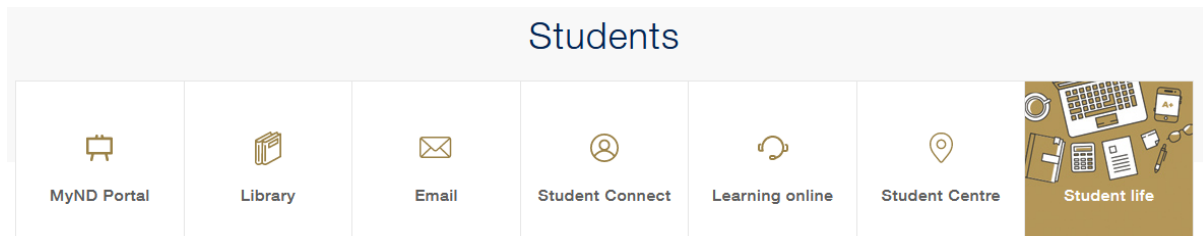
By this point you should have your Student ID (the long and important number) and have established a password.

## 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:

A screenshot of the University of Notre Dame Australia's MyPortal login page. At the top left is the university's crest, followed by the text "THE UNIVERSITY OF NOTRE DAME AUSTRALIA". The main heading is "Log on to MyPortal" with the instruction "Please enter your staff/student ID." Below this are two input fields: "Username:" and "Password:". To the right of the password field is a yellow "Log On" button. At the bottom, there are three links: "Contact IT", "Password Management", and "ND Website".

**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.