Enrolment Application Guide

Initial instructions
This guide helps you to complete the application forms listed below:
- Application-for-Admission-Coursework-Domestic Students
- Application-for-Admission-Coursework-International
- Application-for-Single-Subject-or-Cross-Institutional-Enrolment
- Application-for-Admission-HDR-Domestic
- Application-for-Admission-HDR-International
- Re-enrolment-Coursework

Your application can only be approved on receipt of all required supporting documentation.

Important instructions for the Application for Admission form

Please ensure you
- follow the instructions in the forms
- provide the required documentation to process your application.
  - You must provide original documents or certified copies. If scanned and emailed copies are sent in the first instance, original documents or certified copies must follow. ‘Certified’ means a signed statement by an authorised person (including Registrars, Deans, Coursework/Research Coordinators and academic records staff in your home College) that they have sighted the original.
  - Domestic students—for details of persons who are authorised under the Australian Commonwealth Statutory Declarations Act 1959 to witness statutory declarations see
  - International students—refer to the following links for information provided by the Australian Government regarding certified copies, translations and contact details of Australian offices overseas:
  - if English is your second language, results of an approved English language test approved by the University of Divinity (UD) are required, or evidence of significant study in an English-medium institution with assessment as stated in UD Policy. For details, including details of approved tests visit English Language Requirements Policy and Procedures
  - contact the appropriate coordinator at the College at which you wish to study to discuss unit enrolment.

How to complete these forms

Electronically
- Save document to your computer
- Tab (or scroll) to each question and type in your response
- Tab (or scroll) to each box and press the space bar or click with your mouse and an ‘X’ will appear. To remove the ‘X’ press on the space bar or click with your mouse again.

Hard copy
It is acceptable to complete and submit forms on paper.
- Please print clearly

Personal information
- Ensure that your current name and that your given names are consistent with your official records e.g. Katherine not Kate.
• Name suffix usually denotes the religious order to which an applicant may belong e.g. cp = Passionists
• If you wish to be called by a name different from your given name please enter it next to ‘Preferred name’
• Indicate whether you have previously studied at the Colleges/Registered Teaching Institutions of the University of Divinity (including its former institution names)
• Addresses and contact details—enter current details as requested.
  o It is important that you provide at least one telephone number in case College staff need to speak to you about your application.
  o If you change your address at any time after you have lodged your application form, please complete the Personal details amendment form
• Email address—a personal email address is required as this is the College’s initial method of contacting you during the application process.
  o Ensure the address is current and that you enter the details accurately.
  o Further information will be supplied on confirmation of enrolment
• On your initial application please tell us briefly how you heard about the College or University e.g. Family; Friends; UD College student; Church; Web search; Brochure; School/Careers advisor; Advertisement
• Please supply the day phone number and/or mobile number of a family member or close friend for the College to contact in an emergency.
• Enter other details as applicable or select the appropriate tick box.

Course and College
Course of study
• Select the course in which you wish to enrol/re-enrol.
  o Where courses are available in a specialised stream, indicate which stream you are applying for from the drop-down menu.
  o Select one course only.

Home College
• Select the UD College at which you wish to study.
  o Your home college is your primary learning community and provides you with course advice and support services throughout your studies.

English language proficiency
• Applicants must meet the University’s English language prerequisites which are explained in the English Language Requirements Policy and Procedures. The English competency of an applicant may be determined either by an English language test approved by the University or by evidence that the applicant has lived and functioned for a substantial part of his or her life in an English-speaking context. If study in non-English-speaking countries was undertaken in English, applicants must provide proof.

Previous education/qualifications
• Enter the highest secondary schooling you attained together with the associated details e.g. the institution, location, and year completed.
• Enter the courses (including year completed and institution) you have previously attempted or completed at tertiary level.
• Ensure that you supply certified official academic transcripts for all studies completed.
• Credit transfer is a process which allows you to seek recognition for prior studies. If you are eligible for credit transfer you may be able to complete your studies within a shorter length of time. More information can be found in the Course Credit Policy.

Australian Government information
The Commonwealth Government requires this information from all applicants.
• Descent questions—enter details as applicable by selecting the appropriate tick box.
• Provide details of the country you are living in for the semester of initial unit enrolment.
• Enter the country you were born in and, if not born in Australia, the year of your arrival in Australia.
• Please indicate the language you speak at home. If you are a temporary resident, enter the language spoken in your country of origin.
• Indicate your citizenship/residency status
  o Certified documentary evidence is required to verify your citizenship in your current name e.g. your birth certificate, current passport or other official documents.
    ▪ If you have changed your name from the name on your proof of citizenship and/or academic transcripts, please provide proof of change of name. You must enrol in the name indicated on your certified ID documentation.
  o Note: only Australian citizens and students with a permanent humanitarian visa can apply for FEE-HELP.
- For statistical purposes the Department of Education and Training requires the University of Divinity to collect information about the highest level of education completed by your parents or guardians.
  - Enter the answers about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.
  - Tick one level only for each parent/guardian
- Overseas students must provide visa (or visa application) details and passport number and expiry date.
- Please indicate any special needs (disability/impairment, long term medical condition) which may impact on your studies and any assistance/special consideration or reasonable adjustments you may require.

Higher Degrees by Research

Academic referees
- You must provide details of two people who are familiar with your studies and are qualified to comment on your previous academic achievements and your capacity to undertake a research program.

Proposed research
- Indicate your area of proposed research, then provide a detailed research proposal as a separate document.

Proposed research supervisors
- Research applicants must have made contact with potential supervisors.
- Provide the proposed supervisors’ details (contact and academic)
- For more information refer to the Supervisors Policy

Proposed program of study
- Your Coursework/Research Coordinator will be able to provide you with guidance in completing this section during the required interview. The purpose of the interview, which may be conducted by telephone or email or similar means, is to help you choose the right course, as well as to ensure you meet the admission requirements, and to plan a program of study appropriate to your course and your needs.

Single subject and cross-institutional enrolments
- If you have enrolled in Single Subjects or Cross Institutional enrolments with the same College previously, you do not need to supply academic transcripts or citizenship documents, unless they have been updated.

Single Subject Students: Must pay Upfront for tuition fees. Authorisation for payment by credit card or payment by cheque/money order is required with enrolment. FEE-HELP is not available for single unit enrolments. Please complete Method of Payment in the Tuition Fees section. Your application is not complete until fees have been paid.

Cross Institutional Students: If you are paying upfront for tuition fees, authorisation for payment by credit card or payment by cheque/money order is required with enrolment. FEE-HELP is available for cross-institutional students. Please fill out a FEE-HELP form and complete appropriate Method of Payment in the Tuition Fees section by completing the cross-institutional section.
- As a cross-institutional student you are required to submit a letter or form from your home institution indicating that the University of Divinity unit/s you intend to take are approved for credit from your current institution.
- If you are enrolled cross-institutionally and changing your payment method from upfront to FEE-HELP, you will need to complete and submit a FEE-HELP form with certified proof of citizenship in your current name.

Course dates, study load and attendance
Course commencement date
- Enter the start date of your first course unit—either the first day of the semester of commencement or, if attending a workshop prior to the semester start date, the first day of the workshop.

Expected end date
- If you are part-time and intend to complete the entire course, either predict the total time you plan to complete the course, or use the maximum duration stated in the course Regulation, available at www.divinity.edu.au/university-of-divinity/our-governance/the-act-and-regulations.

Study load
- Enter your study load preference based on how many (credit) points you are enrolled in over an academic year.
  - A full-time student workload is 8 standard 15 point units for undergraduates and 6 standard 15 point units for postgraduates.
Students wishing to claim Austudy or other Centrelink payments should be aware of their eligibility criteria, available on the Government website at www.humanservices.gov.au/customer/services/centrelink/austudy

Contact mode
- Enter your contact mode based on how you study the majority of units with your College (the study mode), for example:
  - Attending (on campus)—most units are studied on campus at your College
  - Online—most units are studied by flexible/distance education study mode (unit content and student interaction via ARK)
  - MultiMode—units are studied in a variety of modes.

Unit selection
- Please refer to your College handbook and timetables for unit information
  - for all units, listed by field and discipline
  - to ensure you are completing units within the course structure
  - for unit descriptions, prerequisite details and required texts
  - for delivery details i.e. when the units are being offered
- Enter your choice/s for the year (or individual study period).
  - In the section ‘College teaching the unit’ section enter the unit provider through which you are studying the unit.
  - In the ‘Study mode’ section, select from the drop-down list to indicate how you will study the unit
- Note that all unit choices must be completed in collaboration with the Coursework/Research Coordinator.

Your checklist
Check each required item on the checklist to confirm that you are providing all the information needed to process your application. An incomplete application will delay processing. Late applications may not be accepted.

Terms and Conditions of Enrolment and Declarations
Read the privacy statement and declaration details before you sign and date the declaration.

Tuition fees and other fees
- Enter your official name, your University of Divinity college, your University of Divinity Student ID number (if known) and the course name again within this section.
- All tuition fees are to be paid prior to the commencement of the unit. Please refer to http://www.divinity.edu.au/study/fees/.
- Domestic students—select how you wish to pay your tuition fees. Choose from the following:
  - Through FEE-HELP—which is only available to Australian citizens or permanent humanitarian visa holders
    - (New students) Attach with your application a completed FEE-HELP application form.
      - Include certified copy of proof of Australian citizenship eg birth certificate or passport and, if applicable, certified copy of marriage certificate/registration of change of name
    - For information about FEE-HELP refer to the study assist website, http://studyassist.gov.au/sites/StudyAssist/
    - To request a FEE-HELP booklet and Request for FEE HELP assistance form, contact the appropriate College personnel, or indicate this on your enrolment form on the financial page.
    - (Reenrolling students) If you are already on FEE-HELP and are continuing in your current course, you do not need to complete a new FEE-HELP request form.
  - Upfront—payment is required prior to the commencement of the unit within the pertinent study period. Select your preferred payment option:
    - Include credit card authorisation
      - If you are submitting your application electronically and do not wish to record credit card details for security reasons, you may provide the details to your College Registrar by phone.
    - Attach a cheque or money order payable to the University of Divinity
    - Request the College Registrar to provide a Statement of Fees to enable payment by BPAY
    - Third party payment
If a third party is paying your fees, include with your application a sponsor statement, letter or other official confirmation from the third party accepting responsibility for payment of fees.

**HDR doctoral applicants only:** RTP application
- The University of Divinity receives funding from the Commonwealth Government through the Research Training Program (RTP). Eligible doctoral candidates may be allocated an RTP place by the Admissions Working Group; the Research Office will provide application forms and relevant closing dates. Students will be advised if they have been allocated an RTP place.

- **International students**—for overseas student visa applicants a (non-refundable) application fee applies, which must be paid on application. Once you have been accepted into the course, the tuition fees for the first semester must be paid before the Confirmation of Enrolment is issued. Thereafter fees must be paid two weeks before the start of each semester.

  - The application fee may be paid via
    - Credit card (the preferred payment method)
    - Check/money order or bank draft in AUD$
    - Sponsor payment
      - If a third party (sponsor) is paying your tuition fees, include with your application a completed [Overseas Student Sponsor Statement](#) from the sponsor accepting responsibility for payment of fees.

  - Tuition fees may be paid
    - By the same methods as the application fee,
    - In overseas currencies through Western Union Business Solutions.
      - University of Divinity has partnered with Western Union Business Solutions, the world’s largest specialist in global business payments, to provide you with a simple and low cost method of paying your tuition fees in your own currency.
      - There is a direct link from International Student Resources on the University of Divinity website, [http://www.divinity.edu.au/study/international-student-resources](http://www.divinity.edu.au/study/international-student-resources),
    - By requesting the College Registrar to provide a Statement of Fees to enable payment by BPAY

### Submitting the form
- If your College permits, you may complete and submit this form electronically. If so:
  - type your name in the signature field on the form
  - obtain from your College the email address to which you should send the form
  - send the form to that email address from the email address you have used in the form.
- Certified paper copies of citizenship, education qualifications, English language requirements etc are required—scanned copy is not permissible.
  - If emailing your application, forward hard copy certified documents as soon as possible
- Please do not submit this form directly to the University of Divinity office.
- **Closing Application dates for Student Visa Holders:** 15 November for Semester 1 and 15 April for Semester 2
- Research students, refer to [https://www.divinity.edu.au/study/research/](https://www.divinity.edu.au/study/research/)

### Colleges of the University of Divinity

**Australian Lutheran College**
104 Jeffcott Street, North Adelaide, SA 5006
Phone: +61 8 7120 8200
Fax: +61 8 8127 8071
[alc@alc.edu.au](mailto:alc@alc.edu.au)

**St Athanasius Coptic Orthodox Theological College**
88–154 Park Road, Donvale VIC 3111
PO Box 1153, Mitcham North VIC 3132
Phone: +61 3 8872 8450
Fax: +61 3 8872 8469
[registrar@sac.edu.au](mailto:registrar@sac.edu.au)
Colleges of the University of Divinity

Catherine Booth College
100 Maidstone Street, Ringwood, VIC 3134
Phone: +61 3 9847 5400
Fax: +61 3 9847 5499
registrar@aus.salvationarmy.org

Stirling Theological College
44–60 Jackson’s Road, Mulgrave Vic 3170
Phone: +61 3 9790 1000
Fax: +61 3 9795 1688
admin@stirling.edu.au

Catholic Theological College
278 Victoria Pde (PO Box 146), East Melbourne Vic 8002
Phone: +61 3 9412 3333
Fax: +61 3 9415 9867
ctc@ctc.edu.au

Trinity College Theological School
Royal Parade, Parkville Vic 3052
Phone: +61 3 9348 7127
tcts@trinity.edu.au

Jesuit College of Spirituality
99 Studley Park Road, Kew, VIC 3101
Phone: +61 3 9854 8110
Fax: +61 3 9347 6371
enquiries@jcs.edu.au

Whitley College
271 Royal Parade, Parkville Vic 3052
Phone: +61 3 9340 8100
Fax: +61 3 9349 4241
whitley@whitley.unimelb.edu.au

Morling College
120 Herring Road, Macquarie Park, NSW 2113
Phone: +61 2 9878 0201
Fax: +61 2 9878 2175
enquiries@morling.edu.au

Pilgrim Theological College
Centre for Theology and Ministry
29 College Crescent, Parkville Victoria 3052
Phone: +61 3 9340 8800
Fax: +61 3 8340 8805
study@pilgrim.edu.au

Yarra Theological Union
98 Albion Road (PO Box 79), Box Hill Vic 3128
Phone: +61 3 9890 3771
admin@ytu.edu.au

Frequently asked questions

What happens after lodging my application?
After you submit your application your College will acknowledge receipt of your application as soon as practicable.

- Once your application is received it is checked to ensure that all relevant documents are provided
- It is your responsibility to contact your College if you do not receive acknowledgement of receipt of application for admission, and/or confirmation of enrolment

Domestic students (coursework or research)
If you are accepted into the course, when payment details have been confirmed, you will:
- receive a welcome letter from your College
- receive an admission letter from the University of Divinity,
  - for Higher Degrees by Research, acceptance of an offer is required prior to admission
- receive unit materials (where pertinent)
- be given instructions about obtaining your student ID card
If you are not accepted, you will receive an explanatory letter.

International students
- After agreement has been reached with the College on your eligibility and course, including the units you plan to study, the Coursework Coordinator will fill in the proposed course of study (which may need to wait until you have arrived in Australia). The College will submit the application to the University of Divinity on your behalf.
- If you are accepted into the course, the UD will send you a letter of offer and a tax invoice. If you are seeking a student visa, the UD will also forward an Acceptance Contract. When you have returned your contract and when invoiced fees have been paid, the UD will forward your Confirmation of Enrolment (CoE). If you are not accepted, you will receive an explanatory letter.
- Your enrolment is complete when you have sent a copy of your visa or visa entitlement notice to the Overseas Students Officer, University of Divinity, 21 Highbury Grove, Kew, Victoria 3101, Australia; nchang@divinity.edu.au.
How do I change my enrolment?

- If, after approval of your application, you wish to add further units to your current enrolment, use the *Unit of study amendment form*.
- Course transfers should be notified via the *coursework course and unit transfer form*.
- Any other changes to your enrolment throughout the year, including withdrawing and/or transferring from units as well as contact details updates, should be notified via submission of an *enrolment variation form*.
- If you wish to withdraw from your course, you also need to withdraw from any units in which you are enrolled.
- Please check the academic calendar for the last dates to add new units and withdraw from units.

Where can I get help?

- If you have questions about your application contact your College.
- If you have questions about your unit materials or requirements please contact your unit lecturer.