

# Enrolment Application Guide

## Initial instructions

This guide helps you to complete the application forms listed below:

### Admission

- [Admission Form for Domestic Coursework Students](#)
- [Admission Form for Overseas Coursework Students](#)
- [Admission Form for Domestic Higher Degree by Research Students](#)
- [Admission Form for Overseas Higher Degree by Research Students](#)
- [Admission Form for Single Subject and Cross-Institutional Students](#)
- [Admission Form for Graduate Certificate in Teaching Religious Education](#)
- [Admission Form for Counselling](#)

### Reenrolment

- [Reenrolment Form for Coursework Students \(Domestic and Overseas\)](#)
- [Reenrolment Form for Graduate Certificate in Teaching Religious Education](#)

**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 a USI Unique Student Identifier <https://www.usi.gov.au/> this is now required for all students, including new applications and reenrolments.
  - You are responsible for providing the OVC/College with the USI
  - Applications cannot be finalised and Enrolment is not complete until the USI has been supplied.
- Provide the required documentation to process your application.
  - You must present original documents or provide certified copies. If scanned and emailed copies are sent in the first instance, certified copies must follow, or you must present original documents to your College. 'Certified' means a signed statement by an authorised person (including Registrars, Deans, Course Advisors, Research Coordinators and academic records staff in your home College as well as principals, police officers, chemists and CPAs) 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: <https://www.ag.gov.au/legal-system/statutory-declarations/who-can-witness-your-statutory-declaration>
  - Overseas students—refer to the following links for information provided by the Australian Government regarding certified copies, translations and contact details of Australian offices overseas:  
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>  
<https://immi.homeaffairs.gov.au/citizenship/become-a-citizen>
- 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 refer to the English language requirements in the [Admissions Policy](#).
- Contact the appropriate course advisor at the College at which you wish to study to discuss your program of study.

**Important Note** - Due to Covid-19 Restrictions, references about supplying certified hardcopy documents with your application are temporarily altered. You will need to communicate directly with your intended College about how to submit alternative versions of your documents.

## How to complete these forms

In the first instance, contact your intended home college to check the admission/re-enrolment process and discuss your program of study.

### 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 (*name as is listed on your proof of citizenship*) e.g. Katherine not Kate. If you have recently officially changed your name, ensure you have advised the ATO (Australian Taxation Office) of your updated name.
- 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 of the University of Divinity (including its former institution names)
- Addresses and contact details—enter current details as requested.
  - It is important that you provide at least one telephone number in case college staff need to speak to you about your application.
  - 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.
  - Ensure the address is current and that you enter the details accurately.
  - 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 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 apply/re-enrol.
  - Where courses are available in a specialised stream, indicate which stream you are applying for from the drop-down menu (electronic submission).
  - Select one course only.

### Home College

- Select the UD College at which you wish to study.
  - 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 [Admissions Policy](#). 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 it was 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 [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 course 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
  - 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.
    - Foreign documents that are not written in English must be accompanied by a translation from an approved translation service.
  - 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)
  - Space is provided to list a second associate supervisor but it is not obligatory.
    - Every higher degree by research candidate is supported by a Principal Supervisor who holds a doctoral degree, or has equivalent research experience, and who is a research active, accredited academic staff member of the University and at least one Associate Supervisor with relevant research expertise.
- For more information refer to the [Supervisors Policy](#)

## Proposed program of study

- Your Course Advisor/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..
  - 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 apply for FEE-HELP 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/about/governance/the-act-and-regulations/](http://www.divinity.edu.au/about/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 18 point units for undergraduates and 6 standard 24 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: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/austudy>

### Contact mode

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

### Unit selection

- Prior to completing the program of study, check unit information provided by the Colleges e.g.
  - 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 'Contact 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 Course Advisor/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 home 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:
  - **FEE-HELP**—Only available to Australian citizens or permanent humanitarian visa holders
    - *New Applications*
      - Tick FEE-HELP as the method of tuition fee payment.
      - When your enrolment has been entered into the University of Divinity student record system, the Government will email you with directions to apply online via eCAF for FEE-HELP.
      - You will receive a Passkey to access your eCAF details (this may take several days from the time you submit your application for admission). Your home College is responsible for checking that an eCAF has been created and should be ‘checked’ prior to each Semester. Please follow up with your home College if you do not receive an email and Passkey.
      - To submit your application for FEE-HELP: Login to the eCAF website and complete the application for FEE-HELP by checking and submitting details.  
Note: This must be done by the Passkey Expiry Date or Census Date (as indicated in eCAF enrolment record), whichever occurs first.
      - All your student record details must match your personal details recorded with the ATO to verify the Tax File Number (TFN). If the TFN does not verify you will be contacted by your home College who will check your student record details and update if required. If your student details are correct you will need to contact the ATO to update your details.
      - For information about FEE-HELP refer to <https://www.studyassist.gov.au/>
        - Note that there is a lifetime limit on HELP debt.
        - You are responsible for ensuring you do not exceed your limit.
    - *Reenrolling students*
      - If you are already on FEE-HELP and are continuing in your current course, you do **not** need to reapply for FEE-HELP.
      - If you are changing from upfront to FEE-HELP, tick ‘I wish to apply for FEE-HELP for this course’. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP, as above.
    - *CAN (Commonwealth Assistance Notice)*
      - A CAN is sent within 14 days of the Census Date of any Fee-Help Units for your current enrolment. Please note: a CAN is sent for each Census Date and does not show all your enrolments for each Semester on one notice (this includes any withdrawn units).
  - **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 by phone. or
    - Request the College to provide a Statement of Fees to enable payment by BPAY or
    - Attach a cheque or money order payable to the University of Divinity or
    - 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.
  - **Mixed payment**—there are 2 types of mixed payment available:
    - Mixed FEE-HELP and upfront
      - This option requires online application for FEE-HELP (for eligible students applying for FEE-HELP for the first time), relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](#) to provide specific details of the mixed funding arrangement.
    - Mixed upfront
      - This option requires relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](#) to provide specific details of the mixed funding arrangement.
  - **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 School of Graduate Research will provide application forms and relevant closing dates. Students will be advised if they have been allocated an RTP place.
- **Overseas 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 must be paid two weeks before the start of each semester.

- The application fee may be paid via
  - Credit card (the preferred payment method) or
  - Check/money order or bank draft in AUD\$ or
  - 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, or
  - 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 OverseasStudent Resources on the University of Divinity website, <https://divinity.edu.au/study/overseas-students/> or
  - By requesting the College 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 2020 for Semester 1 and 15 April 2021 for Semester 2
- School of Graduate Research students, refer to <https://divinity.edu.au/sgr/>

<b>Colleges of the University of Divinity</b>	
<p><b><a href="#">Australian Lutheran College</a></b> 104 Jeffcott Street, North Adelaide, SA 5006 Phone: +61 8 7120 8200 Fax: +61 8 8127 8071 <a href="mailto:enquiries@alc.edu.au">enquiries@alc.edu.au</a></p>	<p><b><a href="#">Catholic Theological College</a></b> 278 Victoria Pde (PO Box 146), East Melbourne VIC 3002 Phone: +61 3 9412 3333 Fax: +61 3 9412 3393 <a href="#">Send email to Catholic Theological College</a></p>
<p><b><a href="#">Eva Burrows College</a></b> <b>Melbourne Campus</b> 100 Maidstone Street, Ringwood, VIC 3134 <b>Sydney Campus</b> 32a Barnsbury Grove, Bexley North, NSW 2207 Phone: +61 3 9847 5400 <a href="mailto:enquiries@ebc.edu.au">enquiries@ebc.edu.au</a></p>	<p><b><a href="#">Morling College</a></b> 120 Herring Road, Macquarie Park, NSW 2113 Phone: +61 2 9878 0201 Fax: +61 2 9878 2175 <a href="mailto:enquiries@morling.edu.au">enquiries@morling.edu.au</a></p>
<p><b><a href="#">Pilgrim Theological College</a></b> Centre for Theology and Ministry 29 College Crescent, Parkville VIC 3052 Phone: +61 3 9340 8800 Fax: +61 3 9340 8805 <a href="mailto:study@pilgrim.edu.au">study@pilgrim.edu.au</a></p>	<p><b><a href="#">St Athanasius College</a></b> 100 Park Road, Donvale VIC 3111 (Donvale Campus) 285 La Trobe St., Melbourne, VIC 3000 (Eporo Tower Campus) PO Box 1153, Mitcham North VIC 3132 Phone: +61 3 8872 8452 Fax: +61 3 8872 8469 <a href="mailto:pdobson@sac.edu.au">pdobson@sac.edu.au</a></p>
<p><b><a href="#">Stirling Theological College</a></b> 44–60 Jackson's Road, Mulgrave VIC 3170 Phone: +61 3 9790 1000 <a href="mailto:admin@stirling.edu.au">admin@stirling.edu.au</a></p>	<p><b><a href="#">Trinity College Theological School</a></b> 100 Royal Parade, Parkville VIC 3052 Phone: +61 3 9348 7127 Fax: +61 3 9348 7460 <a href="mailto:tcts@trinity.edu.au">tcts@trinity.edu.au</a></p>
<p><b><a href="#">Whitley College</a></b> 50 The Avenue, Parkville VIC 3052 PO Box 134, Parkville VIC 3052 Phone: +61 3 9340 8100 Fax: +61 3 9349 4241 <a href="mailto:whitley@whitley.edu.au">whitley@whitley.edu.au</a></p>	<p><b><a href="#">Yarra Theological Union</a></b> 98 Albion Road (PO Box 79), Box Hill VIC 3128 Phone: +61 3 9890 3771 <a href="mailto:admin@ytu.edu.au">admin@ytu.edu.au</a></p>



## Frequently asked questions

### What happens after lodging my application?

After you submit your application your home 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 home 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.

### Overseas students

- After agreement has been reached with the College on your eligibility and course, including the units you plan to study, the Course Advisor 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 Acceptance Agreement (contract). For Student Visa 500 students when you have returned your contract the UD will forward to you your Confirmation of Enrolment (CoE) so that you can apply for your visa. If you are not accepted, you will receive an explanatory letter.
- Your admission is complete when you have sent a copy of your visa or visa entitlement notice to your home College and is received by the OVC University of Divinity, 21 Highbury Grove, Kew, Victoria 3101, Australia; academicservices@divinity.edu.au.

### How do I change my enrolment?

- Use the relevant amendment form, available from [Enrolment and Student Forms](#)
  - If, after approval of your application, you wish to add further units to your current enrolment and/or withdraw from enrolled units, use the [Unit of Study Amendment Form](#).
  - Course transfers should be notified via the [Coursework Course and Unit Transfer Form](#).
  - To advise change to name or contact information, notify via submission of a [Personal Details Amendment Form](#).
  - Use the [Enrolment Variation Form](#) to advise other changes such as leave of absence, withdrawal from course, change of college, support variation, financial variation (e.g. FEE-HELP to upfront or vice versa) and special leave/circumstances.
  - 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 home College.
- If you have questions about your unit materials or requirements please contact your unit lecturer.
- If you have questions about your FEE-HELP balance please check with [Study Assist](#) or <https://myhelpbalance.gov.au/>