



- When you have found a course on the CIT website www.cit.edu.au/courses, click **APPLY NOW**.
- On the **Apply Now** page, click on the **application type** displayed under the course title, near the top of the page.

1. Create a secure login to begin your application.

Applications

New Users
 If you are new to CIT create a login & PIN at the bottom of this screen.
 Record your temporary ID & PIN, you will need this until you get a web account.

- Existing Users: Login with your CIT ID & PIN [here](#)

- If you applied to CIT and don't have a web account login here using your Temporary ID [here](#)

To enrol online you must be:

- Over 17 years of age
- A permanent resident or citizen of Australia or New Zealand

If you do not meet the above conditions you will need to complete a paper enrolment form available at any CIT campus.

Supported web browsers: Google Chrome, Mozilla Firefox & Safari.
 For assistance and forgotten CIT ID and PIN call **6207 3188** or contact infoline@cit.edu.au

Create a Login ID: LOGIN ID can be a case sensitive mix of letters and numbers

Create a PIN: PIN must be six (6) numbers e.g. 279643

Verify PIN: For Help call 6207 3188

Callouts:
 - Green: Existing students and staff sign in here. Click **Student Menu** Click **Apply to study**
 - Purple: If you are new to CIT create a secure login here.

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New users should write down your temporary ID & password, you may need it until you get your CIT identification.

2. The 'Application Type' should be pre-filled, it should match the details on the [course web page](#)

Select an Application Type

Click **Continue** if the Application Type matches your chosen course of study.
 The Application type will determine the list of programs available to study, you can find Application Types on the [course information page](#)

Application Type: Australian Apprenticeship ▼

- Australian Apprenticeship
- Full fee
- Nursing
- Portfolio - Full fee
- Portfolio - Standard
- Skills Training
- Standard

Callout: The 'Application Type' should be pre-filled. Click **Continue**.

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3. Select a semester and enter your full name, this will be checked against your [USI](#), do not use a nick name.

Apply for a course

Enter your **full name** as on your e.g. drivers licence, birth certificate or passport. Your name will be matched to the name used to obtain a Unique Student Identifier (USI)
The Admission Term is the Semester you wish to apply for.

* - indicates a required field.

Application Type:	Standard
Admission Term:*	Select... ▼
First Name:*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>

Select a **semester**.
As per your identification
Enter your **first name**
Enter your **last name**
Click **Continue**.

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4. Application Checklist - Click on Planned course of study to confirm your course.



Application Checklist

* Complete all sections

* Planned Course of Study	* Mobile and Mailing Address
* Australian Address and Phone	* Personal Information

Click on
'Planned Course of Study'

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5. Select course of study

Planned Course of Study (Checklist item 1 of 4)

Click continue if your course has been pre-selected.

OR

Choose the course you want to study from the drop down list.

* - indicates a required field.

Planned Course of Study:* VISUAL ARTS, CERTIFICATE IV, C4-C123 ▼ |

Your course should be pre-filled.
OR
Click the drop down and use the scroll bar to find your course.
Click **Continue**.

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6. Enter your residential address, click continue to enter more details for your application.

Australian Address and Phone (Checklist item 2 of 4)

* - indicates a required field.

Residential Address

Unit Number:	<input type="text"/>
House Number:*	<input type="text" value="1"/>
Street Name:*	<input type="text" value="Smith Street"/>
Building/Property:	<input type="text"/>
Post Code*	<input type="text" value="2617"/>
Suburb/Town*	<input type="text" value="BRUCE - ACT"/>
State*	<input type="text" value="ACT"/>
Phone (Not mobile)	<input type="text" value="02"/> - <input type="text" value="61112222"/>

Click continue to enter a mobile number.

Continue

Fill in your Residential Address
Click **CONTINUE** to enter you mobile and mailing address.

Personal Information (Checklist item 4 of 4)

* - indicates a required field.

Citizen/Permanent Resident of Aust/NZ:*	<input type="text" value="None"/>
Email:*	<input type="text" value="student@mail.com"/>
Verify e-mail address:*	<input type="text" value="student@mail.com"/>
Gender:*	<input type="radio"/> Male <input type="radio"/> Female
Birth Date:*	Day <input type="text" value="None"/> Month <input type="text" value="None"/> Year (YYYY) <input type="text"/>

Continue

Enter your Personal details
Click **CONTINUE**.

7. Submit your course application

Application Checklist

* Complete all sections

- | | |
|--|--|
| <input checked="" type="checkbox"/> Planned Course of Study | <input checked="" type="checkbox"/> Mobile and Mailing Address |
| <input checked="" type="checkbox"/> Australian Address and Phone | <input checked="" type="checkbox"/> Personal Information |

Submit

When all sections appear with a tick ✓ click **'Submit'**



8. The 'Application Type' used will determine the **Receipt of Application**, read the information carefully.

Receipt of Application

To select your classes you will need Class Reference Numbers (CRNs) or a Block Code for:
VISUAL ARTS, CERTIFICATE IV, C4-CI23

CIT251 is your CIT ID. Use it to login to our online systems.
Your PIN is initially set to your date of birth in DDMMYY format, by continuing you will automatically be emailed a copy.

To enrol into classes:

1. Click the button below. **New users will need to login securely using your CIT ID and PIN.**
2. Click on **Student Menu**.
3. Click on **Step 2 Enrol into Classes**, enter your educational history details, verify your USI once with CIT.
4. Accept the **Terms and Conditions of Enrolment**.
5. Select the **Semester** you want to enrol into.
6. Select the **Study Path** that matches your course, click **Submit**.
7. **Add/drop Classes**: to enrol into classes enter CRNs (one per box) and/or select a Block Code from the drop down list.
8. Click **Submit classes** adjust your classes if necessary.
9. Click **Finish** to complete enrolment, you will be directed to My Account where you can check and pay your invoice/s.

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Click **Continue**.
An email will be sent with your CIT number and enrolment instructions.

Receipt of Application

Dear

Thank you for applying to study the **NETWORKING & CYBER SECURITY, GRADUATE CERTIFICATE, GC-BD17** at the Canberra Institute of Technology.

You will be contacted by the Information Technology department regarding the next step in the enrolment process.

Please note: Only applicants who meet all Entry Requirements will be eligible for consideration for entry into the program.

Applications are considered in the following order:

- Date and time of receipt at CIT
- Availability of places (noting places are limited)

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For Application Types of:
Nursing
Portfolio – Standard
Portfolio – Full fee
Please wait for CIT to contact you.

Before enrolling into classes all students will need to get a [Unique Student Identifier](#).

Proof of identification will be required.

Be prepared to bring these documents to an enrolment session or interview:

- current passport or proof of citizenship
- current driver's license
- birth certificate
- Centrelink, Health Care or Pension Card