



- When you have found a course on the CIT website [www.cit.edu.au/courses](http://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.

**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 students and staff sign in here.  
Click **Student Menu**  
Click **Apply to Study**

- Existing Users: [Login 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 an enrolment form available at any CIT campus.

Create a Login ID:	<input type="text"/>	LOGIN ID can be a case sensitive mix of letters and numbers
Create a PIN:	<input type="text"/>	PIN must be six (6) numbers e.g. 279643
Verify PIN:	<input type="text"/>	For Help call 6207 3188

Login

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New users should write down your temporary ID & PIN, 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](#)

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

Continue

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 - All sections must be completed, click on Planned course of study to begin.



## Application Checklist

\* Complete all sections

\* Planned Course of Study

\* 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:\*

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. Check your details or enter a residential address and validate an Australian phone number

### Australian Address and Phone (Checklist item 2 of 4)

\* - indicates a required field.

Address:

- CIT Canberra Institute of Technology, 35 Vowels Crescent, BRUCE ACT 2617
- CIT 35 Howelston Road, GOROKAN NSW 2263
- Click here to enter address manually.

**Check your details or Start typing a Residential Address**  
Click on it if it appears.

### Residential Address

Unit Number:	<input type="text"/>
House Number:*	<input type="text" value="35"/>
Street Name:*	<input type="text" value="Vowels Cres"/>
Building/Property:	<input type="text" value="CIT"/>
Post Code*	<input type="text" value="2617"/>
Suburb/Town*	<input type="text" value="BRUCE"/>
Phone (10 digits)*	<input type="text"/> <input type="button" value="Validate"/>

**Check your phone number or Enter a 10 digit phone.**  
e.g. 0412345678  
e.g. 0262073188 (landline with area code)  
**Click Validate.**

**Click CONTINUE.**

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## 7. Check your details or enter an optional mailing address

### Mailing Address (Checklist item 3 of 4)

Enter a mailing address.

For mail box or mail bags; enter all details e.g. **PO Box 456** or **GPO Box 789 Canberra**

Address:

- GPO Box 826, CANBERRAACT 2601
- Click here to enter address manually.

Mail box/bag type & number - e.g. PO Box 123:	<input type="text"/>
Post Code	<input type="text"/>
Suburb/Town	<input type="text"/>
State	<input type="text"/>

**Optional Check your details or start to type a mailing address.**  
Click on it if it appears.  
**Click CONTINUE.**

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## 8. Check your details or enter your personal information and validate your email address

### Personal Information (Checklist item 4 of 4)

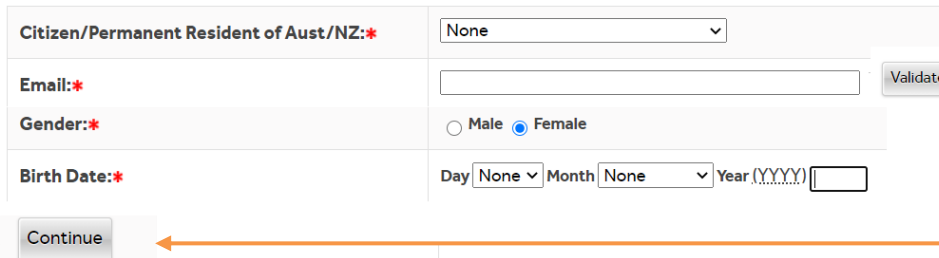
To apply for a course or enrol into subjects online you must:

- Be a citizen or permanent resident of Australia or New Zealand
- Enter and **validate** your email address
- Be over 17 years of age

For all other applications you will need to complete an enrolment form.

For assistance contact CIT Student Services (02) 6207 3188 or [infoline@cit.edu.au](mailto:infoline@cit.edu.au)

\* - indicates a required field.



Check your details  
or  
**Enter your personal info**

For email address  
**enter and click Validate**  
wait for **green** validation.

When all fields are  
complete click **CONTINUE**.

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## 9. Submit your course application.

### Application Checklist

\* Complete all sections

✓ Planned Course of Study	✓ Mailing Address
✓ Australian Address and Phone	✓ Personal Information

**Submit**

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

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## 10. The 'Application Type' that was used will determine the Receipt of Application, read the information carefully.

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



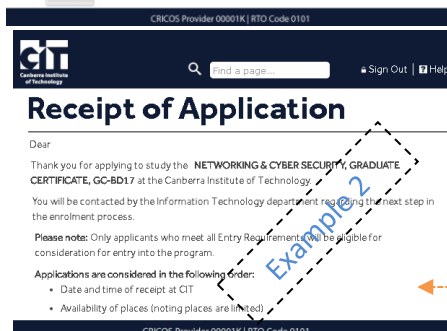
Click **Continue**.

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

**Application completed.**

New users will need to  
sign in securely to enrol.

For assistance contact:  
[infoline@cit.edu.au](mailto:infoline@cit.edu.au)  
phone: 02 6207 3188.



For Application Types of:

**JobTrainer**  
**Nursing**  
**Portfolio – Standard**  
**Portfolio – Full fee**

Please wait for CIT to  
contact you.