- 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.

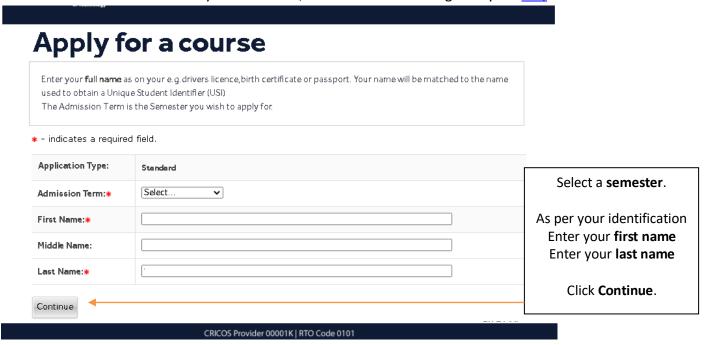1. **Create a secure login to begin your application.**

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

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:✱	
Middle Name:	
Last Name:✱	.

[Continue] ◄─────

> 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

[Submit]

> 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-CI23 ▾

[Continue] ◄─────

> Your course should be pre-fillled.
> **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: [Start typing an address…]

[CIT 35 Vowels]

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

Residential Address

Unit Number:	[ ]
House Number:*	[35]
Street Name:*	[Vowels Cres]
Building/Property:	[CIT]
Post Code*	[2617]
Suburb/Town*	[BRUCE ▾]
Phone (10 digits)*	[ ] [Validate]

[Continue]

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

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

> **Click CONTINUE.**

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: [Start typing an address…]

[gpo box 826 ca]

> GPO Box 826, CANBERRA ACT 2601
>
> Click here to enter address manually.

Mail box/bag type & number – e.g. PO Box 123:	[ ]
Post Code	[ ]
Suburb/Town	[▾]
State	[ ]

[Continue]

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

8. Check your details or enter your personal infromation 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

* - indicates a required field.

Citizen/Permanent Resident of Aust/NZ:*****	None
Email:*****	[_____] Validate
Gender:*****	○ Male ● Female
Birth Date:*****	Day None Month None Year (YYYY) [___]

Continue

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> 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**.

9. Submit your course application.

Application Checklist

* Complete all sections

✔ Planned Course of Study ✔ Mailing Address

✔ Australian Address and Phone ✔ Personal Information

Submit

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> When all sections appear
> with a tick ✔ click
> **'Submit'**

10. Read the information carefully on the **Receipt of Application** page.

Before enrolling into classes all students will need to get a Unique Student Identifier.

Receipt of Application

STEP 1: COMPLETED. Your application has been accepted for:
ASBESTOS, STATEMENT OF ATTAINMENT, SA-BD39

STEP 2: You need to enrol into classes using Class Reference Numbers (CRNs) or Block Codes.
- Some courses have timetables with CRNs and Block Codes listed on the course page of the CIT website.
- CIT will contact you within 5 - 10 business days with class enrolment information.
- If you have not heard from us or need assistance please contact infoline@cit.edu.au or call 02 6207 3188.

CIT165369 is your CIT ID and your PIN is initially set to your date of birth in DDMMYYYY format to enrol:
- First time users will need to login securely with your CIT ID and PIN.
- Students without a Microsoft 365 account can login with CIT ID and PIN or click continue.
- Students with a Microsoft 365 account can login with CIT ID and M365 password or click continue.

Click the CONTINUE button to be emailed steps for how to enrol .

Continue

Return to Application Menu

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Example 1

> 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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Example 2

> For Application Types of:
> **Fee Free Training**
> **Nursing**
> **Portfolio – Standard**
> **Portfolio – Full fee**
> **High Risk – Full fee**
>
> Please wait for CIT to
> contact you.

> **Application completed.**
>
> New users will need to
> sign in securely to enrol
> in classes.
>
> For assistance contact:
> infoline@cit.edu.au