



# CIT SELF SERVICE instructions: Step 1 - APPLY TO STUDY

- 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 method** under the course title - near the top of the page.

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



**CIT Self Service**

**New Users and Users without a CIT ID**  
If you are new to CIT create a login & PIN at the bottom of this screen.  
If you have applied previously and can't login, create another login & PIN at the bottom of the screen.

Users who have previously been accepted into a course login [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 contact [infoline@cit.edu.au](mailto:infoline@cit.edu.au).

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

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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## 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 courses available to study, you can find them here [course information page](#)

**Application Type:**

**Continue**

**Australian Apprenticeship** ▾

- Fee Free Training
- Full fee
- High Risk - Full Fee
- Nursing
- Portfolio - Full fee
- Portfolio - Standard
- Skills Training
- Special Admission
- Standard

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"/>

Continue

For the Admission Term  
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

Click on  
**'Planned Course of Study'**

* Complete all sections		
* Planned Course of Study		
* Australian Address and Phone	* Personal Information	

Submit

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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.

Your course should be  
pre-filled.

OR

Click the drop down and  
use the scroll bar to find  
your course.

Click **Continue**.

Planned Course of Study:*	VISUAL ARTS, CERTIFICATE IV, C4-CI23
---------------------------	--------------------------------------

Continue

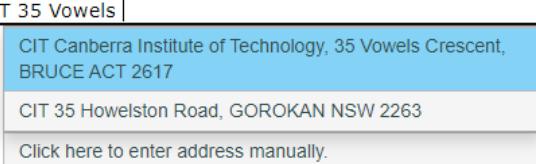
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## 6. Check your details or enter a residential address and validate an Australian phone number

**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 as 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"/> 

**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, CANBERRA ACT 2601

[Click here to enter address manually.](#)

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

**Click CONTINUE.**

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



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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.

Citizen/Permanent Resident of Aust/NZ:*	None	Validate				
Email:*	<input type="text"/>					
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female					
Birth Date:*	Day	None	Month	None	Year (YYYY)	<input type="text"/>
<input type="button" value="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

<input checked="" type="checkbox"/> Planned Course of Study	<input checked="" type="checkbox"/> Mailing Address
<input checked="" type="checkbox"/> Australian Address and Phone	<input checked="" type="checkbox"/> Personal Information
<input type="button" value="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 ATTACHMENT, SA-0303

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](mailto:infoline@cit.edu.au) or call 02 6207 3188.

CIT163569 is your CIT ID and your PIN is initially set to your date of birth in DDMMYY 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 MS365 password or click continue.

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

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Click **Continue**  
to receive an email with your CIT ID.  
  
If you do not have the enrolment details  
already, you should be contacted within five  
(5) business days with enrolment  
information.

**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 1

Example 2

For Application Types of:  
**Fee Free Training**  
**Nursing**  
**Portfolio – Standard**  
**Portfolio – Full fee**  
**High Risk – Full fee**

CIT will contact you with details regarding  
the next steps in the enrolment process.