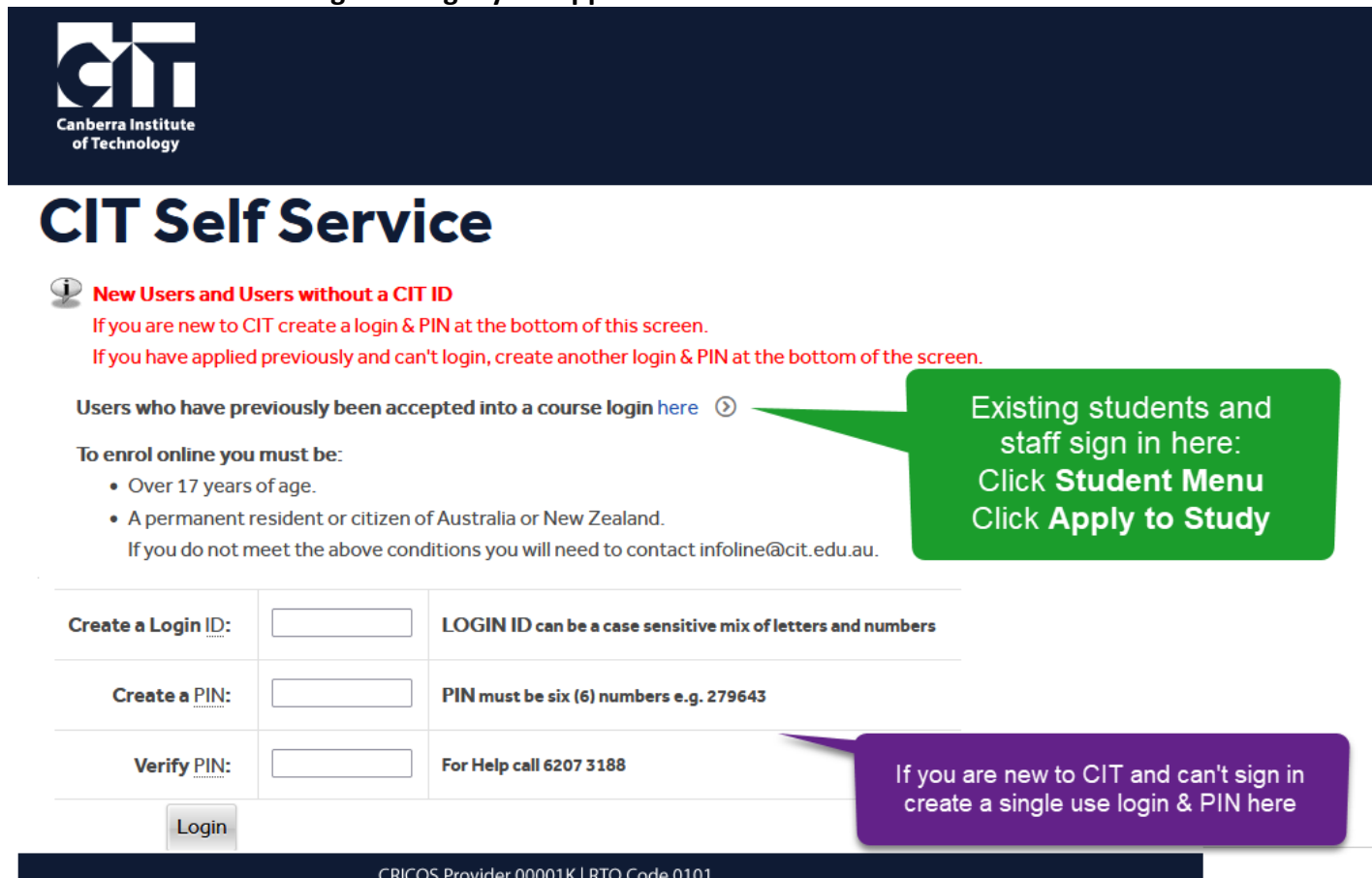




CIT SELF SERVICE instructions: Step 1 - APPLY TO STUDY

- 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 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.

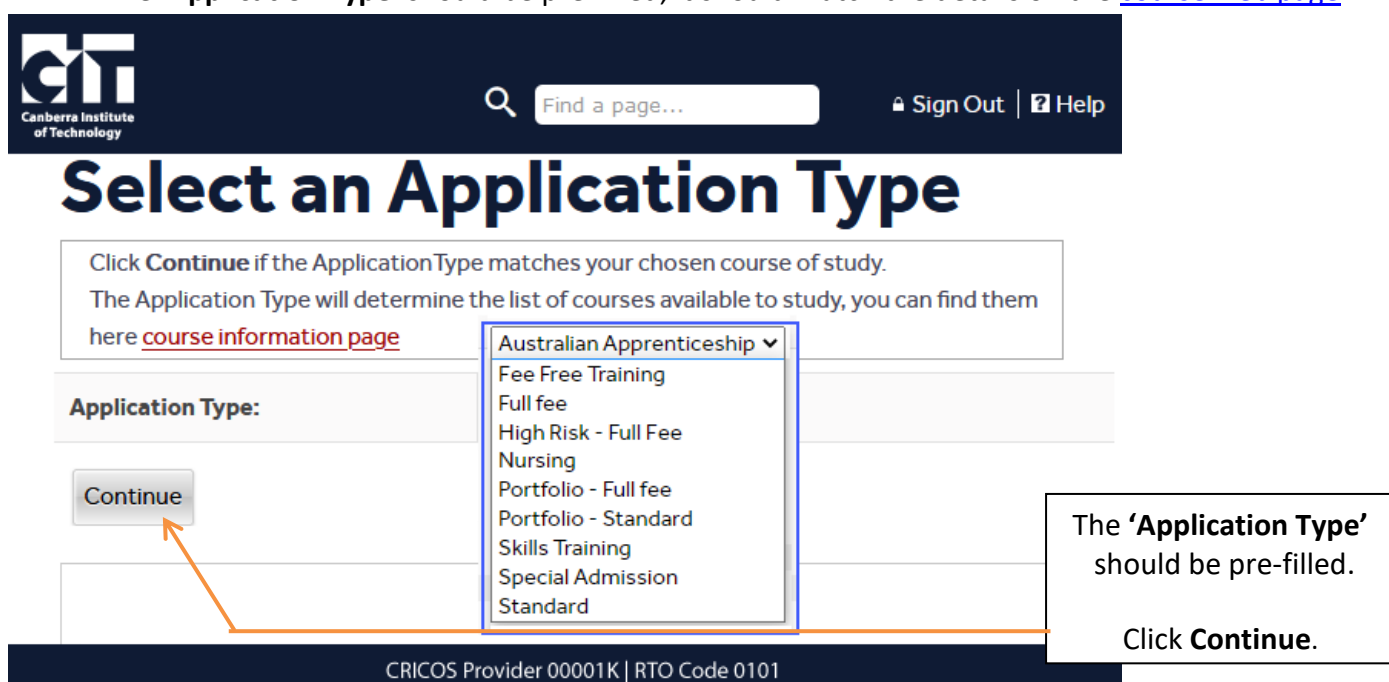
Existing students and staff sign in here:
 Click **Student Menu**
 Click **Apply to Study**

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

If you are new to CIT and can't sign in create a single use login & PIN here

CRICOS Provider 00001K | RTO Code 0101

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:

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**.

CRICOS Provider 00001K | RTO Code 0101

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



CIT SELF SERVICE instructions: Step 1 - APPLY TO STUDY

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**.

CRICOS Provider 00001K | RTO Code 0101

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'

CRICOS Provider 00001K | RTO Code 0101

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-filled.

OR

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

Click **Continue**.

CRICOS Provider 00001K | RTO Code 0101



CIT SELF SERVICE instructions: Step 1 - APPLY TO STUDY

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 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

Check your details
or

Start typing a
Residential Address

Click on it as 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.

CRICOS Provider 00001K | RTO Code 0101

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 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

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

Click **CONTINUE**.

CRICOS Provider 00001K | RTO Code 0101



CIT SELF SERVICE instructions: Step 1 - APPLY TO STUDY

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

* - indicates a required field.

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

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**.

CRICOS Provider 00001K | RTO Code 0101

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"/>	

When all sections appear
with a tick ☒ click
'Submit'

CRICOS Provider 00001K | RTO Code 0101

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 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.

[Return to Application Menu](#)

CRICOS Provider 00001K | RTO Code 0101

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)

Example 2

CRICOS Provider 00001K | RTO Code 0101

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.