**SOME NOTES ON HOW TO COMPLETE THE APPLICATION FORMS**

The following information is designed to help you complete the application forms for ther Bachelor of Theology or the Graduate Diploma in Theology. (The *Enrolment Guide* may also help guide you through the application process.)

There are **5 separate forms** to complete when you first enrol. The good news is that you do this only once, because in subsequent semesters there is a simple online enrolment.

**What Application Forms do you need to complete?**

All sections of the forms listed below must be completed and signed by you.

1. Catholic Theological College application form
2. Sydney College of Divinity application form *(which is later sent to Australia)*
3. Student Contract form *(arrange for a witness to it)*
4. Course Registration form
5. Student Support Questionnaire form

If you are a seminarian also complete an Authority to Release Academic Information form

**What Supporting Documentation must be supplied?**

Originals or witnessed copies of supporting documentation must be supplied when you apply.

Passport sized photograph *(soft copy emailed to m.oconnor@ctc.ac.nz or taken at the College)*

Two pieces giving proof of Identity e.g. passport and driving licence. (Birth certificate is also acceptable.)

Evidence of Residency *(if you’re not a NZ Citizen or Permanent Resident e.g. Student or Work Visa)*

If studying towards a Graduate Diploma of Theology, evidence is required of having completed a tertiary qualification e.g. Degree certificate/*Testamur* *(to meet admission requirements)*

    Relevant Academic Transcripts. Transcripts are always helpful, and actually needed, if you are seeking credit for previous study. *Please note: If studying towards a Graduate Diploma of Theology, only studies beyond the entry requirement may qualify for recognition of prior learning.*

**Enrolment Deposit**

To secure your admission a $100 deposit is to be paid at the time you apply. **(Methods of payment are outlined in the Enrolment Guide and on the webpage.)**

If you have any questions, please call the Assistant Dean on (09) 361 1053 ext. 701 or by email [registrar@ctc.ac.nz](mailto:registrar@ctc.ac.nz)

Kind regards,

Michael O’Connor sm (Assistant to Dean)