Submitting an Application

There are two ways you can start an application, please click the links for instructions:

- [Via the CQUHandbook](#)
- [Direct through MyCentre](#)

CQUHandbook - Submitting an Application

Visit the [CQUHandbook](#), search for your preferred course and click

You will now be taken to the following screen, answer the questions and then select the term and campus you wish to apply for by clicking the

You will now be asked to log in or Register as a New Student.

<table>
<thead>
<tr>
<th>Term</th>
<th>Domestic Last Dates to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1: 2017</td>
<td>Mon 20 Feb 2017</td>
</tr>
<tr>
<td>Term 2: 2017</td>
<td>Mon 26 Jun 2017</td>
</tr>
<tr>
<td>Term 3: 2017</td>
<td>Mon 23 Oct 2017</td>
</tr>
</tbody>
</table>

You can now continue with the [Application Steps](#).
MyCentre - Submitting an Application

To start an application through MyCentre, select the My Applications Tile from the home page selection menu.

You will arrive at a screen which will show a list of your current applications (if any). To start a new application click the Add a new application button.

You can now continue with the Application Steps.
Steps to Submit an Application

You will then need to search and select the course you wish to apply to study by scrolling through the records or; searching for the course name or course code. Once you have found the course you wish to study, select the term, year and study combination (campus / distance) and click *add to application*. To view further details of the course click the *view* option.

**Note:** If applying via the CQU尼 Handbook you may automatically be taken through to Step 1.

Once you have selected and added the course to your application you will be taken to Step 1.
INSTRUCTION SHEET

MYCENTRE

If you wish to change the course you will need to remove the course by clicking the ‘Remove course’ option.

You have the option to add more than 1 course to your application. To do this click the

You will now see the courses you have selected to add to your application in a list according to preference.

You can change the order of preferences or remove courses via the ‘more’ button.

To proceed to Step 2 click ‘Next’.
Step 2 – Applicant / Personal Details

Applicant Details

Your personal details are displayed below.

Mandatory fields are indicated by a red asterisk, please provide a response to each mandatory field and then select ‘Next’ to continue to the next step.

In this step you will need to confirm details such as:

- Personal Details
- Agent Details (if applicable)
- Contact and Address Details
- Citizenship and Cultural Details
- Visa Details (if applicable)
- Disability Details (if applicable)

Once you have confirmed/completed all mandatory fields click Next.

Step 3 – Educational Background

Educational Background

Your educational details are displayed below.

This step is optional, however if you provide an answer where it applies to you this may help us assess your application faster.

Once you have completed applicable fields in Education Background click Next.

Step 5 – Requirements

To progress with your application, CQU requires you to respond to certain requirements, which may include; English Language Proficiency and Reason for Application.
To complete these requirements click **Respond**. Another screen will appear with details of the requirement; once you have entered the details, click **Save**.

Once you have responded and saved all of the mandatory requirements you can continue with your application by clicking **Next**.

**Step 5 – Review and Submit**

You will now be able to see an Application Summary which will advise whether your application is ready to Submit. If you are happy with the application and have attached all supporting documents (if applicable), click **Submit**.

If there are details you wish to add at a later stage to your application, do not submit and press the **View my applications** option to be taken to an overview of your Current Applications.

If you have not submitted the application you can log back in to MyCentre at a later stage, select the **My Applications** tile and then press **Continue**, to complete and submit your application.

If you have submitted the application you will not be able to make any changes but can **view** the details and progress of your application.