

INSTRUCTION SHEET

MYCENTRE



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cqu.edu.au

Submitting an Application

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

- [Via the CQUni Handbook](#)
- [Direct through MyCentre](#)

CQUni Handbook - Submitting an Application

[Apply Online](#)

Visit the [CQUni Handbook](#), 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

Applying for CG99 Bachelor of Information Technology (Co-op)

Are you an International Student?

- Yes
 No

Are you eligible for direct entry?

- Yes
 No
 Not Sure

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

The Last Application Date for Bachelor of Information Technology (Co-op) in each term is detailed below. Please note that some courses have early closing dates due to assessment requirements.

Term	Domestic Last Dates to Apply
Term 1 - 2017	Mon 20 Feb 2017
Term 2 - 2017	Mon 26 Jun 2017
Term 3 - 2017	Mon 23 Oct 2017

Choose the term and location you wish to commence your study from and click on that availability to begin your online application.

	Distance	Adelaide	Bundaberg	Brisbane	Cairns	Emerald	Gladstone	Melbourne	Mackay	Noosa	Perth	Rockhampton	Sydney	Townsville
Term 1 - 2017														
Term 2 - 2017														
Term 3 - 2017														

You can now continue with the [Application Steps](#).

Submitting an Application

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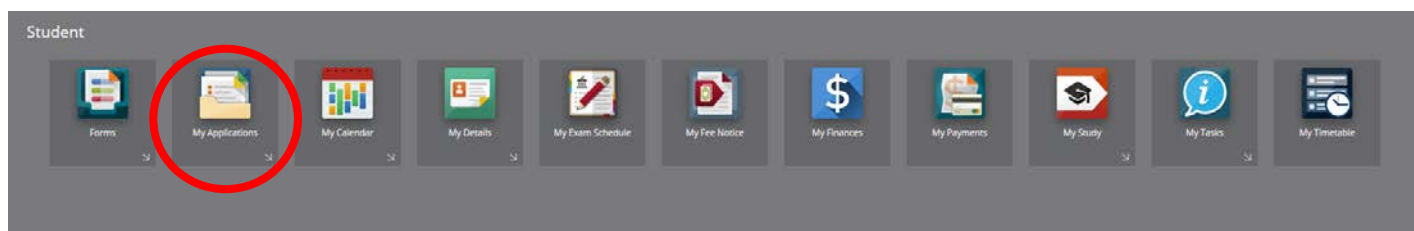
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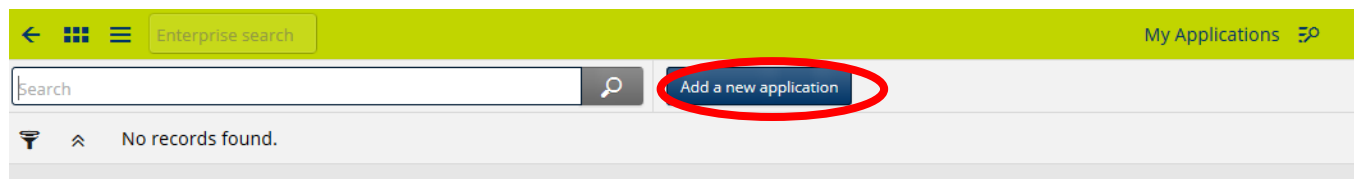
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MyCentre - Submitting an Application

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](#).

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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.

Select Course

Select 'Add to application' for the course you wish to apply for.
Select 'Next' to continue to the next step when you are finished searching for courses.
[Show less](#)

CC32

10 records

CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)		
2017 HE Term 1, Bundaberg		
Domestic - CC32 - BDG - HE Term 1 - 2017		
Start Date 06-Mar-2017		
Attendance Mode	Study Mode	Sta
Load Category	Liability Category	HE
		Suj

Add to application

CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)		
2017 HE Term 1, Bundaberg		
Domestic - CC32 - BDG - HE Term 1 - 2017		
Start Date 06-Mar-2017		
Attendance Mode	Study Mode	Sta
Load Category	Liability Category	HE
		Suj

Add to application

CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)		
2017 HE Term 1, Cairns		
Domestic - CC32 - CNS - HE Term 1 - 2017		
Start Date 06-Mar-2017		
Attendance Mode	Study Mode	Sta
Load Category	Liability Category	HE
		Suj

Add to application

Add to application

View

Note: If applying via the **CQUni 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.

Application ID 654

Review each step before you submit your application.

More Previous Next

Step 1 Selected Courses

Step 2 Applicants

Step 3 Educational Background

Step 4 Requirements

Step 5 Review and Submit

Select 'Next' to proceed with your application.
You can review your selected courses by selecting the 'View Selected Courses' button.
If you wish to apply for another course, select 'Add to application' for the course you wish to apply for.
[Show less](#)

Search Select Another Course

1 record

CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)		
2017 HE Term 1, Bundaberg		
Domestic - CC32 - BDG - HE Term 1 - 2017		
Load Category	Part Time	HE-Commonwealth Supported
Attendance Mode	On-campus	
Study Mode	Standard	

View

View

Remove course

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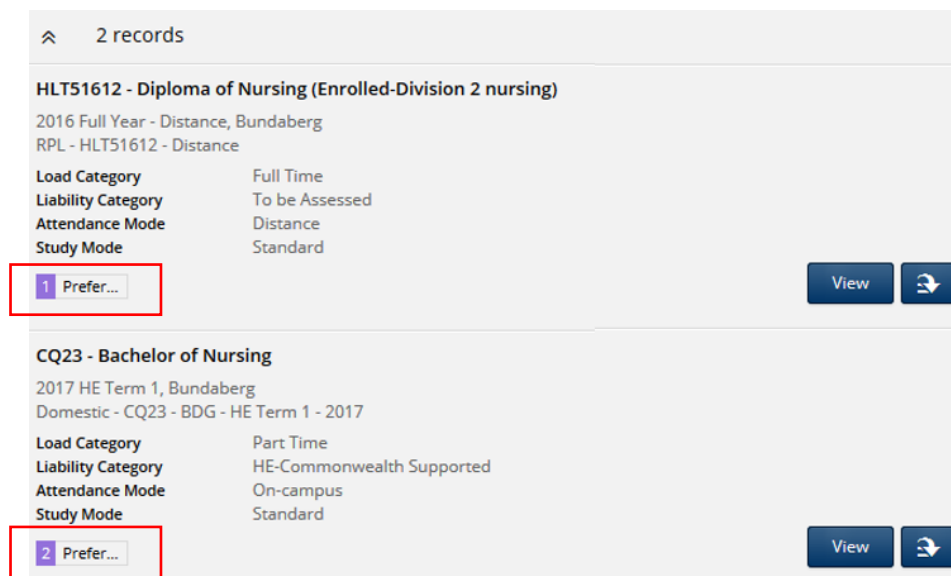
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If you wish to change the course you will need to remove the course by clicking the 'Remove course' option.

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

 **Select Another Course**


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



2 records


HLT51612 - Diploma of Nursing (Enrolled-Division 2 nursing)
2016 Full Year - Distance, Bundaberg
RPL - HLT51612 - Distance

Load Category	Full Time
Liability Category	To be Assessed
Attendance Mode	Distance
Study Mode	Standard

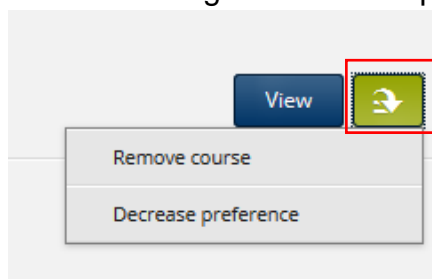
1 Prefer... View 


CQ23 - Bachelor of Nursing
2017 HE Term 1, Bundaberg
Domestic - CQ23 - BDG - HE Term 1 - 2017

Load Category	Part Time
Liability Category	HE-Commonwealth Supported
Attendance Mode	On-campus
Study Mode	Standard

2 Prefer... View 

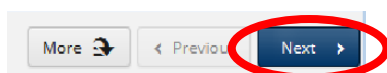
You can change the order of preferences or remove courses via the 'more' button.




View 

- Remove course
- Decrease preference

To proceed to Step 2 click 'Next'.



More  < Previous **Next** >

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Step 2 – Applicant / Personal Details

Applicant Details

i 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.
[Show less](#)

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

i 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.
[Show less](#)

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

Step 5 – Requirements

To progress with your application, CQUniversity requires you to respond to certain requirements, which may include; English Language Proficiency and Reason for Application.

Requirements

i Select 'Respond' to answer each requirement below.

Once all mandatory requirements are marked as 'Response Received' you can proceed to the next step.
If in the application wizard, requirements marked as 'Optional' may help us assess your application faster if you provide a response. If you are reviewing this screen as part of a **conditional offer** you **must** satisfy all requirements by Census date of your Term of Admission.
[Show less](#)

Search	
4 records	
Bachelor's Degree 1 question must be answered	MANDATORY Respond
English Language Proficiency Assessment 1 question must be answered	MANDATORY Respond
Other Supporting Documentation	OPTIONAL Respond
Reason for Application 1 question must be answered	MANDATORY Respond

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To complete these requirements click **Respond**. Another screen will appear with details of the requirement; once you have entered the details, click **Save**.

Requirements

Requirement Details

Reason for Application
Required for CC32 (1) - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)

Please indicate whether you are applying for a new course, applying for readmission (into a course you have previously studied), or applying for a change of course.

Questions for Reason for Application

Response 1

Please select*

Change of Course

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

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.

Application ID 654
CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)

INCOMPLETE
Started today

Continue

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.

Application ID 654
CC32 - Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)

SUBMITTED
Submission Date 18-Nov-2016

View

Submitting an Application

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