HOW TO: Apply Online

STEP 1: Go to www.avondale.edu.au and click on 'APPLY NOW'



STEP 2: Click on 'Create New Application'

efore you begin your application, take time to r	search the course(s) you want to study.
ke particular note of:	
 Any major or specialisation that you may The modes of study that are available (i.e Any entry requirements for the courses you 	wish to include as part of your chosen course(s). .on or off campus, full or part time). ou are interested in.
Click here to view courses	
nce you have done your research, come back	to this page and start the process by creating your new application.
Create New	Create a New Application if:
Application	 You are applying to study at Avondale for the first time; OR You are a former Avondale student who has completed one course and wishes to study another course.
\odot	
	Do you need to Edit or Review your Application?
Review/Edit Application	 You can review or edit your application at any time prior to submitting it. You should also regularly check any application that you have submitted to see the offer we have made and to accept that offer.
0	
	Have you accepted your course offer?
Accept your Course Offer	 You must have received a course offer letter from Admissions before you can accept your offer. Once you have accepted your offer you will then be able to select your first units of study (see 'Getting Started' note below). Accepting your offer will also provide you with access to our online systems such as Student Connect, Moodle and the Library databases.
Once you have accepted your course offer,	click here to go to our 'Getting Started' guide, select the student type that best describes you and then follow the steps outlined there, starting with Step 2 (Choose/Enrol in your units).
have forgotten your login details or need assi	stance, please contact the Callista support team on +61 2 4980 2246 or callista.support@avondale.edu.au for help.

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STEP 3: Click on 'Request a User ID'

Don't have a User ID yet?		
If you live in one of the countries listed below you are eligible to use our Online Applicant Portal.		
Australia New Zealand Switzerland Canada Norway Taiwan Hong Kong Singapore USA Japan South Africa Malaysia South Korea		
Click the button below to request your User ID for the Online Applicant Portal.		
Request a User ID		
Not eligible to use our Online Application?		
Don't worry, you can still apply using our Offline Application form.		
Download Offline Application form		
NB: We are still working through our obligations with respect to the European Union GDPR requirements, so, sadly, we are unable to accept any applications from residents of EU member states at this time.		

STEP 4: Enter your details and click on 'Continue'

Create Account	
Title: Surname: First Given Name: Other Given Name(s): Preferred Given Name:	*
Name Format: Date of Birth: Gender: Registration Phone Number: Email Address:	* DAY ~ MONTH ~ YEAR ~ *
Confirm Email Address: Password: Confirm Password: Security Question:	 (Minimum of 8 characters) *
Security Question Answer:	* * Denotes a mandatory field Cancel Continue >>

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STEP 5: Check your email account for login details



STEP 6: Returnt to the website and click on 'here' to return to the login page



vercome to Avondale's Online Applicant	Portal.
you have your User ID and password you can log in here	to create new applications and review existing ones.
Please login wit	th a valid user ID and password.
user identifier	
Password	
	Login
orgotten your login details? No problem! We'll send them to	you.
	Diesee Send
	Picase Send

STEP 7: Use the Applicant ID and Password sent to you via email to login

STEP 8: Refer to the section 'Study a course that leads to a recognised award' and click on 'Apply Now'

Hi Label, welcome to the Avondale online applicant portal. Here in the applicant portal you can create new applications or edit the ones you have not yet submitted. You can also
There are two types of study that you can undertake at Avondale: Award Course study or Life-long Learning study. See
Study a course that leads to a recognised award
Avondale offers courses for those seeking a recognised award to further enhance their career opportunities.
These awards range from VET certificates and diplomas to undergraduate bachelor degrees, postgraduate coursework degrees and pure research (HDR) degrees (see our website for more details).
Apply Now

STEP 9: Verify your details, ensuring they are correct, and click on 'Continue'

	Online Applicant Porta
	Application List Logou
Applicant Details	Step 1 of 9
Title: Surname / Family Name First Given Name: Other Given Name(s) Preferred First Name Date of Birth: Gender: Registration Phone Number: Personal Email Address: Confirm Email Address:	Mrs V Dynamo Label Writer Label 18 OCT 2000 V Female V 018 010 2000 corinne.knopper@avondale.edu.au corinne.knopper@avondale.edu.au * Denotes a mandatory field Continue >>

STEP 10: Enter your responses, including the fields that appear when the screen expands (if applicable). Complete and click on 'Continue'

Other Applicant Details	
Citizenship Type:	* Please select from the list:
	Australian citizen
Have you previously studied at this institution?	⊖ Yes
Previous Student ID (if known):	• No
Previous Surname (if changed):	
r revious ourname (ir onangeu).	
ls your current postal address in Australia?	Selecting one of these two options
Number & Street	*
City/Suburb/Town	*
State	*
Post Code (ZIP)	*
Mobile (Cell) Phone	Please enter at least 1 contact number.
Home Phone	
Work Phone	
Facsimile	
	* Denotes a mandatory field

STEP 11: Search for the course you are applying for either by using a keyword or by entering the course code (if known). Or click on 'Search' to bring up every option.

	Online Applicant Portal
	Application List Logout
Course Details	Step 3 of 9
If you already know the course code Need to find out more about a course	you can search using a keyword such as "hursing", teaching of pind . This will return a list of the courses that be able to select from that list. for the course you want to study, you can enter that code instead (e.g. "4030" for Bachelor of Nursing). ?? Check out the course information on our website by clicking here.
Search for:	Search
	<< Previous Continue >>

Note: Only apply a course (i.e. nursing) **once**. If after you apply, you wish to change the location/ attendance mode/attendance type, contact <u>Avondale Admissions</u> to amend the details of your application. If wish to apply for more than one course (i.e. primary and secondary teaching), you will need to create two separate applications.

Avondale **Online Applicant Portal** Course Details Step 3 (cont.) of 9 Select the course offering option you wish to apply for and click Continue to add further details Alternatively you may perform a new search by clicking the New Search button. COURSE SEARCH RESULTS Why so many options for each course? Click here to find out. Select Course Code Course Title Attendance Mode Attendance Type Location ۲ LAKE MACQUARIE CAMPUS 4030 Bachelor of Nursing On Campus Full Time 0 4030 Bachelor of Nursing LAKE MACQUARIE CAMPUS On Campus Part Time 0 4030 Bachelor of Nursing SYDNEY CAMPUS Full Time On Campus 4030 Bachelor of Nursing SYDNEY CAMPUS On Campus Part Time Cancel New Search Continue >>

Once you've selected the course you wish to apply for, click on 'Continue'

STEP 12: Select the expected commencement (if applicable) and click on 'Continue'

Course Details Current Course Preferences Pref Course Option Expected Commence 1 2056 Master of Teaching (Primary) / LAKE MACQUARIE CAMPUS / On Campus / Full Time Expected Commence Please select a course commencement period. EXPECTED COMMENCEMENT Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel << Previous				
Current Course Preferences Expected Commence Pref Course Option Expected Commence 1 2056 Master of Teaching (Primary) / LAKE MACQUARIE CAMPUS / On Campus / Full Time Expected Commence Please select a course commencement period. EXPECTED COMMENCEMENT Expected Commence Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel <	Course Details			
Pref Course Option Expected Commence 1 2056 Master of Teaching (Primary) / LAKE MACQUARIE CAMPUS / On Campus / Full Time Please select a course commencement period. Please select a course commencement period. EXPECTED COMMENCEMENT Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel <	Current Course Preferences			
1 2056 Master of Teaching (Primary) / LAKE MACQUARIE CAMPUS / On Campus / Full Time Please select a course commencement period. EXPECTED COMMENCEMENT Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel << Previous	Pref Course Option			Expected Commencement
Please select a course commencement period. EXPECTED COMMENCEMENT Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel << Previous Continue >>	1 2056 Master of Teaching (P	rimary) / LAKE MACQUARIE CAMPU	S / On Campus / Full Time	
Commencement Period Select Semester 1 (February 2019) O Semester 2 (August 2019) O Cancel << Previous Continue >>				
Semester 2 (August 2019)	Commencement Period	Select		
Cancel << Previous Continue >>	Semester 2 (August 2019)	ŏ		
			Cancel << Pre	vious Continue >>

STEP 13: Verify your course selection and click on 'Continue'

					Application List Logo
Course	Detai	ls			Step 3 (cont.) of 9
Current (You may a	Course add up te	Preferences o 1 course preferences, Your current preferences are:	Expected		
Order	Pref	Course Option	Commencement	Unit Set	Actions
	1	4030 Bachelor of Nursing / LAKE MACQUARIE CAMPUS / On Campus / Full Time	Semester 1 (February 2019)		Edit Delete
	the com	mencement period or unit set details of your currently selected course hen choose your course and offering option again.	e option, click the "Edit" button	n. To change your cour	se or course offering option,

STEP 14: Select your response (Yes or No) and click on 'Continue'

- If your response is 'Yes' go to STEP 15
- If your response is 'No' go to STEP 17

		Online Applicant Portal
		Application List Logout
Secondary Education Details		Step 4 of 9
Have you completed, or are you about to complete, Year 12 (or equivalent)?	Yes No (select this option if applying for a postgraduate course) << Previous Continue >>	

STEP 15: Clicking on 'Yes' will expand the screen to include more fields. Complete these fields and click on 'Continue'

Secondary Education Details	Application List Logour Step 4 of 9
Have you completed, or are you about to complete, Year 12 (or equivalent)?	● Yes ○ No
Country of Secondary Education: Year of Completion: State or Territory of Year 12 Attendance: Assessment Type: OR other type not listed: School: OR other school not listed: Score (enter zero if unknown at this point):	Not Applicable (select this option if applying for a postgraduate course) AUSTRALIA Image: Constraint of the second

Note: if you do not have your ATAR results, enter "0" as the score

STEP 16: Verify your secondary education details and click on 'Continue'

					Online A	pplicant Porta
					1	Application List Logou
Secondary E	ducation	Details				Step 4 of 9
Summary of Se	condary E	ducation State	School	Assessment Type/Qualification	Score/Result	Action
AUSTRALIA	2018	NEW SOUTH WALES	ASQUITH GIRLS HIGH SCHOOL	HIGHER SCHOOL CETTERICATE	0	Delete
Add New Record			<< Previous	Continue >>		

STEP 17: Select your response (Yes or No) and click on 'Continue'

- If your response is 'Yes' go to STEP 18
- If your response is 'No' go to STEP 20

			Online Applicant Portal
			Application List Logout
Post-Secondary Education Detail	s		Step 5 of 9
Have you previously studied at Post- Secondary level?	○ Yes ◉ No	<< Previous Continue >>	

STEP 18: Clicking on 'Yes' will expand the screen. Complete the fields and click on 'Continue'

		Online Applicant Porta
		Application List Logou
Post-Secondary Education Details		Step 5 of 9
Have you previously studied at Post-Secondary level? Country of Tertiary Education: First Year Enrolled: Last Year Enrolled: Institution: OR other Institution not listed: Qualification Name: Level of Completion:	© Yes O No AUSTRALIA ~ ~ ~ ~ ~	
	<< Previous Continue >>	

STEP 19: Verify your post-secondary education details (if applicable) and click on 'Continue'

						Online Applicant Porta
Post-Second	ary Education I	Details				Step 5 of 9
Summary of Pos	st-Secondary Edu	cation				
Country	First Year Enrolled	Last Year Enrolled	Institution	Qualification	Level of Completion	Action
AUSTRALIA	2017	2018	Australian Catholic University		EMPTED BUT NOT COMPLETED	Delete
Add New Record			<< Prev	ious Continue >>		

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STEP 20: Select how you heard about Avondale and click on 'Continue'

	Online Applicant Porta
	Application List Logou
Additional Questions	Step 6 of 9
* All applicants: How did you hear about us?	
Other search engine	
On-line advertisement	
Facebook or other social media	
O Radio	
O Print advertisement	
○ School	
О Ехро	
O Futures Day	
O Central Coast Careers Expo	
O Church camp	
O Word of mouth	
UAC Guide	
U Uther	
<	
<< Previous Com	

STEP 21: Review the details of your application to ensure the information is correct. If you wish to amend your application, click on 'Edit' and make the necessary changes.

	Online Applicant Port
	Application List Log
Review Application	Step 7 of
	You have almost completed your application.
Please take a moment to review	your application details and use the Edit button on each section if you need to make any last minute changes.
Sc	roll to the bottom of the page when you are ready to continue to the next step.
Personal Details	
Title:	Mrs
Surname:	Dynamo
First Given Name:	Label
Other Given Name: Breferred Given Name:	Writer
Name Format:	Label
Date of Birth:	18/10/2000
Gender:	FEMALE
Registration Phone Number:	018 010 2000
Email Address:	corinne.knopper@avondale.edu.au
Edit	
Other Personal Details	
No Previous Study at Avondale Colle	ge
Address Details	
Number & Street	2000 Stationery Street
City/Suburb/Town	COORANBONG
State	NSW
Post Code (ZIP)	2265
Mobile (Cell) Phone	018 010 2000
Work Phone	
Facsimile	

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Once you have verified the details of your application, print a copy (if applicable) and click on 'Continue'

Pref	Course	Offering	I		Com	mencement Period	Unit Set	t:	
1	4030 Bao	helor of	Nursing / LAKE MACQUA	RIE CAMPUS / On Campus / Full Time	Sem	ester 1 (February 2019)			- 1
Edit									
									-1
Seco	ndary I	Educa	tion						
Countr		Veer	State	Sahaal		Assessment		Secre/Decult	
AUSTR	y Alia	2017	NEW SOUTH WALES	BELMONT CHRISTIAN COLLEGE		HIGHER SCHOOL CERT	IFICATE	79.95	-
				1					
Edit									
Tertia	ny Edu	Ication							
No Ter	tiary Ed	ucation	Details Recorded						
Edit									- 1
									_
Other		tione							- 1
All app	licants:	How did	l vou hear about us?	Expo					- 1
									- 1
Edit									- 1
									_
				You have three more click	s to	00			
				Tou have three more click	5 10	go.			
Th	e next pa	ge is a D	eclaration, which you will ne	ed to accept, and then you will be able to	submi	it your application to our A	dmissions	Team for assessment.	
			F	Please click the Continue buttor	n to j	proceed.			
Print F	≀eady Ver	sion			_4				
				< Previous Continue >	>				

STEP 22: Read the Applicant Declaration and confirm you understand by clicking on 'Accept'

Avondale	Online Applicant Porta
	Application List Logo
Applicant Declaration for Label Label	Step 8 of 9
understand that: • Avondale is collecting the information in this application for the purpose of assessing my entitlement to Commonwealth assistance under the Higher E	ducation Support Act 2003 and allocation of a Commonwealth
Higher Education Student Support number (LHESSN) to me; Avondale will disclose this information to the Department of Education and Training for these purposes; • The Department of Education and Training will store the information securely in the Higher Education Information Management System (HEIMS); • The Department of Education and Training may disclose the information to the Australian Taxation Office; and • Avondale will not otherwise disclose the Information without my consent unless required or authorised by law.	
also understand that:	
 If I do not answer all the questions on this form and supply the necessary supporting documentation, it may not be possible to assess this application; I am fully responsible for my education tuition fees and living expenses while studying at Avondale; I have read and understood the fees and financial policies as per the website; The provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcripts may result in t I acknowledge that Avondale reserves the right to seek from other bodies verification of the standing of my claimed qualifications; I consent to receiving information electronically and agree to access the correspondence of my Avondale mail account and student portal on a regul I voluntarily agree to uphold the ideals, standards, and principles set out in the Values and Expectations section of the Avondale website (https://www.a my cooperation. I understand that Christian values and standards as held by the Seventh-day Adventis Church are reflected in Avondale's policy on a drug free environment. If my application is accepted la gree to be bound by the rules a drug and tobacco, in accordance with Avondale's policy on a drug free environment. If my application is accepted la gree to be bound by the rules and a structure to advente the reserved. 	the withdrawal of an offer of a place in a course; lar basis; and keep my personal records current; wondale.edu.au/community/values-and-expectations/), and pledge and rules.I a grare to abstain from the use of alcohol, illicit and policies of Avondale; and
- my acceptance below indicates that an the minimuon given in this application is factually correct and nonestry presented. Itease click on the accept button to record your declaration.	

STEP 23: Click on 'Submit Application'

Online Applicant Porta
Application List Logour
Step 9 of 9
Commencement Unit Set
1 (February 2019)

Note: when you click on 'Submit Application', you will receive a receipt number and a confirmation email

Online Applicant Portal
Application List Logout
Application Receipt Step 9 of 9
Your application has been successfully submitted for assessment. Your receipt number is 40218.
You will receive an automated email from our system acknowledging the submission of your application and within five (5) business days our Admissions team will contact you with further instructions.
View My Applications
Applicant ID: 33783
Dear Label,
Thanks for submitting an online application to study at Avondale College of Higher Education.
Our Admissions Team are busy working on your application and will be in touch within five (5) business days. During peak periods, we may take a little longer but be assured, processing your application is our priority!
You can track the status of your application at any time by visiting the applicant portal or by contacting our Admissions Team on:
T: +61 2 4980 2377 F: +61 2 4980 2151 Online <u>Chat</u> Office Hours: 8:30am-5pm Monday to Thursday, 8:30am-12noon Friday
Did you know 95.5% of students at Avondale College expressed overall satisfaction with their course, exceeding the national average, according to the 2017 Student Experience National Report? Source: Quality Indicator for Learning and Teaching, <u>www.gilt.edu.au</u>
For information about our application process, go to www.avondale.edu.au/future-students/apply
Kind regards,
AVONDALE ADMISSIONS Avondale College of Higher Education

STEP 24: Logout of the portal and close the window



STEP 25: Within approximately five business days after submitting your online application, you will receive an acknowledgment email from Avondale Admissions. Once received, undertake the steps needed to progress your application (if applicable).

ID NUMBER:

Dear [First Name],

Thanks, we're excited to receive your application! You're now one step closer to joining a community of learners at Avondale College. Below are the details of your application. Let us know if we need to change anything.

Course Code	Course Title	Campus	Mode	Туре	Year/Sem-X
4030	Bachelor of Nursing		ХХ	ХХ	2019-SEM X

Key: ON=On Campus, OC=Off Campus, MM=Mixed Mode, FT=Full time, PT=Part-time

WHAT'S NEXT ...?

To progress your application to the next stage, we need to get the following documentation and/or information from you.

- CERTIFIED copy of your Higher School Certificate 'Record of Achievement' (Year 12 or equivalent) and a CERTIFIED copy of your ATAR or OP Statement (or equivalent); or
- CERTIFIED copy of your completed Diploma of Enrolled Nursing (or equivalent) certificate and transcript(s); <u>and/or</u>
- CERTIFIED copy of your completed Certificate IV (i.e. Nursing, Aged, Community, Disability and/or Individual Support Care) certificate and transcript(s); and
- INHERENT REQUIREMENTS: please read the attached document titled 'Avondale Nursing Degree – Inherent Requirements' then print, sign and return the Acknowledgement Form attached to this email; <u>and</u>
- CONFIRM your country of birth as well as the country in which your schooling (from Year 7 through to Year 12 (or equivalent)) was completed by email to <u>Avondale Admissions</u>. This information is required for anyone applying for entry into the Bachelor of Nursing.

STEP 26: You can track the status of your application via the online portal. Go to <u>www.avondale.edu.au</u> and click on 'APPLY NOW'



STEP 27: Click on 'Review/Edit Application'



STEP 28: Use the User ID	(applicant ID) and Password sent to [,]	vou via email to login
	applicant iD		you via cinali to login

••	
f you have your User ID and password you can log in here to create new applications and re	view existing ones.
Please login with a valid user ID and passwore	d.
User Identifier	
Password	
Logi	n
orgotten your login details? No problem! We'll send them to you.	
	Please Send

STEP 29: Click on 'Applications under review' to review the status of your application or to withdraw your application

Study a course the	at leads to a recognised award		Engage in a Life-lo	ng Learning experience (Domesti	ic only)
Avondale offers course opportunities. These awards range fr postgraduate coursew details).	es for those seeking a recognised award to fur om VET certificates and diplomas to undergr ork degrees and pure research (HDR) degrees	rther enhance their career aduate bachelor degrees, s (see our website for more	Avondale also offers an motivated pursuit of knu This can be done by er program. Please note that the no Australian citizens, Au	opportunity for those who wish to engag wledge for either personal or professiona rolling in either our Undergraduate or Pos n-award study programs are only offered stralian permanent residents or New Zeal	e in ongoing, voluntary, and al reasons. stgraduate non-award stud to 'domestic' students (i.e land citizens.)
		Apply Now			Apply
🗗 Unsubmitte	d applications				
+ Applications	s under review				
+ Applications	s under review				
+ Applications	s under review				
Applications	s under review				
 Applications Application 	s under review s under review				
 Applications Application 	s under review s under review re are currently under review by our Admissio	ons Team.			
Applications Application Application Applications listed he You can check on the	s under review s under review re are currently under review by our Admissio e status of these applications at any time and	ons Team. d when you have received an offer I	etter you can return here to ac	cept that offer.	
Applications Application Application Application Application View	s under review s under review re are currently under review by our Admissio e status of these applications at any time and Submitted On: 30/01/2019	ons Team. d when you have received an offer I Receipt Numb	etter you can return here to ac per: 41898	cept that offer.	
 Applications Application Applications listed her You can check on the View Withdraw 	s under review s under review re are currently under review by our Admissio e status of these applications at any time and Submitted On: 30/01/2019 Click "Withdraw" if you no longer wish the	ons Team, d when you have received an offer I Receipt Numb e Admissions team to assess thi	etter you can return here to ac ber: 41898 is application.	cept that offer.	
 Applications Application Applications listed he You can check on the View Withdraw Pref No. 	s under review s under review s under review re are currently under review by our Admissio e status of these applications at any time and Submitted On: 30/01/2019 Click 'Withdraw' if you no longer wish the Course Details	ons Team. I when you have received an offer I Receipt Numb e Admissions team to assess thi Outcome Status	etter you can return here to ac ver: 41898 is application.	cept that offer. Offer Response Status Offer Expi	iry Date Action
Applications Application Application Applications listed he You can check on the View Withdraw Pref No. 1.	s under review s under review re are currently under review by our Admission e status of these applications at any time and Submitted On: 30/01/2019 Click "Withdraw" if you no longer wish the Course Details 4030 Bachelor of Nursing/LAKE MACQ /On Campus /Full Time / Semester 1 (f 2019)	ons Team. d when you have received an offer I Receipt Numb e Admissions team to assess thi Outcome Status QUARIE February	etter you can return here to ac ver: 41898 is application.	cept that offer. Offer Response Status Offer Expl	iry Date Action
 Applications Application Applications listed here You can check on the Yiew Withdraw Pref No. 1. 	s under review s under review re are currently under review by our Admissio e status of these applications at any time and Submitted On: 30/01/2019 Click 'Withdraw' if you no longer wish the Course Details 4030 Bachelor of Nursing/LAKE MACQ /On Campus /Full Time / Semester 1 (f 2019)	ons Team. d when you have received an offer I Receipt Numb e Admissions team to assess thi Outcome Status QUARIE February	etter you can return here to ac ner: 41898 is application.	cept that offer. Offer Response Status Offer Expl	iry Date Action