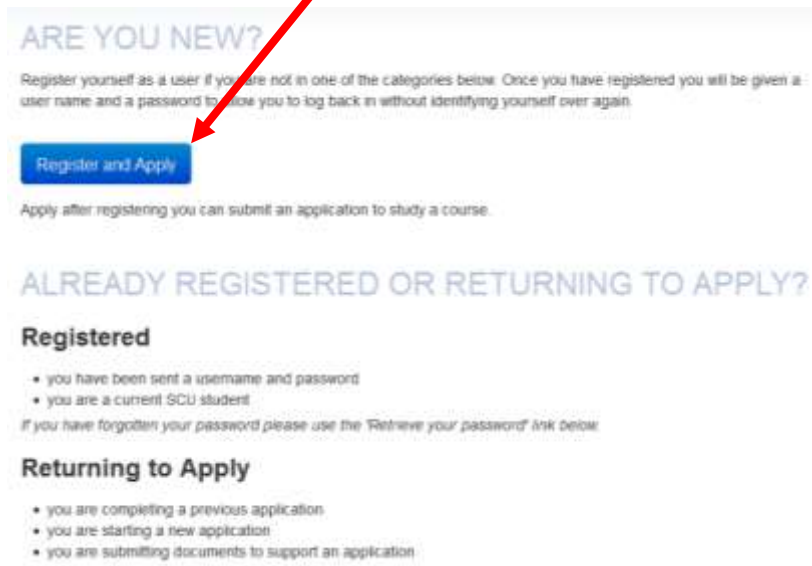


Completing your online application for SCU

Step 1: Click on the link that was included in the application email you were sent. It will take you to this page:

Please select register and apply



ARE YOU NEW?

Register yourself as a user if you are not in one of the categories below. Once you have registered you will be given a user name and a password to enable you to log back in without identifying yourself over again.

Register and Apply

Apply after registering you can submit an application to study a course.

ALREADY REGISTERED OR RETURNING TO APPLY?

Registered

- you have been sent a username and password
- you are a current SCU student

If you have forgotten your password please use the 'Retrieve your password' link below.

Returning to Apply

- you are completing a previous application
- you are starting a new application
- you are submitting documents to support an application



Please allow one hour to successfully complete the online application to ensure selection of the correct program.

Important notes in the registration process:

- When registering you only need to fill in the mandatory fields but there is a problem with the process where you will not be able to register without recording a phone number, even though this is not marked as a mandatory field.
- Please make sure you select the following option for citizenship and residency options:

Citizenship & Residency Details

Please indicate your current citizenship status.

- ☐ Australian Citizen
- ☐ New Zealand Citizen
- ☐ Holder of a Permanent Humanitarian Visa
- ☐ Permanent Resident of Australia (permanent resident visa holder but not an Australian or New Zealand citizen)
- ☒ Overseas Citizen intending to study in Australia or already studying in Australia (temporary entry permit)
- ☐ Overseas Citizen intending to study in an overseas location or by distance mode (not in Australia)

SCU International

If you do go through the process and select the wrong category, you will need to email studyabroad@scu.edu.au for the team to change it for you.

- Postcode is our equivalent of the American zip code.
- Please leave the year of entry field blank.
-

Once registered you will be sent an email with your log on details, please do not delete this, you will need these details again later.

Step 2: You will be required to select an availability of the course.

Look for the correct combinations of year (should be 2019), location (Lismore) and study period (Session 1 = Spring, Session 2 = Fall).

Year	Location	Study Period	Fee Type	
2019	Lismore	Session 1	International Student Studying in Australia	<input type="button" value="Apply"/>

If you left the portal after the registration part you will be required to search for the course when you log back in. To search for the course you will need to know the code (which is the number at the end of the application link). If you are unsure, please email studyabroad@scu.edu.au



Step 3: Application Requirements:

Are you an agent? - Please select 'no' unless you are completing this application on behalf of a student.

Passport and Visa – Please upload a copy if you have your passport. If you don't have it yet, select 'yes' to submitting it later. It is unlikely that you will have a visa yet, so just select 'yes' to submitting it later.

Home University – Please provide the name of the university that you are currently studying at and also the name of your agent if an education agency has been involved with your application.

Transcript - **You can't choose to submit this later, your application will not submit without your transcript attached.**

English Language Proficiency – This is not required for students from English speaking countries. Select 'no'.

International Student Declaration and Terms – **Please read carefully.**

After all these requirements, select 'submit application' then the next page will be the 'Conditions of Application And Applicant Declaration' (general university terms and conditions). You must tick the box to agree to the terms and conditions and then you can 'submit the application'.

SCU International

If successful, you will see the following

Thank you. Your application has been received and an application confirmation and summary email has been sent to you. Please allow 5 to 10 business days for us to review and acknowledge your application.

Application Summary

Course	Commencing Year	Study Period	Location	Fee Type
9209103 Study Abroad Program	2019	Session 1	Lismore	C. International Onshore

You will also receive a confirmation email that your application has been received. If you selected 'yes' to submitting something later you will receive correspondence from SCU asking for the appropriate documents or details. If your application was complete, in most cases you will receive an outcome within 1-2 weeks.

If you have any problems along the way, please email studyabroad@scu.edu.au