A Step-by-Step Guide
to applying for the
Associate Degree in Policing Practice online
1. Go to http://www.csu.edu.au/apply

2. Click APPLY ONLINE

3. Create a login ID and Pin and click Login

4. Select Application Type 2 and click Continue
5. Select Admission Term and fill in your name details. Click on Fill Out Application

6. You will come to the below application checklist. This page lists all of the sections of the online application for admission that need to be completed.

The easiest way to complete the application is to start with Informed Consent Declaration. Click on Informed Consent Declaration to start the application.
7. You will see the following declaration. You will need to click on *Continue* to proceed with your application.

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**DECLARATION**

- I declare the information that will be supplied in this application and the documentation supporting it, will be correct and complete.
- I acknowledge that the provision of false or misleading information may result in the cancellation of this application and/or withdrawal of any offer and/or enrolment with immediate expulsion from the University.
- I authorise the University to verify any information provided by me.
- I authorise the University to obtain, where necessary, from any other educational institution including QualSearch (see Help) evidence of my academic record or to seek other corroborating evidence with respect to my application.
- I authorise the University to release details of my CRICOS academic records as requested by other education institutions to assist and corroborate the processing of applications I may make to such institutions.
- I understand that the University may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), or its successor, and that DEEWR will collect and store my personal information for:
  - use in connection with the Higher Education Information Management System (HEIMS), and/or
  - use in connection with the National Data Collection on University Applications and Offers, and/or
  - other collections as DEEWR, or its successor, may lawfully require from time-to-time.

If you agree to these terms of usage please click the Continue Button. If you do not please click the cancel button to return to the Application Menu and your application will not be processed.

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8. The next section is *Planned Course of Study*. You will need to type the code *KAPP* for on-campus study or *EADP* for distance education study. Click continue

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9. This page confirms the course. Select the check box and click *Submit*

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10. You course will now be indicated. Click *Continue* to proceed with your application

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11. The next section is Name. Input your details. Any field marked with a red * needs to be completed. Click Continue once completed.

   - indicates a required field.

   Surname or Family Name:*  
   First or Given Name:* 
   Middle Name: 
   Prefix eg Mr, Mrs, Miss, Dr:* 
   Previous Surname or Family Name: 
   Have you studied with CSU or its associated Colleges previously?*  
   Yes  
   No  
   No Response  

   Checklist   Continue   Finish Later

12. The next section is Address and Phone Details. Input your details and click Continue.

   Mailing address  
   Street Line 1:*  
   Street Line 2: 
   Town/City:*  
   State: None  
   Postcode:*  
   Country: None  
   Telephone Number (xxx-xxxxxxx), Include Area Code:* 

   Checklist   Continue   Finish Later

13. The next section is Personal Information. Input your details and click Continue.

   Gender:*  
   Date of Birth:*  
   Male  
   Female  
   Month None  
   Day None  
   Year (YYYY)  

   Email:* 

   Verify e-mail address:*  

   Citizenship & Residency:*  
   Are you of Aboriginal &/or Torres Strait Islander Origin?:* 

   Checklist   Continue   Finish Later
14. The next section is *General Information*. Input your details and click **Continue**.

REMEMBER, you only need to complete that relate to you and have a red *.

15. The next section is *Educational Background*. There are a series of pages that need to be worked through to complete this section.

To start, click on the drop down box and select your **Highest Level of Education Attained**. Click on **Continue** once selected.
16. Select the year your **Highest Level of Education** was attained.

![Image of highest level of education attained](image)

17. Indicate the highest level of education for your parents. This information is used by the Federal Government for statistical purposes and does not affect the assessment of your application.

![Image of parent/guardian education](image)

18. Once you have entered all your details at steps 15, 16 and 17 a summary will be displayed. If any of the information is incorrect click on *Change your Education Background*.

If you were **NOT** born in Australia indicate your year of arrival. If you were, leave this as *none* and click on *Continue*.

![Image of education and year of arrival](image)
19. The next section is **Secondary School**. The best way to complete this section is to start by clicking on **Lookup High School Code**.

PLEASE NOTE you can only select this if you completed High School in Australia. Go to **Step 23** if you completed High School outside Australia.

20. Select the State and Country where you completed High School and click **List Cities in Selected State, Province or Country**.

21. Select the City where you completed High School and click **List High School in selected City**.

22. Select your High School from the Drop Down list and click **Copy selected High School Information to Data Entry form**.
Below is an example of what will appear once you have completed 19, 20, 21 and 22.

If you completed High School outside Australia or your School could not be found using steps 19-22, you can simply input the details of the school. You only need to input the High School Name, High School City and the Completion date. The exact date is not important – simply pick December 1 of the year that you completed High School.

<table>
<thead>
<tr>
<th>High School Code:</th>
<th>Lookup High School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Required)</em></td>
<td></td>
</tr>
<tr>
<td>High School Name:</td>
<td>ALEURY HIGH SCHOOL</td>
</tr>
<tr>
<td>High School Street:</td>
<td>KIEWA STREET</td>
</tr>
<tr>
<td>High School City:*</td>
<td>ALEURY</td>
</tr>
<tr>
<td>High School Postcode:</td>
<td>2640</td>
</tr>
<tr>
<td>High School State:</td>
<td>New South Wales</td>
</tr>
<tr>
<td>High School Country:</td>
<td>None</td>
</tr>
<tr>
<td>Completion Date:</td>
<td></td>
</tr>
</tbody>
</table>

Are you seeking credit for prior study?
Yes ☐ No ☐ No Response ☐

<table>
<thead>
<tr>
<th>Institution Code:</th>
<th>Lookup College Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Required)</em></td>
<td></td>
</tr>
<tr>
<td>Institution Name:</td>
<td></td>
</tr>
<tr>
<td>Street 1:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>Institute State:</td>
<td>None</td>
</tr>
<tr>
<td>Institute Country:</td>
<td>None</td>
</tr>
</tbody>
</table>

**Course 1:** What was the name of the course you studied and what was the duration of the course in how many years?

**Course 2:** What was the name of the course you studied and what was the duration of the course in how many years?

Date course commenced?:

Date course completed?:

<table>
<thead>
<tr>
<th>Australian only</th>
<th>Institution Code:</th>
<th>Lookup College Code</th>
</tr>
</thead>
</table>

The next section is *Post Secondary School Study*. You will note that none of the fields on this page are compulsory. If you have not completed Post Secondary study you will not need to complete this section and can just click *Continue*.
25. The next step is **Test Results (Yr 12 and ELP)**. You will note again that none of the sections at this step are required fields so if you don’t have any information to indicate here, you can simply click on **Continue** to proceed.

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>2. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>3. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>4. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>5. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>6. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>7. None</td>
<td>Month</td>
<td>None</td>
</tr>
<tr>
<td>8. None</td>
<td>Month</td>
<td>None</td>
</tr>
</tbody>
</table>

If the test you have taken (Australian Secondary School or English Language Proficiency) is not listed, please record the name of the test, your result and the date of that result in this space.

26. The next step is **Additional Information**. It is at this step where you identify if you are a part of a special cohort. It is also at this step where you can download the **ADPP Authority Waiver** to upload at Step 27-29.

Once you have indicated if you will be posting documents and if you have downloaded the **ADPP Authority Waiver** Click **Continue**.

27. The next step is **Upload Documents**. This is where you will need to upload your completed **ADPP Authority Waiver** and any other supporting documents that you may have. To begin the process click on **Browse**, and locate the saved document.
28. Indicate the document type. If a document type is not available for what you are uploading, simply select a document type that has not been used yet. You will note the document type below for the ADPP Record Waiver.

Click Submit

29. You will note that the document now appears as a Submitted Document. If you have uploaded the wrong document you can remove it by clicking Delete. Once you have uploaded all your documents click Continue.

30. You should have now completed all sections and you will see the below page. PLEASE NOTE you have not yet submitted your application. You need to return to the checklist to submit your application. Click on the Checklist button.
You will now see that all sections of the application have been ticked off, indicating that the application is complete and ready for submission.

Click on *Application is Complete* to submit your application. Once submitted, you will receive the following confirmation. You will also receive an email confirming receipt of your application.

![Application completion checklist](image)

### Online Admission - Acknowledgement

Thank you for your application to study at Charles Sturt University - we hope you will be able to join us soon.

An email will now be sent to you to confirm your submission.

You can track the progress of your application online. However, please allow at least one (1) working day for your application to be loaded before returning to the Online Admission pages to monitor its progress.

We will have an official decision concerning your eligibility to you as quickly as possible. In the interim, please contact us if you have any queries (see the HELP button above for details) or you can check out our Frequently Asked Questions page.

Do not forget to attach the Signature Page to your supporting documentation and send it all to the Admissions Office so that it is received in the next seven (7) days.

You can contact the CSU Admissions Office by email or by telephone on (02) 6933 4334. We also have a Frequently Asked Questions page.

If you have completed all of the above steps you should now have lodged your application for Admission with Charles Sturt University.

If you have any difficulties when completing your application online, please refer to the Help option located on every page of the application for Admission. We also have a Frequently Asked Questions page which can be very useful.

You can also contact the Admissions Office directly if you cannot solve your problem via the above means on:

**Phone:** (02) 6933 4334

**Email:** admissions@csu.edu.au