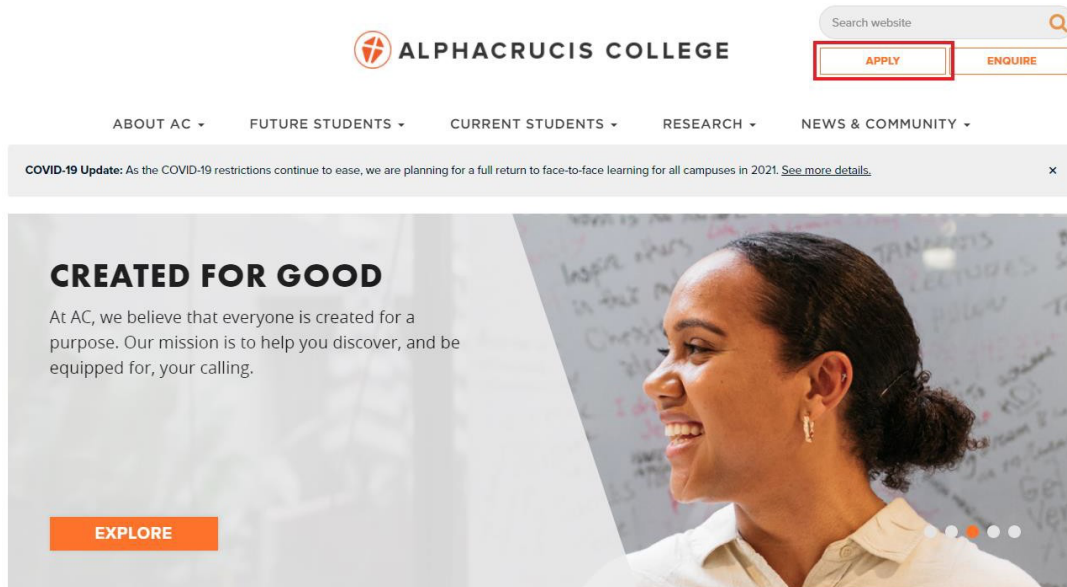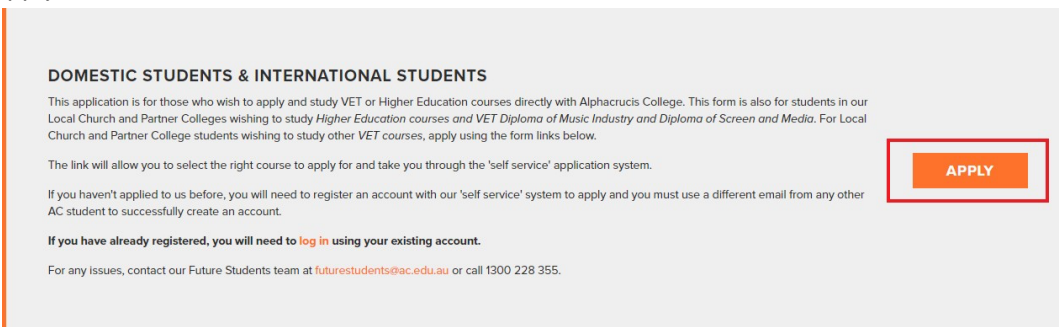# LCC (HE) – Apply Online
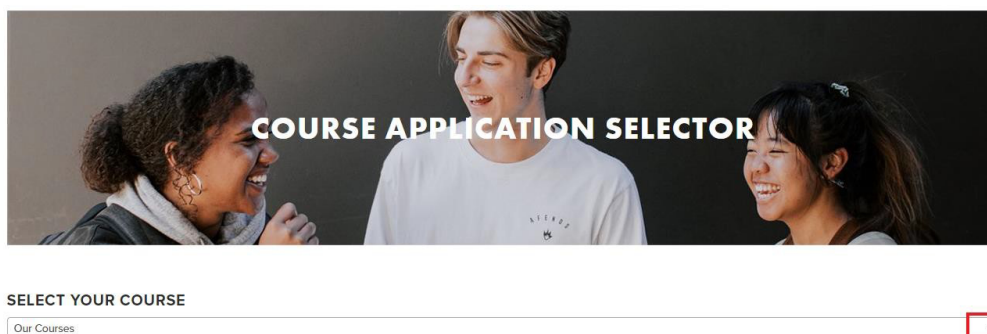
1. Click *Apply*

2. Click *Apply*

3. Select your Course

4. Select your Location - *Local Church -Facilitated Online Studies*

5. Click on the displayed link (this will depend on your selection). You will now be taken to the gateway.

6. New Users will select New Account, otherwise sign in using your Username and Password.

The course will now appear on the right-hand side.

After signing in, the *Your Applications* page will appear, select the *Appy Online* link.

Your Details page will appear with details listed as provided by the student. If you intend to apply for *Commonwealth Assistance*, tick *Yes,* if you intend to pay your fees upfront, tick *No.*

The Address page follows, use the tick box under Mailing address to copy the Home Address into the fields.
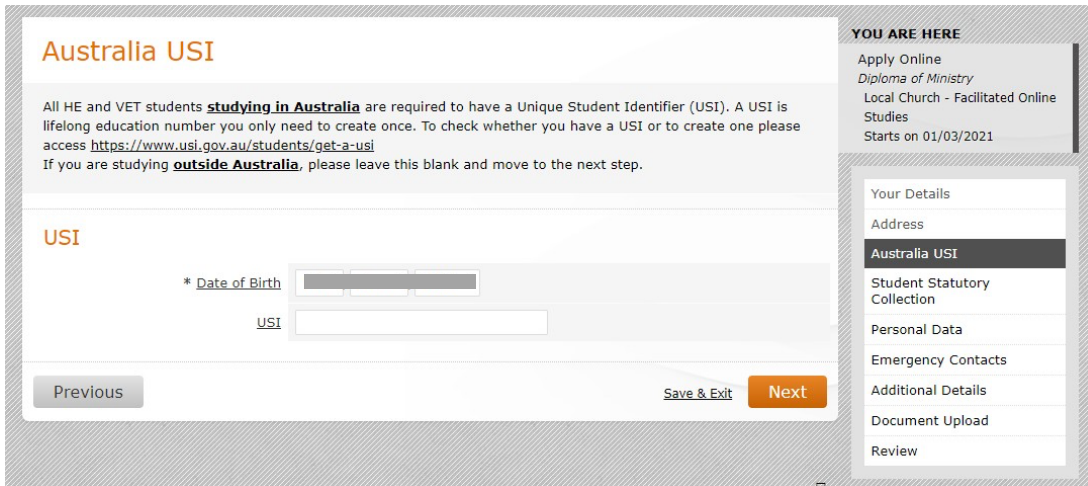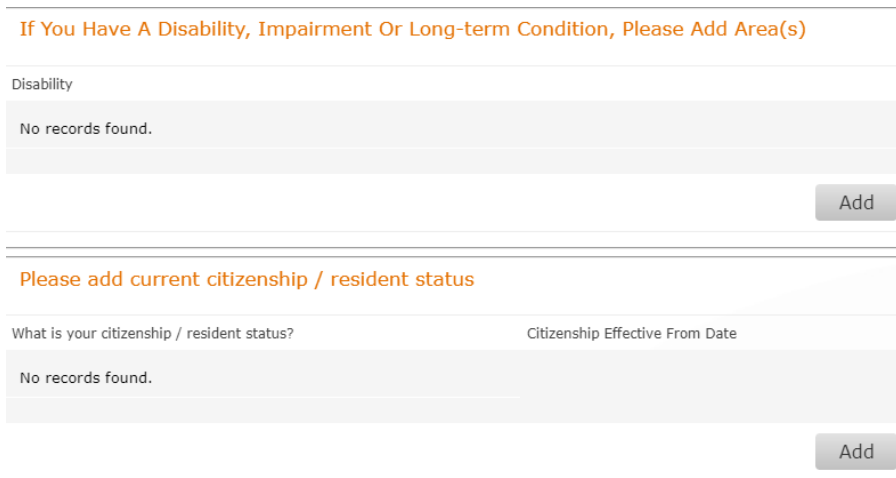
The Australia USI page are mandatory fields (remember at any time throughout the application process, you can *Save & Exit* your application and come back later). Continue though the application by clicking *Next*.

The next page allows you to upload any relevant documentation relating to Citizenship and Disabilities (if relevant)

If you click Add, you will be taken to another page in which more information can be disclosed.

Enter you Nationality on the next page

The *Emergency Contacts* screen allows you to add multiple Emergency Contacts, you can also edit these details.

The *Additional Details* screen lets AC know how you heard about the College.

If applicable, enter your ATAR.

After you select *Next*, type in the name of your Local Church College (LCC). This is a mandatory field.

The next screen on *Additional Details* concerns your current study status. Complete the relevant information, select *Next*.

On the following screen, indicate how you intend to pay for your fees.

Next, complete the Declaration, all fields are mandatory.

The Document Upload stage is an integral part of an application. Read the information carefully and ensure the required documents are **<u>certified</u>** and uploaded.

Document Upload

In this section, you are required to upload the necessary documents:

Domestic Applicants
- Passport or Birth Certificate
- A certified copy of your transcripts if required for eligibility requirements
- A signed Parent/Guardian Consent Form if you are under the age of 18
- Permanent Residency visa or Australian Citizen Certificate - Only upload if you are not born in Australia and do not hold an Australian Passport

International Applicants
- Certified copy of your passport
- Certified copy of proof of English proficiency
- Certified copies of any relevant academic transcripts

What is a certified document?
A certified (notarized) document is a copy of an original document, such as a birth certificate, academic transcript or proof of identity, that has been authorised (or stamped) as being a true copy of an original by an authorised person (e.g. There is a wide range of authorised occupations and office holders who may certify a document both within and outside of Australia. These include Accountants, Bank Managers, Barristers, Ministers/Clergymen, Police Officers or School Principals.)
To obtain certified copies of your documents, you will need to take both an original and a photocopied version of the document to an appropriate authorised person. They will certify that the photocopy is a true copy of the original. The certification should include a statement such as "This is a true copy of the original document sighted by me" and include the name and address, contact phone number, profession or occupation of the person who certifies the documentation and date signed.
If you have completed previous study at AC, you are not required to certify your academic documents.

| Attach File | Choose File | No file chosen |
| * Description | | Upload |

You can upload multiple documents; they will appear below.

After you have uploaded all relevant documentation and have clicked Next, it is time to review the application. Once again, review the information carefully, you can go back and amend if needed using the *Previous* button. If satisfied with the application, tick the declaration, and then Submit.

The application will now be reviewed by AC staff.

Your Updates page now shows that you have *Submitted* an application.
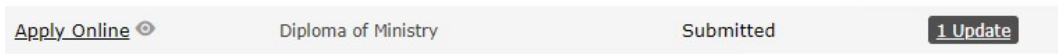
Once reviewed, AC staff may or may not be in touch to move forward with your application. However, if an offer has been received it will be under the Updates section. Click the lick to accept the offer.

Clicking on Accept Offer will take you to a page which will show personal and course details. Click *Next.*
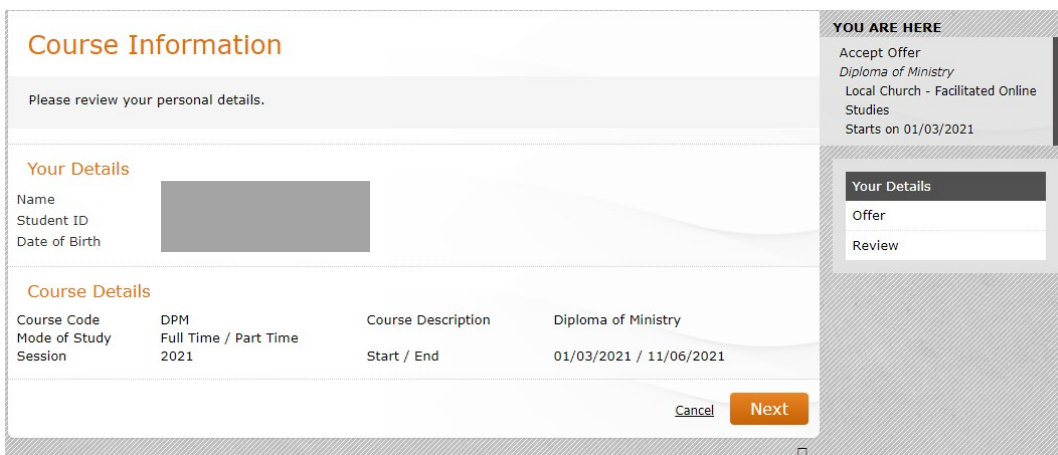
Applicants can tick the box to accept, then *Next*.
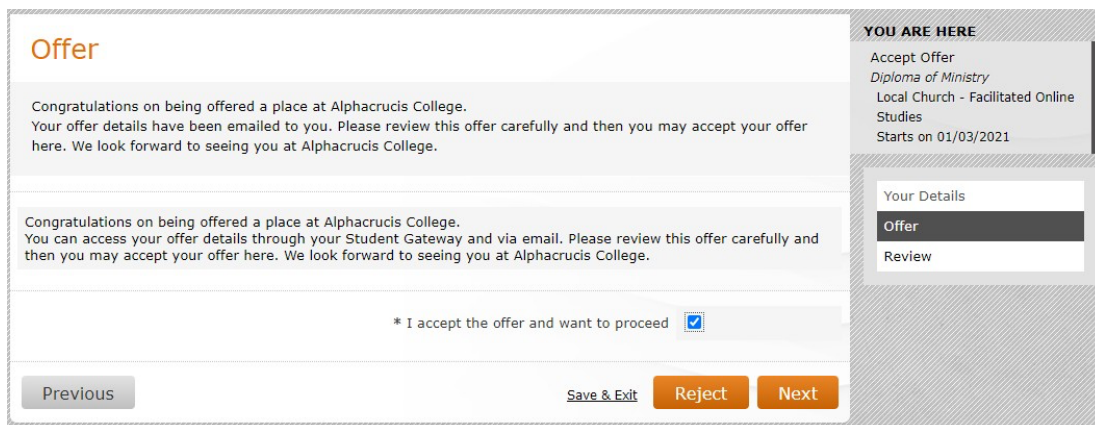
The final screen is for the applicant to review, read the T&Cs, then *Submit*.

Review

Please verify that the details below are correct before final submission of your application. If you need to make any corrections please correct it before proceeding.

Your Details
Offer
Review

Your Details

Name
Student ID
Date of Birth

Course Details

Course Code	DPM	Course Description	Diploma of Ministry
Mode of Study	Full Time / Part Time		
Session	2021	Start / End	01/03/2021 / 11/06/2021

Your Offer

Congratulations on being offered a place at Alphacrucis College.
You can access your offer details through your Student Gateway and via email. Please review this offer carefully and then you may accept your offer here. We look forward to seeing you at Alphacrucis College.

* Click here to read the Terms and Conditions and then tick to accept. ☑

Previous   Submit