



# Application Guide

ONLINE STUDENTS



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[hillsong.com/college](https://hillsong.com/college)

## STEP 1

# Before you start your application

### THE APPLICATION FORM

In your application, we will ask you for key information including your personal details, emergency contact and home address. It also asks what course you desire to study with us, your education and work history and your Christian life details. There are questions regarding your medical history and financial savings. The application finishes with a request for a testimony (approx. 300 words) including your salvation and involvement in church.



#### **COPY OF PASSPORT OR DRIVER LICENCE**

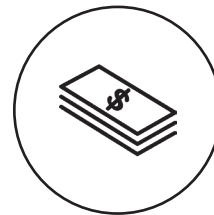
Please make sure that you provide a photocopy of a passport or driver licence that will be valid for at least the first six months of your studies.

*\*For Higher Education applications only - your passport needs to be certified, explanation found [here](#).*



#### **COLOUR PHOTOGRAPH OF YOURSELF**

Please attach a current colour photograph of yourself. This can be a portrait style headshot or a clear selfie from your mobile phone.



#### **100AUD APPLICATION FEE**

Before submitting your application, you will be asked to pay the \$100 AUD application fee. Your application will not be successfully submitted before this fee has been paid. You can find it at the bottom of the application once you have accepted the Disclaimer and Code of Conduct.

## STEP 2

# Complete and submit your application

When applying to study with us at Hillsong College, you must complete the online application form. You can find the application form [here](#).

Once you have completed all the sections on the application, you will pay an application fee of \$100 AUD prior to pressing submit. You will receive an email from your personal Case Manager from the Admissions Team within the next 3-5 business days regarding your next steps. If you have not yet submitted all of the required documents, you can email them to [admissions@hillsong.com](mailto:admissions@hillsong.com).

## STEP 3

# Provide official documents

### Official documents checklist

- A. Online Pastoral Reference Form
  - B. Transcripts (For Higher Education apps only)
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Once you have submitted your application you will have ongoing communication with the Admissions Team and your personal Case Manager. During this communication you will be asked to please provide specific documentation that is necessary before we are able to process your application.

### A. Online Pastoral Reference Form

All our applicants must provide an Online Pastoral Reference Form completed by a leader or a pastor.

Here are important things to consider:

- Within your application you will be asked to provide us with your leader's or pastor's full name and email address. Once you submit your application form, the Online Pastoral Reference form will automatically be sent out to your pastor/ leader. The pastor/ leader will click on the link sent to their email in order to complete your Online Pastoral Reference form, once completed we will receive your reference back automatically to process.
- It is an entry requirement that you have been planted and serving at your current church for a minimum of 12 months. Therefore your Online Pastoral Reference form needs to reflect the past 12 months of your current church involvement. If you have been part of two different churches in the past 12 months, please provide your case manager with your other leader's/ pastor's full name and email address for us to send a second Online Pastoral Reference form to them.
- If a leader is completing your Online Pastoral Reference form, then the leader will need to have your reference form co-signed by a pastor from your current church, this step is completed within the link as well.
- If your pastor is a relative, please rather provide us with your leader's full name and email address within your application form so that the leader can complete your reference for you, and it can be co-signed by the pastor who is a relative.

### B. Transcripts (for Higher Education apps only)

Please provide us with a certified photocopy of your official transcripts. You can find requirements for a certified document [here](#).

Once you have submitted all required documents, your case manager will put your application forward to be processed by our Student Liaison Team. You can expect to hear from us regarding your next steps within 3-5 business days. If there is any further information we require, it will be requested at this time.

#### STEP 4

### Receive and sign offer of place

Upon approval of your application, you will be sent an email with instructions for how to view and sign your Offer of Place to study with us at Hillsong College.

#### STEP 5

### Pay initial fees

As soon as your Offer of Place is signed, you will automatically be invoiced the first instalment of your **first semester tuition fee** (fee will vary based on course of study). Once the payment has been received, we will send you a confirmation and let you know the next steps.

#### STEP 6

### Stay connected

Stay connected with everything that is happening at Hillsong College by following us on social media!



[facebook.com/hillsongcollege](https://facebook.com/hillsongcollege)



[@hillsongcollege](https://instagram.com/hillsongcollege)



[@hillsongcollege](https://twitter.com/hillsongcollege)



[linkedin.com/school/hillsongcollege](https://linkedin.com/school/hillsongcollege)



[youtube.com/c/hillsongcollegeglobal](https://youtube.com/c/hillsongcollegeglobal)

Around two months before enrolment you will receive an invitation to a Facebook Group for your specific intake and campus so that you can start connecting with your future peers!

#### STEP 7

### Enrol online

A few weeks before enrolment you will receive all the information and steps you need to enrol online.  
NB: Evaluation for our Worship Music students (vocational) will also be held online.

## **Contact Us**

### **Website**

[hillsong.com/college](https://hillsong.com/college)

### **Call us**

Future Students

+61 (02) 8846 4790

(MON - FRI | 9am - 5pm AEST)

### **Email us**

[future.students@hillsong.com](mailto:future.students@hillsong.com)

### **Hillsong College Ltd**

RTO Code: 1340

CRICOS Provider: 01532G