



Carey Application Instructions

This tipsheet will walk you through the process of submitting an application to Carey Baptist College, including creating an account, navigating the student portal, uploading supporting documents, important information on verified/certified copies of documents, and submitting your application.

Selecting a Programme of Study

To begin the application process, you need to select a programme of study so you can create an account in Carey’s online Student Portal.

- Navigate to our [apply now page](#)

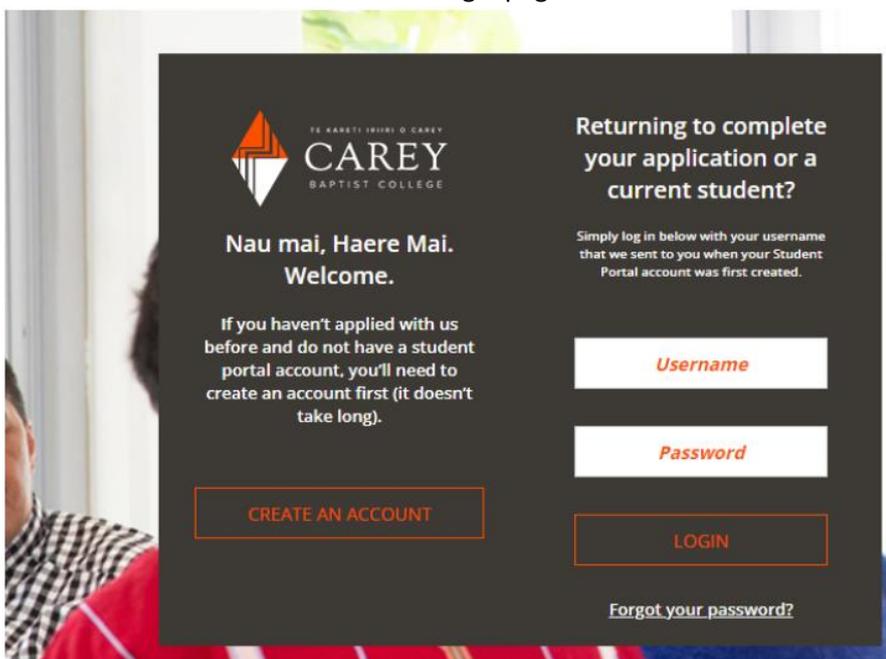
NZQA Qualifications:

Programme	Semester One Starting Date	Semester Two Starting Date
New Zealand Certificate in Christian Ministry Intermission	27 February 2023	Not applicable
New Zealand Certificate in Christian Studies	27 February 2023	17 July 2023
New Zealand Diploma in Christian Studies	27 February 2023	17 July 2023
Bachelor of Applied Theology	27 February 2023	17 July 2023
Graduate Diploma of Applied Theology	27 February 2023	17 July 2023
Postgraduate Diploma of Applied Theology	27 February 2023	Not applicable
Master of Applied Theology	27 February 2023	Not applicable

Non-NZQA Qualifications:

Programme	Starting Date
Diploma in Pastoral Leadership	27 February 2023
Diploma in Pastoral Leadership (Youth)	27 February 2023
Diploma in Māori Leadership Ngā Pou Amorangi	27 February 2023
Certificate in Intercultural Practice Mission Track	27 February 2023

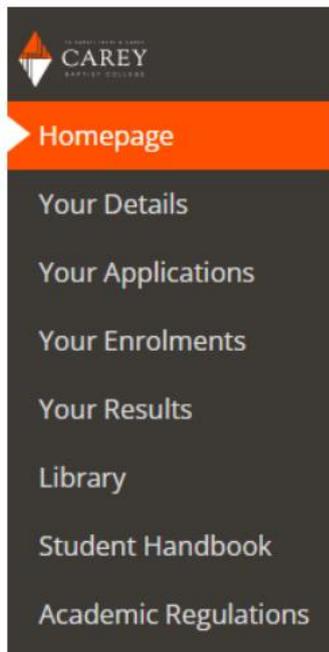
- You will be taken to the [ebs.ontrack](#) login page. Click **Create An Account**.



- Complete the required fields, and click **Register** to create your account. You should receive a confirmation email that your account was created. You are now ready to begin your application process, but first, there's a bit you should know about navigating the portal.

Navigating the Student Portal

You'll notice the navigation menu on the left-hand side of the screen. From this menu, you can navigate through the Student Portal and access helpful links from the Carey website.



- **Homepage** takes you to your dashboard of the Student Portal, where you can monitor your application progress and see any next steps you need to take.
- **Your Details** shows your personal details, which you can change at any point in the application process.
- **Your Application** allows you to see a list of the applications you have started.
- **Your Documents** is where you can upload and delete supporting evidence (see below for further details).
- **Your Communications** shows you all the communication you have received from Carey in relation to your application(s). Any email we send about your application will also appear here.
- **Courses Timetable, Library, Student Handbook, and Academic Regulations** link, respectively, to areas on our website you may find helpful during your application process.

- Also, be sure to read the information under **Important things you need to know**. The Progress Bar marks your status as you complete each section of the application. Also, the Student Portal saves your progress, so you can leave and return if needed.

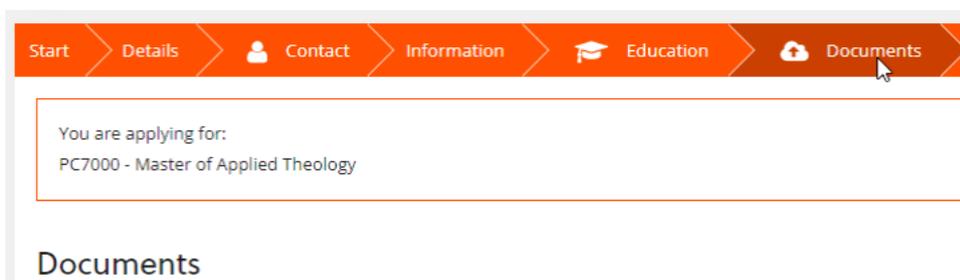
Important things you need to know

Easy to use progress bar

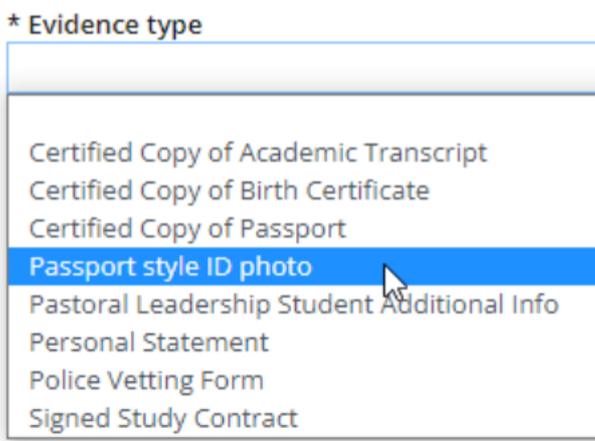
- Click the **Continue** button in the bottom right of the screen to move on.

Uploading Evidence (Supporting Documents)

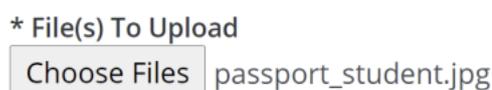
Your application requires supporting documents. For a full list of required documents, visit our [apply now page](#), and check under the **Documents Required for Application** section. Upload supporting documents (academic transcript, passport, etc.) to your application in the Student Portal, under the **Documents** in the left-hand navigation menu. You may need to navigate through the pages (Start > Details > Contact > Information > Education > Documents) by clicking your application from the Home Page and then clicking Continue at the bottom of the page until you land on the **Documents** page. A list of acceptable file types is on the screen (.DOC; .DOCX; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).



- Select the document you wish to upload to your application under **Evidence Type**.

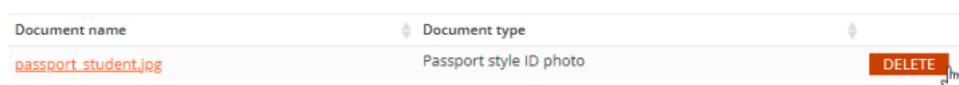


- Then click **Choose Files**.



- A window will open on your computer. Locate the file you wish to upload in the appropriate format. Click **Open**. The document name should appear on your screen. Click **Upload**.
- Your uploaded document should appear **Uploaded Evidence** (you can click the link to download and confirm the document, if needed).

Uploaded evidence



- If you need to delete a document, simply click Delete next to the document you wish to delete. A dialogue box will appear for you to confirm your choice.

Important Information on Verified/Certified Copies of Documents

Some of your documents need to be verified or certified in order for them to be accepted. **Please note:** unverified documents are not accepted and will result in a delay in your application.

- Every applicant **MUST** submit verified **evidence of citizenship/residency**. This includes a passport or birth certificate.
- If you are applying for a postgraduate programme (note: Graduate Diploma is not a postgraduate qualification), you **MUST** submit verified copies of your **previous theological qualifications/degrees**

- If you are under 20 years of age, you **MUST** submit a verified copy of your **academic (e.g. NCEA) transcript or equivalent**
- Who is able to verify a document?
 - Justices of the Peace (JPs), Pastors, Public Notaries, Court Registrars, Deputy Registrars, Public Trust Officers, Barristers or Solicitors of the High Court, and some government employees are able to verify documents. Visit the [Justice of the Peace website](#) to find a JP near you.
 - You can also bring your documents to Carey’s campus, and we can photocopy and verify your documents onsite.
- To verify a document, you need to:
 - Photocopy both sides of the original.
 - Take your copies and original documents to an official who can verify them.
 - The verifier needs to affirm on the front of each copy, with a signature and statement, that they have sighted your original document and that the copies are true.
 - Verified documents **MUST** have the verifier’s signature to be accepted.

Submitting Your Application

Once you have completed each section of your application, you are nearly done! Simply click **Submit Application** to finish.

- After submission, we will review your application and be in touch about next steps. You can log back into the Student Portal at anytime for updates on your application (you will also receive an email or other communication as needed).
- The Progress Bar on the portal Home Page will also display your status on your application.

Accepting Your Offer

Once your application is received, it will be processed and reviewed by our staff. You will receive an email with an offer if your application is approved, and you will be able to accept your offer on the Student Portal.

- You will notice that your Application Progress has been updated as below:



- And on the Home page in the portal, under **Next Steps**, click **Review**.

Bachelor of Applied Theology (PC9157) starting on 07/03/2022: Please review your offer.

Please review and then respond to your offer(s):

PC9157-2022 (Bachelor of Applied Theology) - Offer -
Response Due By: 30/11/2021

REVIEW

Please select your courses by clicking on the Programme link below. Click on Course Timetable on the lefthand navigation bar to view course schedules.

[New Zealand Certificate in Christian Studies](#)

- The **Application Offer Details** screen will appear, allowing you to formally accept your offer. Click **Accept**. A confirmation window will appear.

PC9157-2022 (Bachelor of Applied Theology) - Offer

Offer Date
16/11/2021

Response Due
30/11/2021

Congratulations!

We are pleased to offer you a place.

By accepting this offer you will be progressed into enrolment into this programme.

You don't need to make payment as part of this application process however you will need to pay your fees before you can be fully enrolled and attend classes.

ACCEPT

DECLINE

Selecting Your Courses

After you accept your application offer, you can choose your desired courses.

- From the Home page in the Student Portal, click your application qualification name under **Next Steps**.

Bachelor of Applied Theology (PC9157) starting on 07/03/2022: Time to select the courses you want to enrol.

Please select your courses by clicking on the Programme link below. Click on Course Timetable on the lefthand navigation bar to view course schedules.

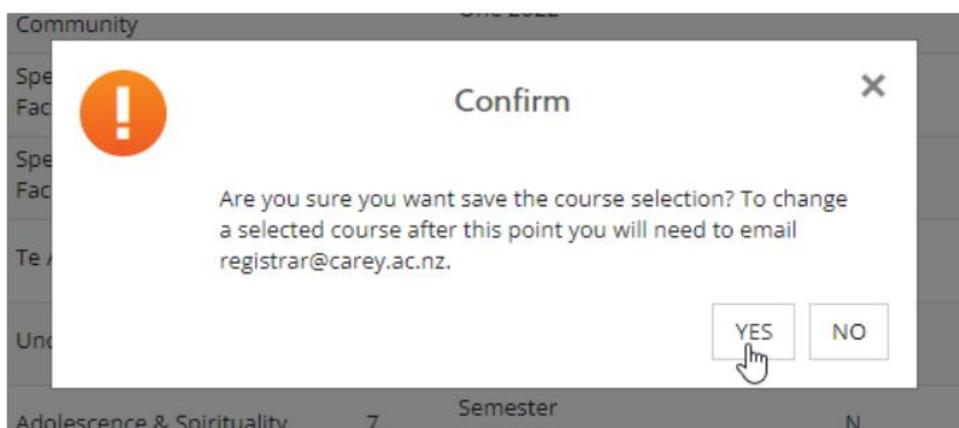
[Bachelor of Applied Theology](#)

- Scroll through the list of courses being offered and select your courses by ticking the box in the right most column next to the course(s) in which you wish to enrol (Note: a full-time enrolment is four courses per semester, and you can make multiple selections). You can review the Timetable via the link provided.

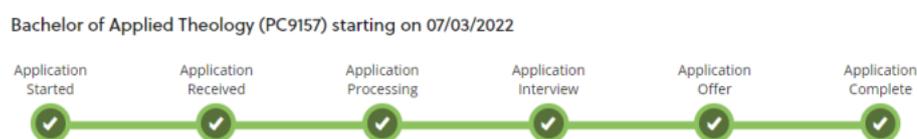
Course Options

Course Name	Course Code	Optional	<input type="checkbox"/>
Adolescence & Spirituality	BMM768	Optional	<input type="checkbox"/>
Adolescence & Spirituality	BMM668	Optional	<input type="checkbox"/>
Biblical Narrative (Old Testament)	BMB648	Optional	<input checked="" type="checkbox"/>
Biblical Narrative (Old Testament)	BMB748	Optional	<input type="checkbox"/>
Children's Ministry	BMM565	Optional	<input type="checkbox"/>
Christian Spirituality	BMS705	Optional	<input type="checkbox"/>
Christian Spirituality	BMS605	Optional	<input type="checkbox"/>
Christology	BMB720	Optional	<input checked="" type="checkbox"/>

- Once you have made your selections, click **Confirm** at the bottom of the screen.
- On the confirmation pop-up window, click **Yes** to confirm your course selection(s). *Please ensure you have chosen carefully.* To change your selections after you click **Yes**, you will need to contact Neroli Hollis (neroli.hollis@carey.ac.nz).



- On the Home page, your **Application Progress** will be updated showing that your application is complete.



- For now, you are done! Once your course selection is approved, you will receive a Study Contract from the Registrar. Accepting your Study Contract completes your enrolment and confirms your course selection for the upcoming semester.