

# SUBMIT AN APPLICATION

## PRINCIPAL'S RECOMMENDATION SCHEME



BE WHAT YOU WANT TO BE

[cqu.edu.au](https://cqu.edu.au)

## Applying for a course

Visit <https://applyonline.cqu.edu.au/registration/register?> to begin a new application.

Please note that CQUni's ApplyOnline portal supports all major browsers, however we recommend using **Google Chrome** or **Firefox** for your application.

If you are a new student, please complete the form to register for a student account or login if you already have one.

The image shows a registration form for CQUniversity. The form is titled "New to CQUniversity?" and includes the following fields and options:

- First Name: Enter first name
- Middle Name: Enter middle name
- Last Name \*: Enter last name
- Gender \*: Select gender (dropdown menu)
- Date of Birth \*: DD-MM-YYYY (calendar icon)
- Email Address \*: Enter email address
- Mobile Number: Enter mobile number
- Nationality \*: Select nationality (dropdown menu)

Below the form, there is a link to "Terms and Conditions and Privacy Policy" and a "Register" button.

On the right side of the form, there is a "Log in" button and links for "Forgot Username?" and "Forgot Password?".

Once you are logged in, click *Apply for a Course* and use the search function to find the course you wish to apply for and select *Continue*.

**MY APPLICATIONS**

APPLY FOR A COURSE

You currently have no applications.  
To apply for a course click the button above.

START TYPING TO FIND A COURSE...

Search for a Course...  
Engineering

How do I use this?

<p><b>CC02</b> Associate Degree of Engineering</p> <p>Continue</p>	<p><b>CC31</b> Bachelor of Engineering (Honours)</p> <p>Continue</p>	<p><b>CC32</b> Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op Engineering)</p> <p>Continue</p>
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Follow the prompts to select the study mode, location, and commencement term from the displayed options.

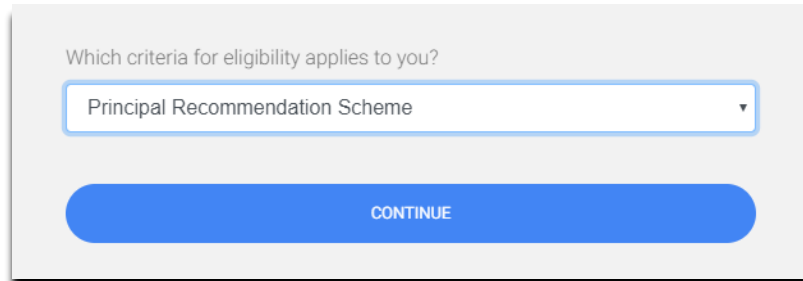
**SELECT A LOCATION**

You are applying for CC31 - Bachelor of Engineering (Honours)

[← Back to choose a course](#)

<p><b>ON-CAMPUS</b> Bundaberg</p> <p>Continue</p>	<p><b>ON-CAMPUS</b> Cairns</p> <p>Continue</p>	<p><b>ON-CAMPUS</b> Gladstone</p> <p>Continue</p>
<p><b>ON-CAMPUS</b> Mackay</p> <p>Continue</p>	<p><b>ONLINE</b> Online</p> <p>Continue</p>	<p><b>ON-CAMPUS</b> Rockhampton</p> <p>Continue</p>

Next, you will need to select an eligibility criteria that applies to you from the drop-down list, and select Principal Recommendation Scheme to continue.



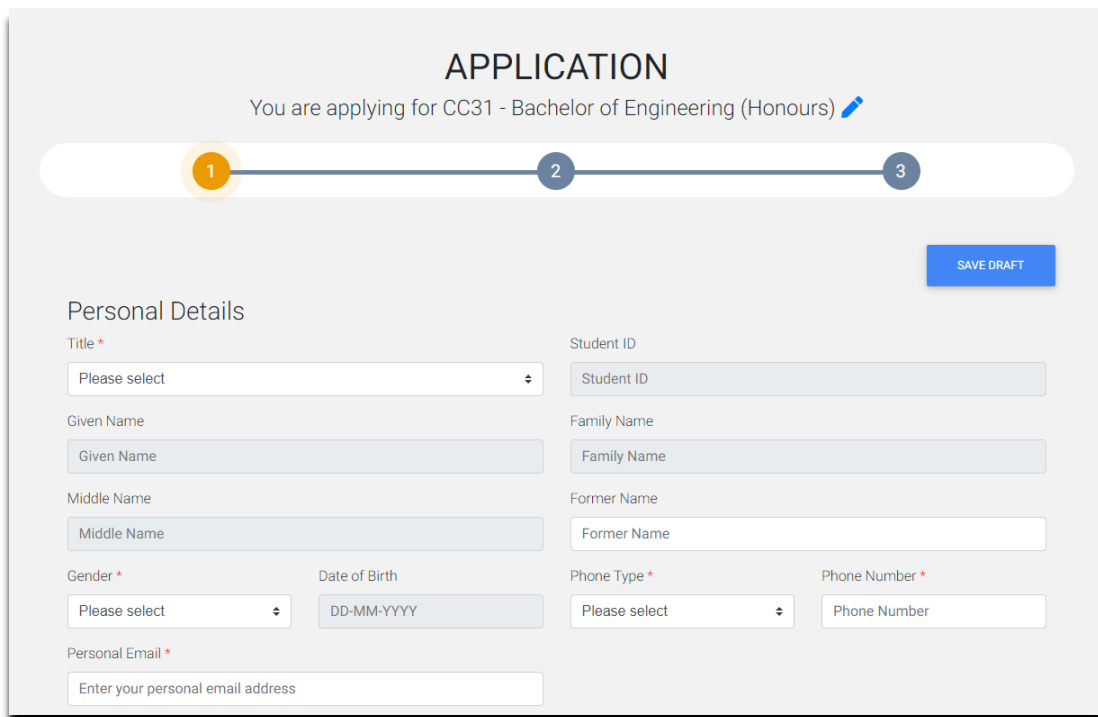
Which criteria for eligibility applies to you?

Principal Recommendation Scheme

CONTINUE

### Step 1: Personal details

Follow the steps to complete the application form. First, you will need to enter your personal details, including name, address, phone, email, nationality and cultural details.



APPLICATION

You are applying for CC31 - Bachelor of Engineering (Honours)

1 2 3

SAVE DRAFT

Personal Details

Title \*  
Please select

Student ID  
Student ID

Given Name  
Given Name

Family Name  
Family Name

Middle Name  
Middle Name

Former Name  
Former Name

Gender \*  
Please select

Date of Birth  
DD-MM-YYYY

Phone Type \*  
Please select

Phone Number \*  
Phone Number

Personal Email \*  
Enter your personal email address

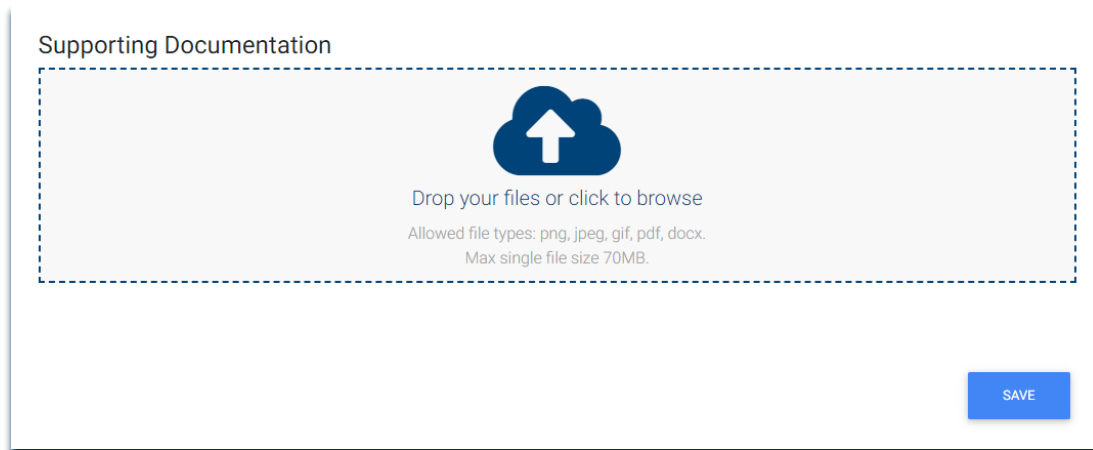
Note: Mandatory fields must be completed to proceed with your application.

### Step 2: Background information

The second step of the form will collect more information about your educational history.

### Step 3: Attachments

In the final step you can view entry considerations and other requirements (if applicable to your course), and upload any supporting documentation, including your Principal's Recommendation Letter.



Supporting Documentation

Drop your files or click to browse

Allowed file types: png, jpeg, gif, pdf, docx.  
Max single file size 70MB.

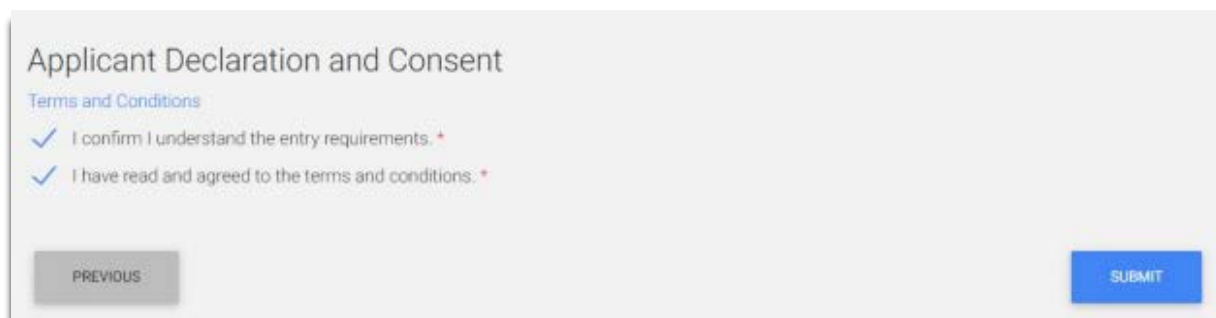
SAVE

Documents can be attached by drag and drop into the box with the cloud icon, or clicking within the box to browse and select your document from your files.

Please note, the Principal's recommendation letter that you provide with your application must:

- be on your School Letterhead
- be signed and dated by your Principal
- list your full name
- list the name of the course that you are applying for.

Once you have read and understand all the information on the page including the terms and conditions, tick the Application Declaration and Consent boxes at the bottom of the page, and select the Submit button to complete your application.



Applicant Declaration and Consent

[Terms and Conditions](#)

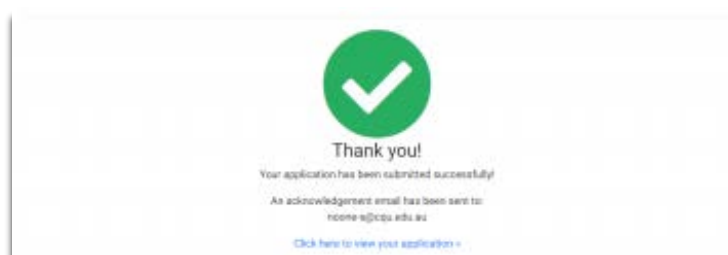
I confirm I understand the entry requirements. \*

I have read and agreed to the terms and conditions. \*


PREVIOUS

SUBMIT

Applicants should then see a screen confirming that the application has been submitted successfully.



To save an application, select the *Save Draft* button at the top of the page. This will save the application for you to complete and submit at a later date.



To re-visit a saved application or check the status of a submitted application, login to the portal directly at [applyonline.cqu.edu.au](https://applyonline.cqu.edu.au).