



# International Student Handbook

[www.cis.catholic.edu.au](http://www.cis.catholic.edu.au)

SCD CRICOS 02948J

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# How to use this Handbook

The information contained within this handbook has been colour-coded for your convenience in order of priority. Each page is colour-tagged according to its urgency or importance

Example: Immediate Priority -



# SECTION 1

# Welcome

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CIS CRICOS 00680D  
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## Section 1: Welcome

### Welcome

Rev. Dr. Gerard Kelly, President of Catholic Institute of Sydney

Rev. David Ranson, Academic Registrar, Catholic Institute of Sydney

### Important Information & Emergency Contacts

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International Student 24 Hour Emergency Contact

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Upon Arrival in Australia

**Message from the President,  
Catholic Institute of Sydney**



The Catholic Institute of Sydney is proud of more than fifty years of providing theological education in the Archdiocese of Sydney. We welcome you as you join us in our own programme of studies and pray that your time with us will be one of much grace and one of great fruitfulness as your faith seeks its understanding in the Catholic tradition.

The Catholic Institute of Sydney is committed to the engagement of the theological enterprise with the needs of contemporary society, particularly within the Australian context. Through its disciplines of Biblical Studies, Church History, Christian Ethics, Liturgical Studies, Pastoral Theology and Practice, Missiology, Christian Spirituality, Theology and Philosophy, the Institute aims to provide an integrated theological education that might equip leaders in ministry, both ordained and lay.

I commend to you the resources of the Institute: the excellence of our faculty, the riches of the Veech Library, the hospitality of the student body and the congeniality of the surroundings of our campus.

I am confident that the community of learning at the Institute will be enriched by your own presence in our midst.

Again, welcome!

**Rev. Dr. Gerard Kelly STL, PhD (Theol), STD**

**Message from the Academic Registrar,  
Catholic Institute of Sydney**

As the Academic Registrar at the Catholic Institute of Sydney, I wish to introduce myself to you as the primary contact for you during your studies at the Institute.

I look forward to meeting you soon after your arrival in Australia to introduce the Institute to you more fully, to orient you to its resources and procedures, and to assisting you choose your programme of studies. At the end of each semester I will continue to meet with you to help you plan your programme as it continues to unfold and develop. The Registry is here to assist you as you settle in to your life at the Institute and to offer you the academic advice that you will require from time to time.

I join with the President of the Institute to wish you a warm welcome with sincere wishes that your time at the Institute will be a most rewarding one for you.

**Rev. Dr. David Ranson Theol.M, PhD, MACE**



# Important Information and Emergency Contacts:



## Education Provider Main Contact Details:

Catholic Institute of Sydney  
99 Albert Rd,  
Strathfield,  
New South Wales 2135  
AUSTRALIA

Phone: +61 2 9752 9500  
Fax: +61 2 9746 6022  
Email [cisinfo@cis.catholic.edu.au](mailto:cisinfo@cis.catholic.edu.au)  
Web [www.cis.catholic.edu.au](http://www.cis.catholic.edu.au)

## International Student Advisor

Rev. Dr. David Ranson  
Academic Registrar  
Catholic Institute of Sydney  
99 Albert Rd,  
Strathfield,  
New South Wales 2135  
AUSTRALIA

Phone: +61 2 9752 9517  
Fax: +61 2 9746 6022  
Email [dranson@cis.catholic.edu.au](mailto:dranson@cis.catholic.edu.au)

## Emergency Telephone Numbers:

**Police, Fire, Ambulance – 000**

### Department of Immigration and Citizenship (DIAC)

<http://www.immi.gov.au/>

Street address

Ground Floor  
26 Lee Street  
Sydney NSW 2000

Counter hours

0900-1600 Monday - Friday

Courier access

Level 3

Postal address

GPO Box 9984  
Sydney NSW 2001

General facsimile

02 8862 6096

**131 881**

## Medical Centres:

There are a number of Medical Centres in Burwood, on Burwood Rd. Burwood rail station is the one closer to the city from Strathfield rail station. Many of these do not require an arranged appointment. A medical doctor is on hand.

## Transport:

The Catholic Institute of Sydney is a 20 minute walk from Strathfield rail station, or similarly from Homebush rail station.

To and from Strathfield rail station bus route 407 travels up Albert Rd, past the Catholic Institute of Sydney, with stops at Strathfield Girls High School

Taxis can be obtained by ringing 133 300.

## Public facilities:

### Location of Automatic Teller Machines (ATMs)

Available in all shopping centres including in Homebush, Rochester St, and at Strathfield Shopping Centre

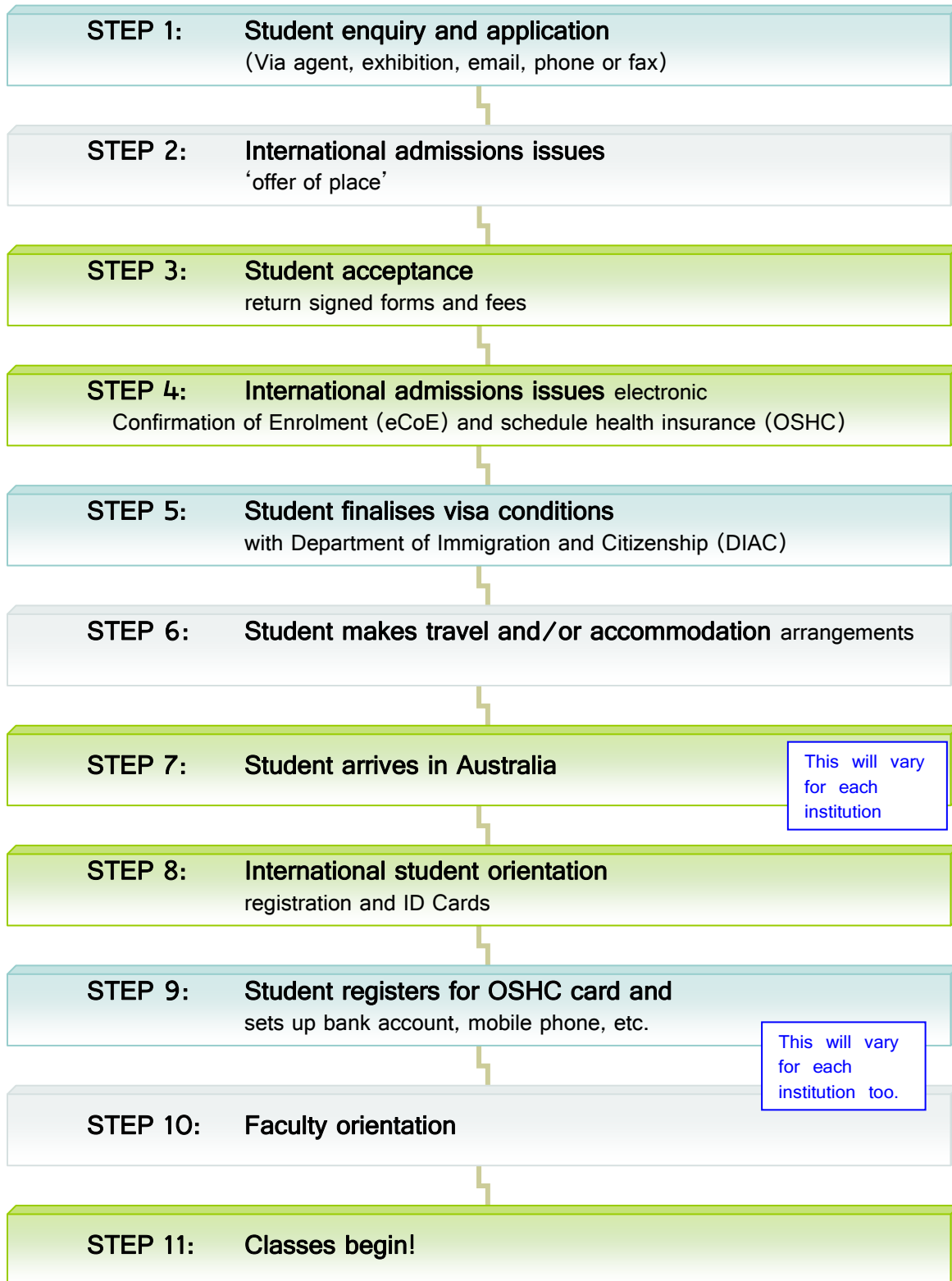
### Location of Public Telephones

Available in the foyer to the Veech Library, at the Catholic Institute of Sydney and at Strathfield Shopping Centre

### Post Office

The nearest post office is at the rear of the Chemist shop in Homebush, Rochester St. There is also an Australia Post shop in Strathfield Plaza, Strathfield

# Application Step-by-Step Process Model:





# Things to Do:



## Before Leaving Home:

- 
- Apply for passport .....
- Make contact with Catholic Institute of Sydney .....
- Arrange student visa - .....
- Arrange for immunisations and medications from my doctor .....
- Apply for a credit card and/or arrange sufficient funds .....
- Confirm overseas access to your funds with your bank .....
- Make travel arrangements.....
- Arrange travel insurance .....
- Arrange accommodation if applicable.....
- Arrange transport from airport to accommodation if applicable.....
- Pack bags being sure to include the following:
  - Name and contact details of the Catholic Institute of Sydney.....
  - Enough currency for taxis, buses, phone calls etc. in the event of an emergency .....
  - Important documents:
    - THIS HANDBOOK! .....
    - Passport .....
    - Letter of offer .....
    - eCoE .....
    - Certified copies of qualifications & certificates .....
    - Travel insurance policy .....
    - ID cards, drivers licence, birth certificate (or copy).....

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

## Upon Arrival in Australia:



- Call home .....
- Settle into accommodation .....
- Contact institution .....
- Purchase household items and food .....
- Enrol children in school (if applicable) .....
- Make contact with the Catholic Institute of Sydney .....
- Get student ID card .....
- Advise health insurance company of address & get card .....
- Open a bank account .....
- Start classes .....
- Apply for tax file number if seeking work .....
- Get involved in student life and associations .....   
(eg music, sporting and cultural clubs).