



How to submit applications online ?

# How to submit your application?

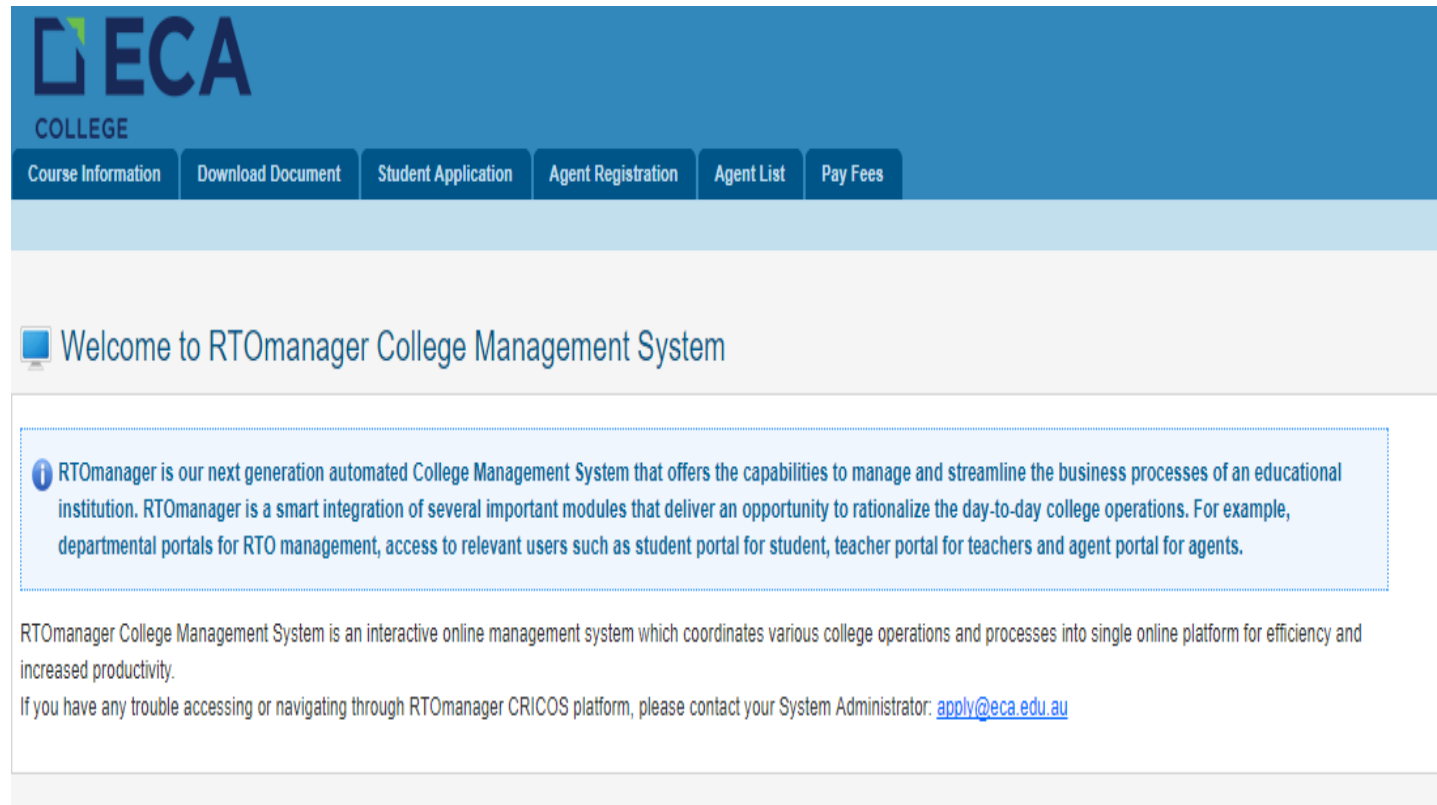
- There are three options you can choose from:
  1. Submitting your application through RTO manager.
  2. Submitting your application through the ECA website.
  3. Submitting a hard copy of the application form into the college.

# 1. Applying through RTO manager

Hi, please find below easy to follow guide to help you with submitting your student application form online through RTO manager.

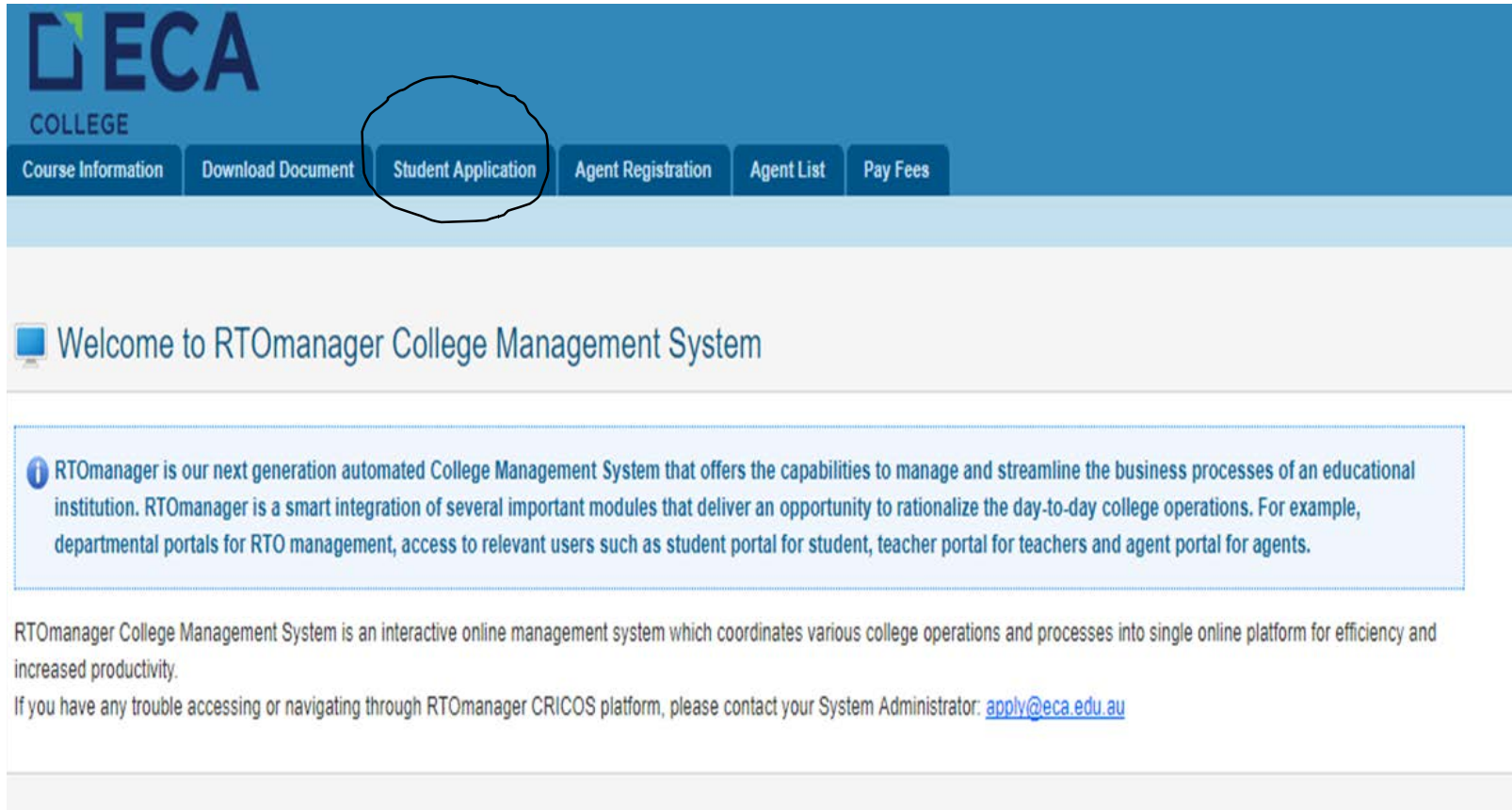
**STEP 1: Go to RTO manager Website**

<https://ecacollege.rtomanager.com.au/>



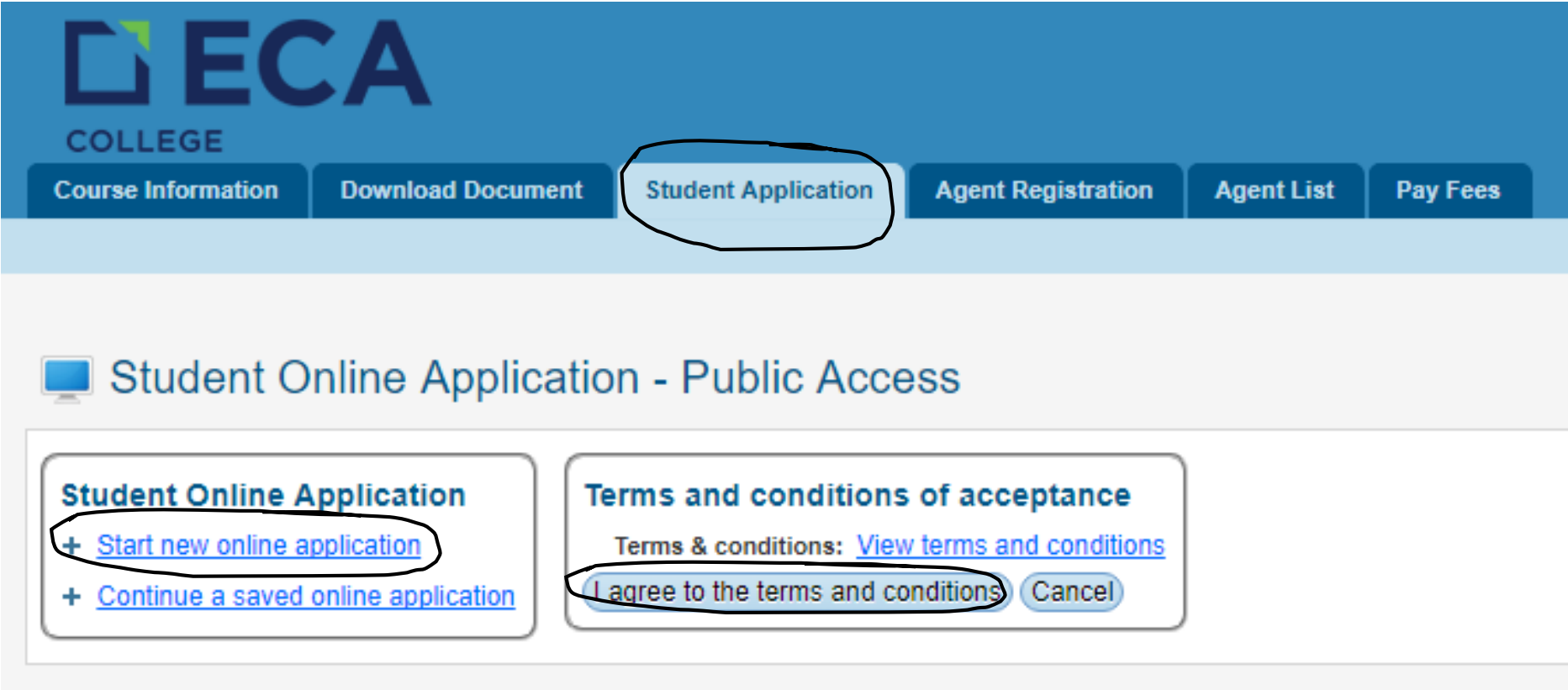
The screenshot shows the ECA College RTOmanager website interface. At the top, there is a blue header with the ECA COLLEGE logo. Below the logo, there is a navigation menu with buttons for Course Information, Download Document, Student Application, Agent Registration, Agent List, and Pay Fees. The main content area features a welcome message: "Welcome to RTOmanager College Management System". Below this, there is a blue-bordered box containing an information icon and text: "RTOmanager is our next generation automated College Management System that offers the capabilities to manage and streamline the business processes of an educational institution. RTOmanager is a smart integration of several important modules that deliver an opportunity to rationalize the day-to-day college operations. For example, departmental portals for RTO management, access to relevant users such as student portal for student, teacher portal for teachers and agent portal for agents." At the bottom of the page, there is a paragraph: "RTOmanager College Management System is an interactive online management system which coordinates various college operations and processes into single online platform for efficiency and increased productivity. If you have any trouble accessing or navigating through RTOmanager CRICOS platform, please contact your System Administrator: [apply@eca.edu.au](mailto:apply@eca.edu.au)".

## Step 2: Click 'Student Application'



The screenshot shows the ECA College Management System interface. At the top left is the ECA COLLEGE logo. Below it is a navigation menu with five buttons: 'Course Information', 'Download Document', 'Student Application', 'Agent Registration', and 'Pay Fees'. The 'Student Application' button is circled in black. Below the navigation menu is a light blue banner with the text 'Welcome to RTOManager College Management System'. Below the banner is a light blue box containing an information icon and the following text: 'RTOManager is our next generation automated College Management System that offers the capabilities to manage and streamline the business processes of an educational institution. RTOManager is a smart integration of several important modules that deliver an opportunity to rationalize the day-to-day college operations. For example, departmental portals for RTO management, access to relevant users such as student portal for student, teacher portal for teachers and agent portal for agents.' Below this box is a paragraph of text: 'RTOManager College Management System is an interactive online management system which coordinates various college operations and processes into single online platform for efficiency and increased productivity. If you have any trouble accessing or navigating through RTOManager CRICOS platform, please contact your System Administrator: [apply@eca.edu.au](mailto:apply@eca.edu.au)'

**Step 3: Click on 'Start a new online application' which should then come up with the terms and conditions of acceptance to continue the process press 'I agree to the terms and conditions' to further process the application.**



# Step 4: You can now fill the form and Press 'Go next' as you complete each step until you can submit the application

Student Online Application Step:1

Are you ?

Overseas Student (Offshore)  Overseas Student in Australia (Onshore)  Resident Student (Domestic)

Personal Information

Full name:   \*   \*  
Nickname:  Gender:  Male  Female  Other/Not specified  
Date of birth:   \* Email:  \*  
Birthplace:   
Country of birth:  \* Nationality:  \*  
Passport No:  \* Expiry date:   \*  
Visa Status :  \* Visa Number:   
Visa Expiry Date:   \*

USI: Unique Student Identifier

Do you have your USI number available now?:  [What is USI?](#) | [Steps to Create your own USI](#)  
\*\*\*You can leave this field blank if you don't have the USI or can't recall at this stage.\*\*\*

Current Street Address

Country:  \*

Building/property name:

Flat/unit details:

Street number (e.g. 205 or Lot 118):  \*

Street name:  \*

City/Town/Suburb:  \*

State:  \*

Postcode:  \*

Home phone:

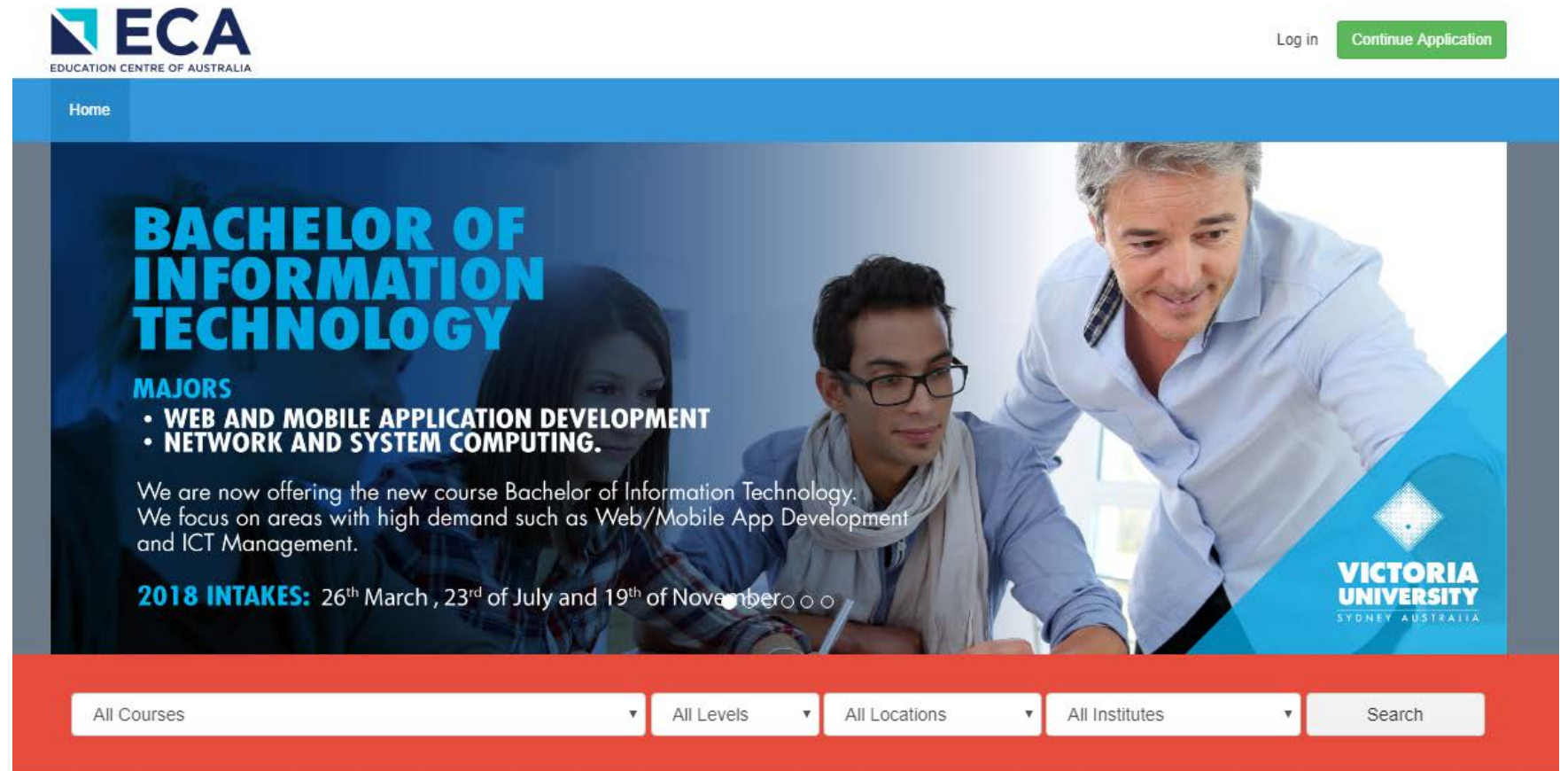
Work phone:

Mobile phone:

Do you have a Postal Address?  Do you have an Overseas/Permanent Address?

## 2. Applying through ECA website

- Step 1. Go to following website <http://apply.eca.edu.au/>
- Press the ECA College logo



The screenshot shows the ECA website homepage. At the top left is the ECA logo (Education Centre of Australia). At the top right are 'Log in' and 'Continue Application' buttons. Below the header is a navigation bar with 'Home' selected. The main banner features a photograph of three people (two men and one woman) looking at a laptop. Overlaid on the image is the text: 'BACHELOR OF INFORMATION TECHNOLOGY', 'MAJORS', '• WEB AND MOBILE APPLICATION DEVELOPMENT', '• NETWORK AND SYSTEM COMPUTING.', 'We are now offering the new course Bachelor of Information Technology. We focus on areas with high demand such as Web/Mobile App Development and ICT Management.', and '2018 INTAKES: 26<sup>th</sup> March, 23<sup>rd</sup> of July and 19<sup>th</sup> of November'. The Victoria University Sydney Australia logo is in the bottom right corner of the banner. Below the banner is a search bar with dropdown menus for 'All Courses', 'All Levels', 'All Locations', and 'All Institutes', and a 'Search' button.



## Step 2 : Choose your course and press 'add course'

ECA College



[Visit Website](#)

### Contact details

Telephone number: 02 9318 8134

Fax number: N/A

Email: [apply@ecacollege.nsw.edu.au](mailto:apply@ecacollege.nsw.edu.au)

Postal Address:

L3/55 Regent Street, Chippendale, NSW 2008

### CRICOS registration information

CRICOS provider code: 02644C

Registered as: Education Centre of Australia Pty Ltd

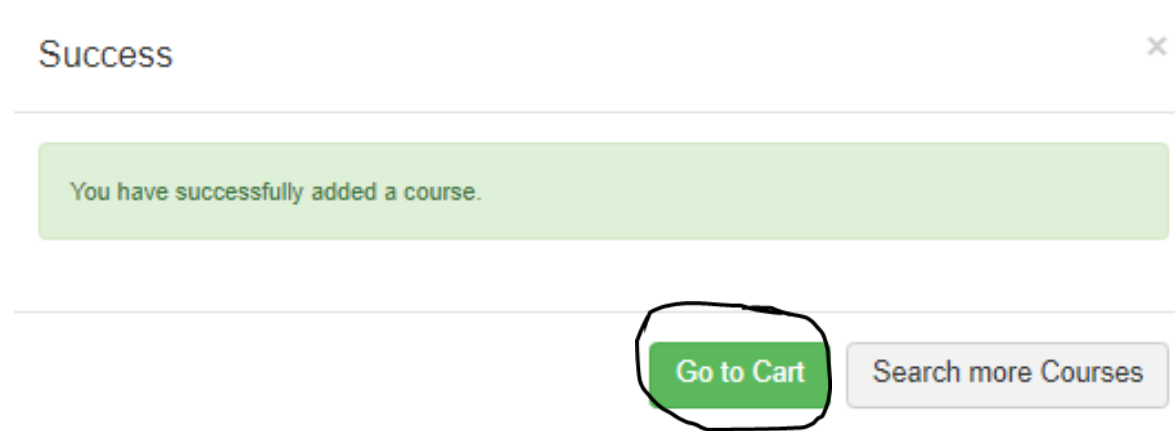
Trading as: ECA College

### Offered Courses

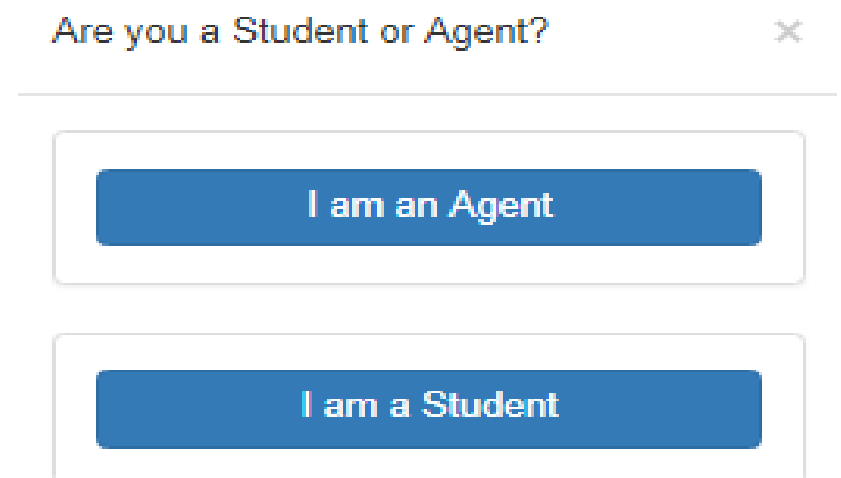
Course Code	Course Name	Cricos Code	Duration	Tuition Fee (AUD)	Other Fees (AUD)	Campus	Location	Action
BSB40215	Certificate IV in Business	094347F	52 Weeks	International Student: \$6,000.00 Domestic Student: \$6,000.00	Material Fee: \$150.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a>
BSB42415	Certificate IV in Marketing and Communication	094348E	52 Weeks	International Student: \$6,000.00 Domestic Student: \$6,000.00	Material Fee: \$150.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a>
BSB50215	Diploma of Business 	094349D	52 Weeks	International Student: \$12,000.00 Domestic Student: \$12,000.00	Material Fee: \$0.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a> <a href="#">Pathway</a>
BSB51415	Diploma of Project Management	094351K	52 Weeks	International Student: \$6,000.00 Domestic Student: \$6,000.00	Material Fee: \$150.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a>
BSB51915	Diploma of Leadership and Management	094350M	52 Weeks	International Student: \$6,000.00 Domestic Student: \$6,000.00	Material Fee: \$150.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a>
BSB52415	Diploma of Marketing and Communication	094352J	52 Weeks	International Student: \$6,000.00 Domestic Student: \$6,000.00	Material Fee: \$150.00 Enrolment Fee: \$200.00	Sydney Campus	Chippendale, NSW, Australia	<a href="#">Add Course</a>



**Step 3: As you Press 'Add course' the following message below should come up and press 'Go to Cart'**



**Step 4: The following should come up as you press 'go to Cart' and Select the correct option**



# Step 5: You will see a screen like below. Please check if all options are correct and choose the right intake date for the 1st program. Then click “Continue”.







Your Selected Courses

Are You  Agent  Student


Are You Applying for  Existing Student  New Student

Are You Applying for  International Student  Domestic Student

Student is in Australia  Yes  No

Course Cart									
Institute	Course Code	Course Name	Cricos Code	Duration	Campus Location	Other Fees (AUD)	Tuition Fee (AUD)	Intake Date - Finish Date	Action
	BSB51415	Diploma of Project Management	094351K	52 Weeks	Sydney Campus: Chippendale, NSW	Material Fee: \$150.00 Enrolment Fee: \$200.00	International Student: \$6,000.00	16/04/2018 - 12/04/2019	
	BSB40215	Certificate IV in Business	094347F	52 Weeks	Sydney Campus: Chippendale, NSW	Material Fee: \$150.00 Enrolment Fee: \$200.00	International Student: \$6,000.00	15/04/2019 - 10/04/2020	
	BSB42415	Certificate IV in Marketing and Communication	094348E	52 Weeks	Sydney Campus: Chippendale, NSW	Material Fee: \$150.00 Enrolment Fee: \$200.00	International Student: \$6,000.00	13/04/2020 - 09/04/2021	

# Step 6: You can now fill in the form and submit application



Home

## Application For Enrolment

Your current applied courses (3 courses) [Back to course cart](#)

0%

Step 1 Step 2 Step 3 Step 4 Step 5

### 1.0 Personal Details


Title/Salutation  
 Mr  Mrs  Ms  Miss  Dr  Other

First Name

Family Name

Nick Name

Gender  
 Male  Female  Gender X

Date of Birth  
   
To apply, you must be 15 years old or above.

Email


Also, send my application ID to this email address

### 1.1 Other Personal Details

Country of Birth


Nationality

Passport No

Passport Number Expiry Date  
 

Visa Status

Visa Number

Visa Expiry Date  
 

Next

# 3. Submitting a hard copy of the application

- You can also submit a hard copy of the completed application form into the college within working hours.
- Thanks and please feel free to contact us if you need any help!