



Before you start

- [Google Chrome](#) is the preferred browser.
- Compulsory fields are marked with a **red asterisk (*)**. The form will not submit if these fields are incomplete.
- These documents are required for your registration and should be less than 10MB each:
 - CV/Resume
 - Evidence of qualifications
 - Photo ID
- It is not compulsory to click the *Save Registration* button in each section. However, it is recommended. This will prevent loss of the information you enter in the event of system timeout or internet connectivity issues.

Registering

Create your account

Go to <https://www.csu.edu.au/jobs/register>. Read the information provided and at the bottom, click *Register*.

Enter your details and create a password. Note: You will not be able to register with a Charles Sturt email address, it needs to be a separate email (e.g. Gmail, Yahoo).

After completing the “Captcha”, click *Create*. You will then be in the [Casual Academics @ Charles Sturt](#) portal.

Confirm your registration

An email will be sent with a link to confirm the creation of your account. Ensure you click on this link otherwise your registration will not submit.

Complete the form

You will be asked to provide a range of information, including personal details, qualifications, professional accreditation, referees and supporting documents.

Confirm your tax residency status by referring to the [ATO website](#). If you then answer **No** to *Are you an Australian Resident for tax purposes*, additional questions will appear:

- Permanent place of residence
- Citizenship(s)
- Visa details (if applicable)
- Country of international bank account
- Confirming if Australian bank account and Tax File Number (TFN) are held

Work through the form to complete your application. It is recommended that you click the *Save Registration* button as you go.

Submit your application

Once the form is completed and documents attached, click *Save and Submit*.

The application will now be with the relevant school. You will receive an email advising the outcome of your application once reviewed.

Questions

If you have any questions when completing the form, please contact Employee Services on 02 6338 4884 (selecting option 1) or email dpc@csu.edu.au.