



## CREDIT TRANSFER APPLICATION

Use this form where you hold the specific unit of competency or equivalent unit.

### Documentary evidence required

You must ensure that the relevant documentation is attached to your application.

**Certified copies** of Official Academic Records and explanation of grades (do NOT send originals). Copy of completed Statement of Attainments, and/or Transcript of Results

**Course outlines** which include: level of study/topics covered, duration of the course, contact hours, methods of assessment, textbooks used.

**Certified copy** – copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations or by a person authorised to certify passport applications. Each copy must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

### Personal Details

Surname/Family Name \_\_\_\_\_ Student USI: \_\_\_\_\_

Given Names \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Mobile \_\_\_\_\_

### RTO Program Details

RTO Program towards which you are seeking credit: \_\_\_\_\_

When do you intend to commence this program? Semester \_\_\_\_\_ Year \_\_\_\_\_

### Previous Studies

Previous Programs: \_\_\_\_\_

Name of Institution (in full): \_\_\_\_\_

Was the program completed?  Yes  No

### Student Declaration

I declare to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Received

Signature

Date



## Specified Credit

Equivalent Course Previously Studied					RTO Course		Approved	Not Approved
National course code	Unit Code	Unit Title	Year completed	Provider Name	Unit code	Unit Name	Signature of Assessor	Reason

## For Office Use Only

Assessor Recommendation for Credit		Action	Comments
		RTO advised NO Credit	<input type="checkbox"/>
		Credit Noted on student record	<input type="checkbox"/>
		Other Action	<input type="checkbox"/>
Name			
Signature			
Date			
Position			



## Credit Transfer Application Explanatory Notes

***PLEASE READ THIS INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION FORM.***

***PLEASE DO NOT RETURN THIS PAGE WITH YOUR APPLICATION FORM.***

### **WHO SHOULD APPLY FOR CREDIT?**

The RTO awards credit for:

- Formal study undertaken in recognised tertiary institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions. Overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions.

### **COMPLETING THE FORM:**

Complete all the relevant details on the ***front*** of the form.

On the ***back*** of the form you must attempt to list course equivalents in the section "Specified Credit".

Ensure you have provided all necessary documentation/copies of results that have been correctly verified.

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- a university or college Registrar
- a Commissioner for Declarations
- a person authorised to certify passport applications

Each copy must bear an original signature with a certification that the document is a true copy of the original.

Alternatively, you can bring **originals plus photocopies** to the relevant teacher for certification.

### **THE CREDIT PROCESS:**

Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed
- You will be advised of the outcome of your credit application by email

**Specified Credit** – if you are granted specified credit you will not have to complete the unit/s for which you are granted credit.