



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.

- | | |
|---|---|
| <input type="checkbox"/> 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 | <input type="checkbox"/> 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
Name Signature Date Position		RTO advised NO Credit <input type="checkbox"/>	
		Credit Noted on student record <input type="checkbox"/>	
		Other Action <input type="checkbox"/>	



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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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.