

Student ID (if known):

Family Name:

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Given Names:

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Home Address:

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Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

I hereby apply for credit transfer if admitted to the

\_\_\_\_\_ Program.

My application for credit transfer is based on the following:

**Previous University study**

Name of the University \_\_\_\_\_

Name of the Course \_\_\_\_\_

Was the course completed?      Yes       No

**Previous TAFE / RTO study**

Name of the TAFE / RTO Institution \_\_\_\_\_

Name of the Course \_\_\_\_\_

Was the course completed?      Yes       No

**Recognition of Prior Learning / Work experience**

*I declare that the information provided in this application is true and correct.*

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Please read Privacy statement on following page.

**PRIVACY**

The information being sought in this form is collected for the purposes of processing your enrolment. The information will be held by AAPoly and may be accessed and used by people employed or engaged by AAPoly in the delivery of services to you. The information may be made available to Commonwealth and State agencies and to the Tuition Protection Services (TPS) pursuant to the education provider's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside AAPoly where permitted by relevant Privacy Legislation. The provision of the information is voluntary, but if this information is not provided, AAPoly may be unable to process your enrolment. You have a right of access to, and correction of, your personal information in accordance with Privacy Legislation and AAPoly Information Privacy Policy.

## Check List

The following documentary evidences must be supplied with the Credit Transfer Application before the application will be assessed.

	Application for Credit Transfer Form <b><u>MUST</u></b> be completed.
	<p>Certified copy of the <b><u>Official Academic Transcript</u></b>. The transcript must clearly show the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Subjects completed</li> <li><input type="checkbox"/> Result gained per subject</li> <li><input type="checkbox"/> A legend indicating the meaning of the grades awarded</li> </ul> <p><b>(NOTE: Only official academic transcript will be accepted)</b></p>
	Certified copy of the <b><u>Testamur or Completion Letter</u></b> which demonstrates the student has completed the award.
	<p>Copy of the full <b><u>Unit Description / Unit Outline</u></b> for each course claimed. The content of the Unit Description <b><u>MUST</u></b> include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed list of topic covered</li> <li><input type="checkbox"/> Number of contact hours required</li> <li><input type="checkbox"/> Type of assessment</li> <li><input type="checkbox"/> Weighting of each assessment task</li> <li><input type="checkbox"/> Prescribed text books</li> </ul> <p><b>(NOTE: A brief paragraph from brochure or handbook is <u>NOT SUITABLE</u> as a Course Description)</b></p>
	<p>Copies of the Resume / Curriculum vitae and Employment Letter (if applicable)</p> <p><b>(NOTE: Employment Letter <u>MUST</u> be issued by employer and clearly indicate the exact period of employment.)</b></p>
	Copy of the International Student Application Form / Letter of Offer

***NOTE: Credit Transfer Application Forms without all required supporting documentation will not be assessed.***