

## CREDIT TRANSFER APPLICATION FORM

- Please complete all sections.
- Please ensure that official supporting documents are attached with this application.

<input type="checkbox"/> <b>A. Current Student Details</b>		
Date (DD/MM/YYYY):    /    /	Email Address:	
Student No.:	Mobile Phone No.:	
<b>Given Name:</b>	Address:	
<b>Family Name:</b>	Suburb:	
Date of Birth :    /    /	USI No.:	
<b>Melbourne City College Australia Course Code &amp; Name:</b>		
<input type="checkbox"/> <b>B. Previous Course Details</b>		
Name of RTO/Provider :		
Course Name and Code :		
Date of Course Commencement:		
Date of Course Completion (if completed):		
<input type="checkbox"/> <b>C. Units to be Credit Transferred</b>		
<p>Please list below the units you are applying for the grant of credit transfer. Credit transfer will be granted to a unit/s where students have demonstrated a particular competence by successfully completing a unit or units at another RTO, provided the unit/s are equivalent. Credit will be granted in accordance with the College's Credit Transfer Policy and Procedures. <b><i>Please attach official documentation such as Statement of Result/Attainment or Transcript with this application.</i></b></p>		
Unit Code	Unit Name	Transcript Attached
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N
		Y or N



**Credit Transfer as per the Australian Qualifications Framework** - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This is under pinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

**Visa compliance for onshore international students** - Onshore international students are required to complete their study within the expected program duration as per the ESOS Act 2000 (Cth) and enrol in a 100% load each semester (unless the College has approved a reduced study load). If you are granted credit transfer for a number of courses it may change your expected program duration and you will need to complete your program in the revised time frame as per your revised CoE.

**Note:**

The College may decide to reject an application from a student on the following grounds:

- In the event that the official documentation such as Statement of Result/Attainment or Transcript cannot be authenticated

**FOR OFFICE USE ONLY**

- Attach evidence of document/transcript verification.
- Attach notification to the student about the application outcome.