

## Credit Transfer Form

### Instruction

- This form will only be considered for currently enrolled student(s).
- The student(s) will be required to attach the original and/or a copy of evidence mentioned in this form.
- Student(s) is encouraged to fill and submit this form prior to the commencement of training and assessment.
- This form also consists of student document checklists that will be reviewed by the enrolment and student support officer to check the authenticity of the student's credentials.

### Student Details

First Name:	
Last Name:	
Date of Birth:	
Address:	
Email:	
Phone Number:	
Unique Student Identifier (USI) Number:	

### Credit Transfer Request

Previous unit(s) successfully completed			Unit(s) apply for Credit Transfer	
Unit Code	Unit Title	Evidence Provided*	Unit Code	Unit Title

(\* Student(s) will be required to provide supporting evidence (e.g., Certificate, Statement of Attainment (SOA) and/or any other relevant evidence (s)) to support the request for a credit transfer.

**Declaration:**

I, \_\_\_\_\_ declare that I have requested a credit transfer for a total of \_\_\_\_ units of competency.

Additionally, I am willing to make a declaration for the following points:

- I certify that all supporting evidence attached to this form is authentic and truthful.
- I agree to cooperate with the college during the verification process of evidence (if applicable)
- I agree to provide any personal information related to the USI (Unique Student Identifier) register for the purpose of credit transfer of the units mentioned in this form.

Signature: \_\_\_\_\_ (Student)

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

**Student Document Checklist (for office purpose only):**

	YES	NO
Student(s) attached any supporting evidence as requested to support the request for a credit transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Student(s) provided supporting evidence that is authentic and truthful.	<input type="checkbox"/>	<input type="checkbox"/>
Student(s) provided information for their USI.	<input type="checkbox"/>	<input type="checkbox"/>
Student(s) has fulfilled the requirements of the training package of the unit(s) of competency for a credit transfer.	<input type="checkbox"/>	<input type="checkbox"/>

Outcome of a credit transfer:     Granted                       Not Granted

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

Name of Enrolment and Student Support Officer: \_\_\_\_\_

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