



Australia's  
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University

# APPLICATION FOR CREDIT/ADVANCED STANDING

**When to Use this Form:** When applying to have previous study from another institution or another UNSW program counted towards your current degree program

## INSTRUCTIONS

Complete all sections of the application and either lodge in person at UNSW Student Central, Chancellery Building or post to Student Administration, Lower Ground Floor, Chancellery Building, UNSW Sydney NSW 2052.

You must attach:

- **An official transcript and course descriptions of studies undertaken at another institution.** Without these, we will be unable to assess your application.
- **All forms must be signed by the relevant program and course authorities before being submitted. We cannot accept incomplete forms.**

Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC.

As a student, you should be aware of your obligations and responsibilities under the Student Code which can be found here:

<https://student.unsw.edu.au/conduct>

## GUIDELINES

Applications:

- Applications for Credit Transfer must be lodged and approved prior to the commencement of the course for which credit or an exemption is being sought. Once a student has commenced a course, applications for credit for or exemption from that course are not permitted. Under no circumstances will retrospective Credit Transfer be allowed.

Documentation:

- Evidence should be in the form of original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner of Declarations.
- If you want us to return your original documents, please let us know.

Notification:

- Please allow 3-4 weeks for processing.
- The outcome of a successful application can be viewed on myUNSW via your Academic Statement.
- It is your responsibility to cancel any course(s) for which you have been granted credit **before the census date**.

Special Information for International Students:

- Credit for international students is generally assessed during the application process. Please note that you must remain enrolled in a full-time load to satisfy visa requirements, regardless of the amount of credit awarded for any given semester.

Policy

- Courses with a successful completion date of 10 years or less may be used for credit within a program provided that program and University rules on credit are satisfied.



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## PERSONAL DETAILS

|                  |                            |                              |                             |
|------------------|----------------------------|------------------------------|-----------------------------|
| Student ID:      | Are you on a Student Visa? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Family Name:     | Given Name(s):             |                              |                             |
| Postal Address:  |                            |                              | Postcode:                   |
| Telephone: Home: | Mobile:                    | Email:                       |                             |

## PROGRAM DETAILS

|               |               |
|---------------|---------------|
| Program Code: | Program Name: |
| Plan Code:    | Plan Name:    |

## BASIS FOR CREDIT

| Course ID | Course Name | Institution | Year of Successful Completion | For Office Use Only:<br>UNSW Course for which exemption granted | For Office Use Only:<br>Course Authority Approval          |
|-----------|-------------|-------------|-------------------------------|---|--|
|           |             |             |                               |   | Name: _____ Ext No.: _____<br>Signature: _____ Date: _____ |
|           |             |             |                               |   | Name: _____ Ext No.: _____<br>Signature: _____ Date: _____ |
|           |             |             |                               |   | Name: _____ Ext No.: _____<br>Signature: _____ Date: _____ |
|           |             |             |                               |   | Name: _____ Ext No.: _____<br>Signature: _____ Date: _____ |

## ACKNOWLEDGEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct.

**Attention International Student Visa Holders:** if your application for credit transfer is successful it is almost certain that this will affect the duration of your eCOE. A revised eCOE will be emailed to you in this event.

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

*We cannot accept your application if you do not sign your form.*

## PROGRAM AUTHORITY

|   |                                    |
|---|------------------------------------|
| Name: _____                                     | Signature: _____                   |
| Ext No.: _____                                  | Date: _____                        |
| Total units of credit exempt: _____             |                                    |
| <b>International Student Visa Holders Only:</b> |                                    |
| Units of credit required for completion: _____  | Expected date of completion: _____ |
| Comments:                                       |                                    |