

Credit Transfer Form

How to Use the Credit Transfer Form

- This form will only be considered for current and prospective student(s).
- The student(s) will be required to attach the original and/or a copy of the evidence mentioned in this form.
- Student(s) is encouraged to fill sections A, B, and C in this form and submit this form prior to the commencement of training and assessment.
- Overseas student(s) is allowed to apply for credit transfer before or after visa approvals.
- This form also consists of student document checklists that will be reviewed by the admission team to check the authenticity of the student's credentials.

A. Student Details:

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

B. Credit Transfer Request:

Previous unit(s) successfully completed			Unit(s) applied 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.

C. 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.

Student's Signature: _____

Date: _____

Student Document Checklist (for office purposes only):

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

Outcome of a credit transfer: ☐ Granted ☐ Not Granted

Additional Comments: _____

Officer Signature: _____

Date: _____