



UNIVERSITY OF TASMANIA APPLICATION FOR CREDIT

This Form is to be used for (Please tick the applicable box):

Student Credit Applications - students applying for credit for units passed at another tertiary institution, TAFE College or transferring to a different course with in University of Tasmania.

Faculty Initiated Credit - Faculties Initiating credit on behalf of studies undertaken e.g. cross institutional study, articulation etc.

Notes for completing this form

- Please refer to the relevant Faculty policy & guidelines
- Please use BLOCK letters
- Please ensure ALL relevant documents have been attached
(Unless credit is being sought for previous study undertaken at the University of Tasmania or Tasmanian State Institute of Technology)

RETURN ADDRESS

Student Centre
 University of Tasmania
 Locked Bag 1345
 LAUNCESTON TAS 7250

Personal Details

Surname	Given Names	Date of Birth	Student ID Number

Seeking Credit Towards the Degree

Course Code	Course Title

Space is provided in this section for you to apply for credit on the basis of two prior instances two previous qualifications or two other types of experience. If you would like to apply for credit for more than two previous qualifications, please print an extra copy of page two, complete it and attach it to this application.

Qualification 1 - Details of where previous study or other experience was undertaken:

Study

What is the name of the institution where previous study was undertaken?			
What is the location of the Institution where the previous study was undertaken?			
Type of Institution where the previous study was undertaken e.g. TAFE, University etc?			
Is the course you have undertaken Vocational Education and Training (VET) study?			
Level of Education Gained e.g. Certificate, Diploma, Bachelor degree etc.?		Did you complete the course?	Yes No
What is the name of the course that was being studied?			
When did you study this course?	From:	To:	
List the subjects/units you have studied that you are seeking credit for.	Weight /points	Year passed	List the UTAS Unit you are seeking credit towards e.g. HGA101.

(To list more units for assessment please attach any further unit details to this application prior to submission)

Other Experience

Are you seeking credit for other experience?	Yes	No	What is the nature of the other experience?	
If yes, what are the details of the other experience?				

(Please attach relevant documentation to this application prior to submission)

Qualification 2 - Details of where previous study or other experience was undertaken:

Study

What is the name of the institution where previous study was undertaken?			
What is the location of the Institution where the previous study was undertaken?			
Type of Institution where the previous study was undertaken e.g. TAFE, University etc?			
Is the course you have undertaken Vocational Education and Training (VET) study?			
Level of Education Gained e.g. Certificate, Diploma, Bachelor degree etc.?		Did you complete the course?	Yes No
What is the name of the course that was being studied?			
When did you study this course?	From:	To:	
List the subjects/units you have studied that you are seeking credit for.	Weight /points	Year passed	List the UTAS Unit you are seeking credit towards e.g. HGA101.

(To list more units for assessment please attach any further unit details to this application prior to submission)

Other Experience

Are you seeking credit for other experience?	Yes No	What is the nature of the other experience?	
If yes, what are the details of the other experience?			

(Please attach relevant documentation to this application prior to submission)

What Documents do I need to Include with my Application

	University of Tasmania students transferring courses	All other applicants
Certified academic record	No	Yes
Unit descriptions from the relevant institutional handbook and relating to the year of your study. E.g. if your study was undertaken in 2000 descriptions must come from the 2000 handbook.	No	Yes
If you have indicated that you have completed your previous course but this is not shown on your transcript you must provide additional certified evidence of completion.	No	Yes
If your previous qualifications are in a different name to that listed on this application you must provide certified evidence of your name change.	Yes	Yes

Your Application Will Not Be Processed If the Above Required Documents Are Not Supplied

If you require assistance in completing this form please call 1300 361 928

Applicant Signature

Date

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FACULTY USE ONLY - CREDIT NOTIFICATION

Personal Details

Surname	Given Names	Date of Birth	Student ID Number

Specified credit granted for

Unit Code	Unit Title	Credit Based on Qualification	Credit Offered (EFTSL)	Student Centre use FOE for VET study (first 4 digits)
Other Experience				

Credit Used (EFTSL)

Representing		<i>(Total EFTSL used) of year</i>	
Representing		<i>(Total EFTSL used) of year</i>	
Representing		<i>(Total EFTSL used) of year</i>	
Representing		<i>(Total EFTSL used) of year</i>	

of the
(Current Course at the University of Tasmania including course code)

Additional Credit Comment to be Recorded:

Recommended	Date
Approved	Date

OFFICE USE ONLY			
Date received	Date sent to Faculty	Date Credit processed	Date Student Advised