



Institute of Technology

UTF02— Credit Transfer Application

PART 1—Your Personal Details

Your full name:	<input type="checkbox"/> Male
Student ID:	<input type="checkbox"/> Female
Contact number:	
Course Name that you are/will be undertaking with UTAIT	

PART 2— Credit Transfer Details

Course name that you have completed: _____

Year of Completion: _____ Name of the RTO you completed the course with: _____

Certified copy of the statement of attainment attached

List the unit of competency that you have completed from the statement of attainment submitted with this application	List the unit of competency in UTAIT's program that you wish to claim Credit Transfer	Credit Transfer approved (Office use only)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 3— Declaration

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognize that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I have read and retained the information sheet.

Student Signature:

Date:/...../.....

PART 4—For Office Use

Date of submission: _____ Form received by: _____ Form assessed by: _____

Certified copy of the statement of attainment attached

Result informed student on: ___/___/___ Data entered to SMS by: _____



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Student Credit Transfer Information Sheet

Student advised to retain this copy

WHAT IS CREDIT TRANSFER?

Credit Transfer is one way of recognizing study you have previously completed. If you have already successfully completed any of the unit in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. UTA Institute of Technology (UTAIT) will recognize Qualification and Statements of Attainment issued by any Australian Registered Training Organisation.

Where credit transfer is granted, you will be considered to have already successfully completed the units. You do not have to participate in training or assessment activities for those units.

HOW DO I APPLY FOR CREDIT TRANSFER?

- Speak with your trainer/administrative staff before you submit your application
- Submit your application form to the reception.
- Provide a certified copy/ies of the Qualification and Statements of Attainment with your application or bring the original documents and a photocopy with you when lodging your application. The document you provide must clearly show the units of competency completed. Make sure you keep a copy of the application form for your record.
- Life experience/s

WHAT ARE SOME OF THE DOCUMENTARY EVIDENCE?

Official Academic Records of previous study may include any:

- Official Academic Record and an explanation of grades
- Completed TAFE/VET awards

DO I HAVE TO PAY A FEE TO APPLY FOR CREDIT TRANSFER?

There is no fee to apply for Credit Transfer

LODGING INSTRUCTIONS

All Credit Transfer forms and any documentary evidence must be lodged **in person** at the reception. All forms must be submitted **at least two weeks prior** to the start of a program. Applications received after that time will be processed but cannot be guaranteed an outcome before the commencement of the training program