UTA INSTITUTE OF TECHNOLOGY

Academic Credit Transfer Application

Student administration | Fillable form

Use this form to request credit for previously completed equivalent units. Provide AQF certification documentation and results or an authenticated VET transcript. UTAIT verifies authenticity and equivalence; RPL is a separate assessment process. Complete the student sections and leave the staff decision columns for UTAIT.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

Domestic International

Course start date

Current course end date

Previous training provider / RTO number

Qualification / statement / transcript reference

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2 Supporting documents

Tick documents attached (where relevant)

- ☐ Qualification / Statement of Attainment and results
- ☐ Authenticated VET transcript
- ☐ Unit equivalence / supporting information
- ☐ Other relevant evidence

List attachments, dates and reference numbers

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3 Credit transfer unit schedule - rows 1 to 18

All unit codes, titles and decision fields are intentionally blank. Enter one requested unit per row. Staff record the decision after evidence and equivalence checks.

No.	Unit code	Unit title	Credit Y / N	Staff initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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4 Credit transfer unit schedule - rows 19 to 36

Continue the blank unit schedule. Attach the evidence referenced on page 1. Do not include RPL outcomes in the credit-transfer decision column.

No.	Unit code	Unit title	Credit Y / N	Staff initials
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

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5 Student declaration and acknowledgement

I confirm the evidence supplied is genuine and authorise reasonable checks with the issuing provider or through the relevant transcript verification process. I understand credit decisions depend on completed equivalent training and any licensing or regulatory requirements.

UTAIT will provide a documented outcome with reasons and any changes to the course duration, training plan and fees. For overseas students, UTAIT will obtain written acceptance of the credit decision and update the CoE / PRISMS where required. Any fees are governed by the current fee schedule, Written Agreement and law.

Framework: RTO 2025 Standard for Registered Training Organisation, Outcome Standard 1.7; National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2 where applicable.

You may seek review through UTAIT's Complaints and Appeals Policy. A written decision will explain the outcome and any applicable appeal process.

6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand this application does not itself grant credit.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

Student acceptance of notified credit outcome: signature / typed name

Acceptance date

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7 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Evidence authentication / equivalent unit mapping reference

Number of units credited

Reduction in weeks / revised completion date

Written credit outcome issued date

Student acceptance recorded: date / initials

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