APPLICATION FOR CREDIT/ ADVANCED STANDING

Please read before proceeding with application.

WHEN TO USE THIS FORM

When applying to have previous study from another institution or another UNSW program counted towards your current UNSW Canberra degree program.

APPLICATION POLICIES

- **Applications for Credit Transfer for Undergraduate Students must be lodged and approved prior to the commencement of the course/semester for which credit or an exemption is being sought**.

- Under no circumstances will credit (for both undergraduate/postgraduate) be approved retrospectively against a course attempted and failed at UNSW Canberra. Courses must have been completed within 10 years of the semester you are seeking credit against. Further information regarding Credit Transfer and articulation guidelines can be found here: https://student.unsw.edu.au/credit-transfer.

INSTRUCTIONS

Complete all sections of the application and then send via email to sas@adfa.edu.au or lodge in person. Student Administration Services is located at Building 111 on Northcott Drive, Campbell ACT. For Postgraduate (by research) students please send application and supporting documentation to rsu@adfa.edu.au.

You must attach the following if seeking credit for study completed at an institution other than UNSW Canberra at ADFA:

- Official Academic Transcripts
- Course Descriptions of studies which provides course synopses, including aims and objectives, contact hours, texts and references

Without these, we will be unable to assess your application. 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.

NOTIFICATION

- Please allow 3-4 weeks for processing
- You will be advised of the outcome of your credit application with a letter. Successful credit applications can also be viewed on myUNSW by generating an Academic Statement
- It is your responsibility to drop any course(s) for which you have been granted credit

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PERSONAL DETAILS

First Name:	Surname:
Student ID: UNSW Program Code:	UNSW Program Name:

BASIS FOR CREDIT

Course Institution:

Program/Degree of Study Undertaken:

COURSE ID & NAME	YEAR COMPLETED	POSTGRADUATE COURSEWORK STUDENTS ONLY
		UNSW COURSE CODE AND NAME YOU ARE SEEKING CREDIT FOR:

ACADEMIC PROGRAM AUTHORITY APPROVAL:

Name:_____ 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.

Student Signature: _____ Date: _____

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