

CREDIT APPLICATION FORM

UNSW@ADFA

Phone: +61 2 6268 6000
 Fax: +61 2 6268 8666
 Email: sas@adfa.edu.au
 Web: www.unsw.adfa.edu.au/student

Please read the information on the other side of this form before proceeding.
 LODGE WITH STUDENT ADMINISTRATIVE SERVICES

Student ID						

Program Code			

Always ensure that your address and contact details are correct on myUNSW at www.my.unsw.edu.au

Surname	Other Names

If credit is being sought from more than one institution, please list each institution on a separate form. You must provide Student Administrative Services with the following information –please note that incomplete applications will not be processed:

- **Official Academic Transcript** (original documents or copies certified by the issuing institution, a Justice of the Peace including their registration number, or Commissioner of Declarations).
- **Course Descriptions** (An extract from the institution’s handbook is not sufficient. You should provide course synopses, including aims and objectives, contact hours, texts and references and assessment).

Source Institution(s):	Program of Study Undertaken:

If you have successfully completed courses similar to those available at UNSW@ADFA you may be eligible for credit or exemption based on your previous study. Please note that students who are granted an exemption are required to substitute courses so the total number of units for the program are completed.

Credit Sought														
ADFA Course Code										Source Institution Code			Source Institution Course Name	Units of Credit

Declaration:
 I have completed all sections of this form and have supplied all supporting documentation.

Student’s signature:	Date:

OFFICE USE ONLY:

- CSO: Original Academic Transcript attached yes no (requested from student)
 Course synopses attached yes no (requested from student)
 Standard Annual Workload assessed yes
 Credit Assessment Memo sent to relevant School/s yes
 Copy of Credit Assessment attached yes

Client Service Office signature:	Date:

INFORMATION

CREDIT or EXEMPTION for Previous Studies

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Please read before proceeding with application.

1. When and When to Apply

- Where possible, applications should be submitted to Student Administrative Services by the Friday of the first week of classes.

2. Documentation

- Your application must be accompanied by documentary evidence of your previous studies or your application will not be considered.
- Evidence should be in the form of original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner of Declarations.
- Documentation should include:
 - a. **Official Academic Transcript** (original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner of Declarations).
 - b. **Course Descriptions** (An extract from the institution's handbook is not sufficient. You should provide course synopses, including aims and objectives, contact hours, texts and references and assessment).
- If you wish to have original documents returned to you, please enclose a request.

3. Notification

- Please allow at least 3–4 weeks for processing. Applications without the necessary documentation will not be processed.
- Applications received by the end of week 1, session 1, will be processed by 31 March.
- Applications received by the end of week 1, session 2, will be processed by 13 August.
- You will be advised of the outcome of your credit application with a letter. Successful credit application can also be viewed on myUNSW by generating an Academic Statement.
- Students are advised to enrol assuming that the credit for which they have applied will be granted.
- It is your responsibility to cancel any course(s) for which you have been granted credit before the census date.

4. Special Information for International Students

- Credit for international students is generally assessed during the application process. Please note that you must remain enrolled in a full-time load to satisfy visa requirements, regardless of the amount of credit awarded for any given semester.