

## WHAT IS CREDIT TRANSFER?

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling.

Documentary evidence must accompany all credit transfer applications. Victoria University Polytechnic will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisations.

If your application for credit transfer is approved you will be granted a credit for the relevant unit(s).

## HOW DO I APPLY FOR CREDIT TRANSFER?

If you wish to apply for credit transfer you must complete this application form and return it to the Course Coordinator or Manager for your course, along with the evidence to support your application.

If you are an international student you should send your application to:  
Victoria University International,  
PO Box 14428, Melbourne VIC 8001

Applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas or private University certified copies of academic transcripts must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

If you are an enrolled International onshore student and as a result of credit transfer, your study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form Applications are available from:

[https://www.vu.edu.au/sites/default/files/international/pdfs/FOR\\_Reduce-Study-For-Int-Students\\_A98\\_AU.pdf](https://www.vu.edu.au/sites/default/files/international/pdfs/FOR_Reduce-Study-For-Int-Students_A98_AU.pdf)

You also need to check with Victoria University International that your visa status is not put at risk by the granting of Credit. Refer to [www.vu.edu.au/international](http://www.vu.edu.au/international).

## HOW WILL I BE INFORMED OF THE OUTCOME OF MY APPLICATION?

You will be notified in writing of the outcome of your application.

If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enroll in the relevant unit/s and pay the required enrolment fee.

To view Victoria Universities Enrolment Fees and Charges please visit:

<https://www.vu.edu.au/victoriapolytechnic/students/fees-scholarships>

## DO I HAVE TO PAY A FEE?

No, there is no charge for processing of a Credit Transfer.

## IMPORTANT:

Your former educational Institution(s) may be contacted if further information is required to verify your claim for credit. Please ensure that you keep a copy of your application and all supporting documentation.

# APPLICATION FOR CREDIT TRANSFER (CT)

Please write in BLOCK LETTERS using a black or blue pen.

## PERSONAL DETAILS

I am applying as a:  FUTURE STUDENT (NEW APPLICANT)  CURRENTLY ENROLLED STUDENT

FIRST NAME		SURNAME	
STUDENT ID		MOBILE	
EMAIL ADDRESS			

## COURSE DETAILS, VICTORIA POLYTECHNIC COURSE: (course for which you wish to apply for credit)

COURSE CODE	
COURSE TITLE	

## APPLICANT DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Victoria University Polytechnic reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorize Victoria University Polytechnic to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that Victoria University Polytechnic collects, stores, and uses personal information in accordance with Victoria University's Privacy Policy, available at [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)
- I have retained a copy of this application and all supporting evidence

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPLICATION FOR CREDIT TRANSFER (CT)

PREVIOUS UNIT SUCCESSFULLY COMPLETED				UNIT/S THE CREDIT IS BEING APPLIED TO		
INSTITUTION	NATIONAL UNIT CODE	UNIT TITLE	YEAR COMPLETED	VU UNIT CODE	VU UNIT TITLE	GRANTED YES or NO
EXAMPLE: RMIT	FNSACC501	FINANCIAL AND BUSINESS PERFORMANCE INFO	2014	FNSACC501	FINANCIAL AND BUSINESS PERFORMANCE INFO	YES

**OFFICE USE ONLY**

**EVIDENCE ATTACHED**    **YES**    **NO** (it is preferable that the evidence is attached to this form when sent for processing)

If the unit to be credit transferred is not listed in CAMS, this form must be sent [to VUPoly.Governance@vu.edu.au](mailto:VUPoly.Governance@vu.edu.au) for approval and processing.

<b>STUDENT DETAILS</b>	FIRST NAME:		SURNAME:		STUDENT ID:				
<b>ASSESSOR</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:		
<b>MANAGER</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:		
<b>VUPOLY GOVERNANCE APPROVAL (if relevant)</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:		
<b>PROCESSED BY</b>	FULL NAME:		SIGNATURE:		STAFF ID:		DATE:		