

CREDIT APPLICATION FORM



Canberra

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

Phone: +61 2 6268 6000
 Fax: +61 2 6268 8666
 Email: sas@adfa.edu.au

Web: www.unsw.adfa.edu.au/student

Surname	Other Names

Student ID								
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Program Code				
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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.

If credit is being sought from more than one institution, please list each institution on a separate form.

You must provide Student Administrative Services supporting documentation as specified on the instructions for completing this form.

Source Institution	Program of Study Undertaken:

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:

- | | | |
|--|---|---|
| <p>CSO: <i>Original Academic Transcript attached</i></p> <p> <i>Course synopses attached</i></p> <p> <i>Standard Annual Workload assessed</i></p> <p> <i>Credit Assessment Memo sent to relevant School/s</i></p> <p> <i>Copy of Credit Assessment attached</i></p> | <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> yes</p> | <p><input type="checkbox"/> no (requested from student)</p> <p><input type="checkbox"/> no (requested from student)</p> |
|--|---|---|

Client Service Officer's Signature	Date

INFORMATION

CREDIT or EXEMPTION for Previous Studies



Canberra

Phone: +61 2 6268 6000

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Email: sas@adfa.edu.au

Web: www.unsw.adfa.edu.au/student

Please read before proceeding with application.

1. When to Apply

- Applications must 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.