



Application for Credit Transfer

(Advanced Standing/Recognition of Prior Learning)

Student Administrative Services (SAS)

About Credit Transfer

- You can apply to have previous study from another institution or another UNSW degree program recognised, and the credit transferred to your current degree program at UNSW Canberra.
- Credit transfer is also known as 'advanced standing' or recognition for prior learning (RPL).
- Please refer to the UNSW Credit Transfer guidelines here: student.unsw.edu.au/credit-transfer

How to Complete this Form

- Complete all sections of this form and submit to Student Administrative Services (SAS) alongside the below supporting documentation:
 - **Official Academic Transcript** (unofficial copies will not be accepted)
 - **Course Outline** (This document must provide course synopses, including weekly topics, aims and objectives, contact hours, texts and references. This document is usually provided to active students on the institutions learning platform.)
- Submit completed applications via email to sas.cbr@unsw.edu.au or in person at the Student Administrative Services (SAS) counter, Building 111, Northcott Drive, Campbell ACT.

Undergraduate Submission Deadlines

- You must submit this form alongside the relevant supporting documentation **at the time of your acceptance of offer**.
- Credit Transfer Applications must be finalised (outcome received and credit applied) prior to the commencement of Semester 1, this allows time to amend your enrolment before the end of week 1 to avoid late enrolment fees (\$250). Please refer to the [UNSW Canberra Key Dates](#) for important enrolment and financial/academic penalty deadlines.
- **Undergraduate ADFA Trainee Officers** must submit Credit Transfer Applications prior to commencement of Year One Familiarisation Training (YOFT) at ADFA. Credit Transfer outcomes must be discussed with your chain of command as this may affect your time at ADFA.

Postgraduate Coursework Submission Deadlines

- It is essential that you submit your Credit Transfer Application as early into your degree program as possible. Please be aware that delays in applying for credit transfer could result in you undertaking courses which ultimately are not required for the completion of your degree or incurring enrolment penalties.
- Please refer to the [UNSW Canberra Key Dates](#) for important enrolment and financial/academic penalty deadlines.

What Happens Next

- Please allow 3-4 weeks for processing of your Credit Transfer Application. Incomplete applications may require additional processing time.
- You will be advised of the outcome of your Credit Transfer Application via email. Approved credit transfer will be processed by Student Administrative Services prior to notification. Approved and processed credit transfer will be reflected on your Academic Statement, which can be generated via [myUNSW](#).
- It is your responsibility to drop any course(s) for which you have been granted credit transfer. Please refer to and note the [UNSW Canberra Key Dates](#) for important enrolment and financial/academic penalty deadlines relevant to dropping courses.

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SECTION 1 – Student Details

Student ID: z	Surname:	Other Name/s:
Program Code:	Program Name:	
Specialisation/Majors (if applicable):		

SECTION 2 – Basis for Credit

Source Institution:
Degree Program of Study Undertaken:

SECTION 3 – Credit Transfer Requested

Course Code	Course Name	Semester & Year Completed	POSTGRADUATE STUDENTS ONLY
			UNSW Course Code & Name you are seeking credit for:

SECTION 5 - Student Declaration

- ☐ I have read and understood the guidelines and advice on this form and certify that the information supplied by me is true and correct.
- ☐ I have supplied all required supporting documentation to Student Administrative Services alongside this form.
- ☐ I have read and understood the enrolment and financial/academic penalty deadlines as specified on this document and the UNSW Canberra Key Dates website: student.unsw.edu.au/calendar-canberra.
- ☐ I acknowledge that if approved for Credit Transfer, Student Administrative Services will apply the relevant credit to my program and it will be populated to my academic record prior to notification.
- ☐ I acknowledge that it is my responsibility to drop any course(s) for which I have been granted Credit Transfer, noting the important enrolment and financial/academic penalty deadlines as detailed on the UNSW Canberra Key Dates website: student.unsw.edu.au/calendar-canberra.

Student Signature:	Date:
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