

# F13\_Credit Transfer Application Form

## Instructions for students

- Please fill out this form and complete all sections
- Please ensure that certified supporting documents are attached with this application.

Section 1 – Student Details						
Student Name:		Student ID.:				
Course Code and Name:						
Section 2 – Application and Declaration						
<b>Student:</b> <input type="checkbox"/> I wish to apply for credit transfer for the units of competency <input type="checkbox"/> I have attached original copy of certification documentation from another RTO. <input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct. <input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.						
Student Signature:		Date:	/	/		
<b>Note:</b> AIE may decide to reject an application from a student in the event that the VET transcripts issued by the Registrar cannot be authenticated.						
Section 3 – Units /Modules Outcome						
<i>(Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)</i>						
Student to complete			Assessor Only (FOR OFFICE USE ONLY)			
Credit Transfer From (mention previous unit code & unit name)	Credit transfer to (mention current unit code & unit name)	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial

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Please note: If you are applying CT (Credit Transfer) for more than 20 units please use the additional page

## Section 4 – Assessor Judgement and Declaration (FOR OFFICE USE ONLY)

I declare that I have verified certification documentation and the documents supplied by the student are legitimate, true and correct.

Application Approved:  Yes  No

AIE Assessor Name:

Assessor Signature:

Date:

Initials

### Admin Use only

SMS Updated:

Yes  No

Date:

Initials

Student file updated:

Yes  No

Date:

Initials

Student Notified of Credit

Yes  No

Transfer Application Outcome

Yes  No

Date:

Initials