

## Application for Credit Transfer (CT)

OCT recognises qualifications and statements of attainments issued by other Registered Training Organisation under the Australian Qualifications Framework. When submitting this application, students must supply certified copies of Statements of Attainment or Qualifications and Transcripts to support credit for Units of Competency already gained.

This form can also be completed where students are advancing through to a higher qualification having completed required units from a previous qualification or a combination of previous qualifications.

If you require any assistance in completing this form, please contact your Student Support Officer.

## Personal Details

### 1. Enter your full name \*

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)	
First given name	
Second given name (middle)	

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

### 2. Enter your birth date

Day/month/year			
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### 3. Enter your contact details

Home phone		Work phone	
Mobile		Email Address	
Alternative email address (optional)			

### 4. Other details

Student ID/USI	
Course	

# Credit Transfer Application Form

## Credit Transfer Request

Please list relevant details relating to the issuing RTO, qualifications, courses and units in the table below.

\* Please note that CT can be applied for before enrolment. International students can apply for CT before or after visa approvals.

\* Where you have completed a whole course, you do not need to list each unit separately.

Issuing RTO	Credit Transfer applied for	Credit Transfer granted for	Certified copy attached?
	Course/unit code and name	Course/unit code and name	
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

No of pages attached: \_\_\_\_\_

## Student Declaration

<input type="checkbox"/>	I certify that the information provided on this application form is accurate and complete.
<input type="checkbox"/>	I have attached to this application supporting certified copies of Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand and authorise OCT to verify all information provided as necessary including academic records and certificates with the issuing RTO.
<input type="checkbox"/>	I authorise OCT to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. I understand that OCT is not responsible if an educational body or institution does not verify these records.
<input type="checkbox"/>	I agree to abide by OCT's regulations and policies.
<input type="checkbox"/>	I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my application, including academic transcript/s may result in the rejection of this application.

<b>Student Signature</b>			
<b>Student Name</b>		<b>Date</b>	

# Credit Transfer Application Form

## Credit Transfer Approval - Office Use Only

Qual/SOA certification provided has been verified as true/accurate with the issuing provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Domestic Students

CT Application Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### International Students

CT Application Approved? (If CT is approved, International Students must explicitly return authorization of credit offered to them.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Acknowledgement received from the applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No
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eCoE with revised End date required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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College Admissions notified of the new end date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Package students:</b> higher education student services have been notified of new/amended eCoE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Processed by (Name of staff member)	
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Staff Member Signature		Date	
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