

Credit Transfer Application



INSTRUCTIONS

- Credit transfers will only be considered for currently enrolled students.
- Applications must be submitted at time of enrolment or prior to commencement of study together with JP certified or original transcripts. NOTE: If already enrolled in the unit for which credit is being granted, please initiate a Change of Enrolment/Refund request.
- 100% credit transfer is not permitted (except for apprentices/trainees under the User Choice Policy).
- You will be advised of the outcome of your credit transfer application prior to the census date (for VFH students).

Family Name:	Given Name:	Date of Birth
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Student Number:	Email:	Mobile:
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Postal Address:	Post Code:
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Qualification Code and Name:

Student's Certification

I hereby certify that the information and supporting documentation is true and correct.

Signature:	Date: / /
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Administration Officer:	Name:
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I have attached JP certified / sighted original transcripts. Yes No

Application and supporting transcripts has been referred to Content Expert on this date.

Content Expert's Name (where applicable)	
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Signature:	Date: / /
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Content Expert:	Name:
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I have authenticated the supporting transcripts via: Transcript/s National Register Contacted Institution

I confirm that this application to transfer credit is: Approved Not approved

Approval is based on Equivalency / Mapping Identical Unit/s Articulation HE Provisions

Signature:	Date: / /
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Office Use Only

Credit Transfer Processed

Yes No SMS Equivalency Recognised Client Notified

Signature:	Date: / /
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Credit Transfer Application



Supporting Documentation Required

Details of study completed				Details of units you are claiming i.e. what you want a credit for						
Unit Code	Unit Name	Location of Study (H,R,T,U,TQ)	Year of Study	Unit Code	Unit Name	Approve		Assign Grade** Non-TAFE		
						<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> T	<input type="checkbox"/> TMR	<input type="checkbox"/> TMC
						<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> T	<input type="checkbox"/> TMR	<input type="checkbox"/> TMC
						<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> T	<input type="checkbox"/> TMR	<input type="checkbox"/> TMC
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						<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> T	<input type="checkbox"/> TMR	<input type="checkbox"/> TMC

H=High School, R=Other RTO, T=Interstate TAFE, U = University, TQ=TAFE Queensland

** Grade: T: the unit studied at TAFE Queensland. TMR: the unit studied externally is exactly the same as the unit offered by TAFE Queensland. TMC: the unit studied externally is similar to that offered by TAFE Queensland.