

WHAT IS CREDIT TRANSFER?

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling.

Documentary evidence must accompany all credit transfer applications. Victoria Polytechnic will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisations.

If your application for credit transfer is approved you will be granted a credit for the relevant unit(s).

HOW DO I APPLY FOR CREDIT TRANSFER?

If you wish to apply for credit transfer you must complete this application form and return it to the Course Coordinator or Manager for your course, along with the evidence to support your application.

If you are an international student you should send your application to:
Victoria University International,
PO Box 14428, Melbourne VIC 8001

Applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas or private University certified copies of academic transcripts must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site.

Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

If you are an enrolled International onshore student and as a result of credit transfer, your study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form Applications are available from student forms [reduced study load or overload \(PDF, 172 KB\)](#). You also need to check with Victoria University International that your visa status is not put at risk by the granting of Credit. Refer to www.vu.edu.au/international.

HOW WILL I BE INFORMED OF THE OUTCOME OF MY APPLICATION?

You will be notified in writing of the outcome of your application.

If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enroll in the relevant unit/s and pay the required enrolment fee.

To view Victoria Universities Enrolment Fees and Charges please visit:

<https://www.vu.edu.au/victoriapolytechnic/students/fees-scholarships>

DO I HAVE TO PAY A FEE?

No, there is no charge for processing of a Credit Transfer.

IMPORTANT:

Your former educational Institution(s) may be contacted if further information is required to verify your claim for credit. Please ensure that you keep a copy of your application and all supporting documentation.

APPLICATION FOR CREDIT TRANSFER (CT)

Please write in BLOCK LETTERS using a black or blue pen.

PERSONAL DETAILS

I am applying as a: FUTURE STUDENT (NEW APPLICANT) CURRENTLY ENROLLED STUDENT

GIVEN NAME		FAMILY NAME	
STUDENT ID		MOBILE	
EMAIL ADDRESS			

COURSE DETAILS, VICTORIA POLYTECHNIC COURSE: (course for which you wish to apply for credit)

COURSE CODE	
COURSE TITLE	

APPLICANT DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that Victoria Polytechnic reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise Victoria Polytechnic to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that Victoria Polytechnic collects, stores, and uses personal information in accordance with Victoria University's Privacy Policy, available at www.vu.edu.au/privacy
- I have retained a copy of this application and all supporting evidence

Signature: _____ Date: ____ / ____ / ____

