

This form is to be used to request credit for previous formal studies undertaken at either DIT or with another training provider. Processing time is 10 working days from the date of receipt of this form.

SECTION 1: STUDENT INFORMATION (To be completed by student)

Title: Mr. Mrs. Ms.

Last Name:

Given Name:

Date of Birth (DD/MM/YYYY): / /

Address:

Postcode:

State:

Email Address:

Phone No.:

Student ID Number
(if applicable):

Course Code:

Course Title:

Date of Application: / /

SECTION 2: CREDIT TRANSFER REQUEST

In the table below, list the units that you wish to apply for a Credit Transfer (CT). These units maybe previously studied at DIT or another Registered Training Organisation.

Note: Please attach a copy of transcripts of previous study and list relevant units in the table below. CT can be applied before the approval of CoE. CT may not be granted after the commencement of the course.

Unit Code	Unit Title	Evidence Supplied	CT Granted: YES/ NO (Academic Manager to complete)	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

STUDENT DECLARATION

- The information I have provided in this form is correct and complete. I understand that withholding relevant information relating to my application, including academic transcript/s may result in this application being rejected.
- I have attached to this application supporting Original/ Certified copies of Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand that the School will verify these certificates with the issuing RTO .
- I authorize DIT to obtain further information with respect to my application and if necessary, seek academic information or transcripts from Australian educational institutions.
- I understand that the School is not responsible if an educational body or institution does not verify these records.
- I agree to abide by the regulations and policies of DIT.
- I authorise DIT to verify units via the USI Registry for the purpose of Credit Transfer.
- I consent to DIT verifying my Unique Student Identifier (USI) and retrieving my authenticated VET transcript for credit transfer and qualification issuance purposes.
- If I hold a lawful USI exemption, I understand my results will not appear on my authenticated VET transcript.

Student Name:

Signature:

Date: / / 20

OFFICE USE ONLY:

Original Certificates / Statements of attainment(s) have been sighted?	Yes	No
QR code scanned	Yes	No
USI transcript requested	Yes	No
Copies of all Certificates / Statements of attainment(s) are attached to this application?	Yes	No
'CT Granted' column above is completed?	Yes	No
Where CT is not granted, a written explanation has been provided?	Yes	No
Admissions Team notified of the new end date	Yes	No
CoE to be revised	Yes	No
Student advised of the outcome	Yes	No

Note: If you disagree with a decision, you may appeal under DIT's Complaints and Appeals policy. We aim to finalise investigations within 60 days.

DIT Academic Manager

The above application has been reviewed and outcomes indicated. All original certificates/statements of attainments have been sighted and are attached to this application.

Name:

Signature:

Date: / / 20