

CREDIT TRANSFER REQUEST - UNDERGRADUATE COURSES

Please refer to the [Credit Transfer Policy](#) prior to completing this form.

1. Personal Details

Title	Given name(s)	Surname or family name
Date of birth (dd/mm/yyyy)	Home Telephone Number	Work/Mobile Telephone Number
Email Address (if you do not have a Torrens University Australia email address) (Note that the email address provided will be used for all correspondence regarding the processing of your application).		
Torrens Email Address (tua.edu.au)		Student ID

2. Torrens University Australia Course for which you are seeking credit into (i.e. Bachelor of Commerce)

3. Academic History/Previous Studies

Provide information about post-secondary studies relevant to this application including completed or partially completed Higher Education (HE) awards (associate degree and above) and **completed** Vocational Education and Training (VET) qualifications (diploma and above).

Name of qualification (e.g. Diploma, Bachelor etc.)	Institution	Years of full time equivalent study to complete	Completed? If yes, list year/s completed	
			No	Yes
<i>e.g. Assoc Degree Commerce</i>	<i>University of Hong Kong</i>	<i>1 year</i>		<i>2012</i>

For each of the HE qualifications listed above, indicate the number of units required for a full-time study load for one year (two semesters).

Qualification	Subjects per year	Unit value of standard course	Total units for a full-time load
<i>e.g. Assoc Degree Commerce</i>	8	6	48

4. Specified Credit

- 4.a** Specified credit will be granted towards specific subjects of a Torrens undergraduate course on the basis of prior learning in a completed or partially completed HE award or completed VET qualification if it is assessed to be comparable in terms of learning outcomes, volume of learning, content, and learning and assessment approaches.

Provide the following information if you are seeking specified credit for previous HE or VET studies.

Torrens Subject Number	Torrens Subject Title	Unit Value of Torrens subject	Subject code and title from previous institution	
<i>e.g. COMR2001</i>	<i>Principles Accounting & Finance</i>	4	<i>BUS1000</i>	<i>Introduction to Accounting</i>

- 4.b** Specified credit may also be granted towards undergraduate courses for comparable non-formal and informal learning.

- Non-formal learning refers to learning that takes place through a structured program of learning that does not lead to an officially accredited qualification (i.e. training course, non-award studies).
- Informal learning is gained through work, social, family, hobby or leisure activities and experiences.

Provide the following information if you are seeking specified credit for prior informal and non-formal learning.

Torrens Subject Number	Torrens Subject Title	Unit Value of Torrens subject
<i>e.g. COMR2001</i>	<i>Principles of Accounting and Finance</i>	4

Explain how your non-formal and/or informal learning is comparable in terms of learning outcomes, volume of learning, content, and learning and assessment approaches.

5. Unspecified Credit

Unspecified credit is granted towards the elective components of a Torrens course and recognises that learning at the required level has been achieved even though the prior learning is not directly comparable to a Torrens subject.

Unspecified credit may be granted on the basis of completed and partially complete HE awards (associate degree and above) and completed VET qualifications (diploma and above).

State the number of units of unspecified credit you are seeking on the basis of completed or partially completed HE awards and/or completed VET qualifications. The number of units of electives you can count towards your course is in the [Academic Program Rules](#).

Units requested	Basis for request
<i>e.g. 8 units</i>	<i>Completed TAFE Diploma in Community Services</i>

6. Checklist for applicants

Please attach relevant documentation to ensure your application is assessed promptly.

- An original or copy of your academic transcript for HE awards (associate degree and above) including a description of the grading system.
- A copy of your statement of attainment for completed VET awards (diploma and above).
- Syllabus/subject outlines for previous study including details of contact hours, assessment requirements, content, assessment tasks and textbooks used. Information provided must relate to the year in which you completed the subject.
- If you are submitting an overseas transcript, please include a certified English translation of the transcript.
- Evidence supporting your statement relating to prior informal and non-formal learning (4b) which may include certified copies of training certificates and/or a signed letter from your employer on company letterhead verifying the information you have supplied.

Please refer to the [Document.Certification.Guidelines.pdf](#) for information about who can certify your documents.

7. Privacy and Student Declaration

Please complete this declaration by selecting the check boxes.

Torrens University Australia collects personal information about students in order to provide tertiary education and related services. The type of information the University collects, how this information is used, the circumstances in which it may be disclosed, and a student's right to access their personal information or lodge a complaint about the University's use of their personal information, are outlined in the University's [Privacy Statement](#).

- I acknowledge that I have read and understood Torrens University Australia's [Privacy Statement](#).
- I declare that I understand that Torrens University Australia is relying on information provided by me to assess my application for credit transfer and that the information provided in this application is accurate and complete.

 Signature

 Date

 Signature of parent/guardian if you are under 18 years of age

 Date

Send this form and attachments via email to:

Your enrolment advisor or to admissions@tua.edu.au

Or post this form and attachments to:

Torrens University Australia
GPO Box 2025
Adelaide SA 5001
Australia

Office Use Only

Type of Credit Approved	Units Granted	Granted by (print name)

Received	__/__/__	Entered on system	__/__/__	Applicant Notified	__/__/__
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