



Credit Transfer Request Form

About this form

This form is to be utilised for providing credit transfers to learners for units of competencies or modules they have completed where there is evidence of AQF Certification by an RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by Registrar (USI Transcript Provider).

Student need to fill Credit Transfer Request Form and attach all the relevant evidences to support this application.

AuSC appreciate student to apply for Credit Transfer at the time of enrolments or before commencement. AuSC will not provide Credit Transfer for the full qualification.

Student details

Full Name

Student ID

Date of Birth

Email

Phone

Address

Course Enrolled

USI Number

Details of Previous Qualification

Course Code and Name

Institute Name

Completion Status

Completed

Not Completed

Student Declaration

I declare that the documents and information I have provided for Credit Transfer Request is true and correct. I authorize Australian Sovereign College to contact my previous provider and Registrar (USI) to verify my claim for Credit Transfer.

Student Signature

Date



Admin Use Only

Admin Officer Name

Original document sighted and certified copies attached

YES NO

Signature of Admin Officer

Date Processed to Academic Manager

Academic Manager Only

I have verified the supporting documents by

Transcripts

National Register (USI)

Contacted Institution

Result of Application

Approved

Not Approved

Basis of Approval

Equivalent Units

Articulation

VET Provision

Signature of AM

Date of Approval

Office Use Only

Student informed of outcome

Yes No

Date

CoE revised and sent to student (if done after commencement)

Yes No

Date

SMS updated

Yes No

Date

Updated Training Plan sent to student with acknowledgement

Yes No

Date

Admin Officer Name

Signature



Previous Studies			Units you are seeking Credit for at AuSC			
Unit Code	Unit Name	Year of Completion	Unit Code	Unit Name	Approval	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No

