Credit Application &
Authority to Verify Academic Transcripts

Applicant Name   **USI**

Course Code & Name

Applicant Email Address

This Application for Credit Transfer Form has been provided as you indicated on your enrolment form that you have previously completed accredited study in the relevant industry. Please return this form along with clear quality copies of your Qualification/ Statement of Attainment/Record of Results/Academic Transcripts. Complete a Verification of Authenticity approval form (attached) for each Certificate. Please ask one of our team if you would like assistance in completing this form.

Please list the documents attached. Where you have completed a whole course, you do not need to list each unit separately.

Issuing RTO	Course/unit code	Course/unit name	Copy attached?
			☐
			☐
			☐
			☐
			☐
			☐

The Australian Employment & Training Services team will assess your application for equivalency, verify your qualifications, and email the outcome to you and your Trainer Assessor. Students with approved credit transfer units are welcome to attend the relevant classes as a refresher but will not be reassessed. Should you wish to view the *SC2: Credit Policy* please ask any AEATS team member.

Applicant Signature   **Application Submission Date**

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Dear Registered Training Provider or University

.... *(Insert Provider Name)*

RE: Verification of Authenticity

I ....*(Student Name).*
authorise Australian Employment and Training Services to liaise with the relevant personnel for the
purposes of verifying my Qualification/ Statement of Attainment/Record of Results/Academic Transcripts.

Signature .... Date:..

Contact Number ....

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