



Courses completed at other institution(s)			Equivalent USC course
(a) Institution	(b) Course Code	(c) Course Title	(d) Course Code

#### 4. DOCUMENTATION

The following documentation **MUST** be provided with this application:

- A certified copy of the Official Statement of Academic Record from the institution(s) at which the previous studies were undertaken. Student Administration can certify copies if required. This documentation is to be provided in English. Please note that Semester result notices are not considered to be an official record
- Course synopses for all course(s) for which you are seeking Credit Transfer, including unit values, academic level and hours. In considering applications, the academic assessor should be able to discern the:
  - Unit value of the course undertaken;
  - Level of the course (introductory or advanced); and
  - Number of hours contact / instruction undertaken including content covered (eg. weekly lecture schedule).

**Note:** This application will NOT be considered unless supporting documentation is submitted.

#### 5. STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### APPLICATION OUTCOME

Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed
- You will be notified of the outcome to your USC student email account

#### PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy plan at [www.usc.edu.au/Privacy](http://www.usc.edu.au/Privacy).

#### ENQUIRIES & LODGEMENT

*Credit Transfer enquiries:*

**Faculty of Arts and Business** - Tel: 07 5430 1259 or [FABinfo@usc.edu.au](mailto:FABinfo@usc.edu.au)  
**Faculty of Science, Health, Education and Engineering** - Tel: 07 5430 2869 or [SHEinfo@usc.edu.au](mailto:SHEinfo@usc.edu.au)

*General enquiries and lodgement:*

**In person:** Student Administration - Ground floor, Building C

**Email:** [studentadministration@usc.edu.au](mailto:studentadministration@usc.edu.au)

**Mail:** Student Administration – ML23  
University of the Sunshine Coast  
Maroochydore DC QLD 4558

**Fax:** +61 7 5430 2882

**Phone:** +61 7 5430 2890 (enquiries only)