



APPLICATION FOR CREDIT

Your application will be assessed in accordance with the following policy: **Faculty of Arts and Social Sciences Credit Transfer Policy**, which is available at http://sydney.edu.au/arts/current_students/undergraduate_forms.shtml.

You need to complete the following steps before submitting a credit application to the Student Services Office at the Faculty of Arts and Social Sciences. Remember, before submitting this application you must read the policy and the guidelines set out in this application form. We also advise you to refer to the resolutions of your award course and consider your degree plan as once credit is granted it cannot be removed from a transcript.

1. Gather all required documentation. This will include a certified copy of your official academic transcript and unit of study (subject) descriptions (e.g. photocopies or webpage printouts of **official** unit of study information as set in the relevant University handbook from your previous university. The information **must** include a description of the learning content, details of assessment, contact hours, number of teaching weeks and the credit point weighting.
2. Credit can only be approved where units of study taken at another institution match a subject area that you can study as part of your award course in this Faculty. You will need to assess how your prior study matches across to these subject areas.
3. You will need to complete a departmental recommendation form for each subject area in which you are seeking credit and submit the form to the relevant department for assessment.
4. Once you have collected all assessed forms, you must submit the complete application with all supporting documentation to the Student Services Office at the Faculty of Arts and Social Sciences. No applications can be accepted after the advertised date: http://sydney.edu.au/arts/current_students/important_dates.shtml.

STUDENT TO COMPLETE

Name: _____ SID:

Please check that you have included the following documents with your application form:

- TRANSCRIPT:** A certified copy of your official academic transcript
- UNIT OF STUDY (SUBJECT) DESCRIPTION**
- DEPARTMENTAL RECOMMENDATION:** Department approval must be signed by the head of the department, the PG coordinator or the UG coordinator. Each department you apply through will require an individual approval form. Departmental recommendation isn't a guarantee that credit will be granted.

Student Declaration:

I declare that I have read the **Faculty of Arts and Social Sciences Credit Transfer Policy** and that the information supplied on this form is correct and complete. I acknowledge that my enrolment is my responsibility and if this application is approved I will confirm my enrolment online via MyUni.

Signature: _____ Date: _____



DEPARTMENT CREDIT RECOMMENDATION FORM

One form must be completed for each department that you are seeking credit from

SID: Name: _____

Please provide details below of the units of study completed at another university that you are seeking credit for

	University	Unit Code & Name	Credit Points	Sem/Year	Mark
1					
2					
3					
4					
5					
6					

CHAIR OF DEPARTMENT / PG/UG COORDINATOR

I recommend credit be granted for the above unit/s as specified credit (i.e. can be counted as an equivalent unit)

	Unit of Study Name	Documents Supplied	UoS Code	Credit Points
1				
2				
3				
4				
5				
6				

I recommend credit be granted for the above unit/s as unspecified credit (i.e. can be counted toward the subject area)

	Subject Area:	Documents Supplied	Level (junior/senior)	Credit Points
1				
2				
3				
4				
5				
6				

Name: _____ Department: _____
 Signature: _____ Date: _____