International Exchange Program

Post-Exchange Credit Transfer

Exchange students must use this form to list their approved Sydney units of study against their final host university enrolment. See detailed instructions overleaf.

Student Name: ___________________________  SID: _____________________  Degree: ___________________________

<table>
<thead>
<tr>
<th>University of Sydney Unit of Study (eg: HSTY2801 History Exchange 6 credits)</th>
<th>O/S Unit Code</th>
<th>Overseas Unit Title</th>
<th>O/S Credit Points</th>
<th>Approved by:</th>
<th>Approval Enclosed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney March Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sydney July Semester</td>
<td></td>
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</tbody>
</table>

I declare that the information submitted above is correct and true in every respect and matches my enrolment both at the University of Sydney and my host university. I also declare that I obtained academic approvals from the University of Sydney for the units completed at my host university.

student signature: ___________________________  date: ___________
### International Exchange Program

#### Post-Exchange Credit Transfer

**Instructions**

For Students in the Faculties of:
- Agriculture, Food & Natural Resources
- Arts
- Health Sciences
- Science

This form is required to finalise your credit transfer. The International Office will email this form to you when your transcript has been sent to your Home Faculty. You must accurately complete the form with all verifying documents attached then submit this to your home faculty as soon as possible.

**Step 1**
List the Sydney units of study you were enrolled for the semester(s) you were on exchange and the corresponding host university courses. Include names of academic staff who approved the courses.

**Step 2**
Attach the following to this form:
- Academic approval forms and any approvals received by email
- Copies of assignments completed, course outlines, assessment details or other information you believe may assist with assessing your credit transfer (particularly if you believe your results are a borderline fail)

**Step 3**
Present this form and its attachments to your home faculty as soon as it has been completed.

For Faculty Staff:

For each student who has completed an approved exchange study period, the International Office will email the faculty with a cover memo and transcript once this has been received from the host university.

Once this has been done, we will email the student with instructions to complete this Post-Exchange Credit Transfer form in order to assist with credit transfer for students who have returned from exchange.

Students are required to complete the above steps and submit this form to your faculty before their exchange results can be credited against their University of Sydney academic record.