

Support guide for making a credit application

Purpose of this guide:

This document provides an overview of how to submit and manage your credit application when you are applying to have prior study transferred to a new University of Sydney Course.

Credit can be recognised as:

1. **Specific credit:** This is when previously completed studies are recognised as directly equivalent to specific units of study offered by The University of Sydney.
2. **Non-specific credit:** A block of credit that is given for a specified number of credit points at a particular level, in accordance with the course resolutions. These credit points may be in a particular subject area but are not linked to a specific unit of study.

Create a credit application

When making your application to study at the University of Sydney you will be asked if you want to apply for credit and/or recognition for prior learning.

If you tick yes, you will receive an email with information about how to log in to your [Sydney Student Portal](#) and submit an application for credit.

1. Go to **Applications, My application and submit your application for credit.**
2. In the Actions column you will need to click on the link **submitted or cancelled your application for credit** to submit your application.

Home Applications My Finance Logout

MY APPLICATION

Your applications are listed below. The links may vary depending on the stage of your application. At any time you can view and track the progress of your application, including any applications for credit you have submitted.

My applications and offers				
Below is a summary of course applications which you have submitted to the University.				
Course name	Year	Admissions period	Status	Actions
Master of Commerce	2016	Semester 1	Applicant	This application will not be processed until you have submitted or cancelled your application for credit .

Agent information				
Below are details of agents acting on your behalf for applications to the University.				
Agent	Start date	End date	Course	Actions
EIC (Australia - Sydney)	13/May/2015	31/Mar/2016	Master of Commerce (Semester, 2016)	Request to change or remove this agent

3. This will take you to the APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING

APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING

Before you apply for credit, find out what your faculty offers – check your faculty's [handbook](#) or [website](#).

You also need to read the University's [Advanced Standing, Credit and Exemption Policy](#) before you submit your application for credit.

You can apply for credit based on:

- units of study completed at a university or higher education institution
- partially completed or completed qualification(s) studied at a university, higher education institution or a vocational education and training institution (TAFE or private provider)
- work experience. Please note that not all faculties offer credit for work experience – check your faculty website and faculty handbook.
- a combination of the above.

Supporting documentation

You will need to supply supporting documentation, including a transcript and unit of study or course outline when applying for credit for studies completed or Recognition for Prior Learning (RPL) not undertaken at the University of Sydney. If you do not have this documentation, please cancel your credit application. Applications for credit submitted without supporting documentation will be rejected. You will have an opportunity to apply for credit or RPL after you enrol.

If you are applying for credit on the basis of work experience, you will need to upload a letter of employment from your workplace. This letter needs to state your role and duties as they relate to credit sought, and needs to be signed by your employer. Not all faculties offer credit for work experience – check your faculty website and faculty handbook.

Please note that all non-English documents must be officially [translated](#).

Credit outcomes

Credit may be granted as specific credit or non-specific credit:

- specific credit is the recognition of previously completed studies as directly equivalent to a unit of study at the University of Sydney.
- non-specific credit takes the form of a block credit for a specified number of credit points at a particular level. These credit points may be in a particular subject area. Non-specific credit is not linked to a particular unit of study at this University.

Implications of gaining credit

If your application for credit is successful, you might need to vary your unit of study selections. You need to do this by the relevant [census date](#).

Please consider the implications of credit before you apply. Credit might:

- reduce your course duration
- reduce your fees (this will be reflected in your fee statement or Commonwealth Assistance Notice)
- affect your study load – for example, you might have a part-time load for one semester. This can affect your eligibility for government assistance, such as Austudy, ABSTUDY or Youth Allowance.
- affect your weighted average mark (WAM) or grade point average (GPA).

If you are a student visa holder and your expected course duration is decreased as a result of accepting credit and/or RPL, the University is required to notify the Australian Government's Department of Immigration and Border Protection. Depending on the amount of credit awarded to you, this might reduce the duration of your course. Please [contact the Admissions Group](#) for more information.

[EXIT](#) [CANCEL APPLICATION FOR CREDIT](#) [CONTINUE](#)

4. Once you have read the information about applying for credit and/or recognition for prior learning, you can **CONTINUE** to the application page.

Your application can include more than one item. Please provide as much information as possible for each item. Each credit item should include some course or unit of study information. For RPL items, please only add them once you have confirmation that your faculty recognises prior learning for your course. You also need to include a learning type and tick 'Is this recognition for prior learning?'

ADD CREDIT OR RPL ITEM

Mandatory fields are marked with an asterisk (*)

Learning type *

Institution

Course

Completed unit of study code

Completed unit of study name

Year of completion

Language of instruction

Equivalent University of Sydney unit of study code (if known)

Additional information

Is this recognition for prior learning?

[ADD ITEM](#)

APPLICATION SUMMARY

You can review the credit and/or RPL items you have added below. Once you are finished, please **SUBMIT** your application. You can also **REMOVE** an individual item before applying.

Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove
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To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

- your transcript (please note that results notices are not sufficient)
- detailed official unit of study descriptions corresponding to the completion year. They need to describe at minimum the content of the unit, mode of assessment, number of contact hours and teaching weeks and the credit point weighting
- A portfolio (if applicable).

To receive credit for units of study completed at the University of Sydney, you do not need to provide supporting documents.

To have prior work experience recognised, you will need to upload a signed letter from your employer that details how your role and duties relate to the credit/RPL sought. Please note that some faculties do not recognise work experience. If you are applying to have other prior learning recognised, you need to provide relevant documents that allow your faculty to assess whether that learning is equivalent to the requirements of your future course. Please note that all non-English documents need to be officially translated.

SUPPORTING DOCUMENTS

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

No documents uploaded.

Upload documents

[CANCEL](#) [SUBMIT](#)

You will need to complete the ADD CREDIT OR RPL ITEM for each unit of study (or subject) that you want us to assess. **If the information that you provide is not clear, your application may not be assessed.**

- Select the relevant learning type. This will usually be **Higher Education**.
- For institution, enter the university or institution where you completed the unit of study (subject) you want credit for.
- For course, enter the name of the course that the unit of study (subject) was completed in.
- Enter the unit of study (subject) code, name and year of completion and the language of instruction. This will match your academic transcript.
- For **equivalent University of Sydney unit of study code (if known)**, enter the code of the Sydney unit of study that matches the unit of study (subject) that you have listed above. Look at the units of study you need to complete in your University Sydney course to see if there is a match. Refer to your [faculty handbook](#).
- You don't need to enter **additional information**.
- You don't need to tick **Is this recognition of prior learning**.
- Click **ADD ITEM**.
- Repeat the above steps for all units of study (subjects) you want to add to your credit application before uploading documents.

ADD CREDIT OR RPL ITEM

Mandatory fields are marked with an asterisk (*)

Learning type *	Higher education
Institution	000234 University of New South Wales
Course	Bachelor of Commerce (BCom)
Completed unit of study code	ACCT1511
Completed unit of study name	Accounting & Financial Management 1B
Year of completion	2014
Language of instruction	1201 English
Equivalent University of Sydney unit of study code (if known)	
Additional information	<div style="border: 1px solid #ccc; height: 20px;"></div>
Is this recognition for prior learning?	<input type="checkbox"/>

ADD ITEM

- The APPLICATION SUMMARY displays each credit item as it is added. The last column titled Remove has a link for an item to be removed. As there is no warning, care should be taken before removing credit items.

ADD CREDIT OR RPL ITEM

Mandatory fields are marked with an asterisk (*)

Learning type *	[Dropdown]
Institution	[Text]
Course	[Text]
Completed unit of study code	[Text]
Completed unit of study name	[Text]
Year of completion	[Text]
Language of instruction	[Text]
Equivalent University of Sydney unit of study code (if known)	[Text]
Additional information	<div style="border: 1px solid #ccc; height: 20px;"></div>
Is this recognition for prior learning?	<input type="checkbox"/>

ADD ITEM

APPLICATION SUMMARY										
You can review the credit and/or RPL items you have added below. Once you are finished, please SUBMIT your application. You can also REMOVE an individual item before applying.										
Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove
Higher Education	University of New South Wales	Bachelor of Commerce (BCom)	ACCT1511	Accounting & Financial Management 1B	2014	English				Remove

Upload supporting documents

If you are applying for credit from another institution, you must provide supporting documents for each unit of study (subject) that you include in your application. **If you don't provide all the information we need to assess a unit of study, this will slow down your application.** This information must be uploaded as an attached document. (Web links will not be accepted.)

To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

- your transcript (please note that results notices are not sufficient)
- detailed official unit of study descriptions corresponding to the completion year. They need to describe at minimum the content of the unit, mode of assessment, number of contact hours and teaching weeks and the credit point weighting
- A portfolio (if applicable).

To receive credit for units of study completed at the University of Sydney, you do not need to provide supporting documents.

To have prior work experience recognised, you will need to upload a signed letter from your employer that details how your role and duties relate to the credit/RPL sought. Please note that some faculties do not recognise work experience. If you are applying to have other prior learning recognised, you need to provide relevant documents that allow your faculty to assess whether that learning is equivalent to the requirements of your future course. Please note that all non-English documents need to be officially translated.

SUPPORTING DOCUMENTS

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

No documents uploaded.

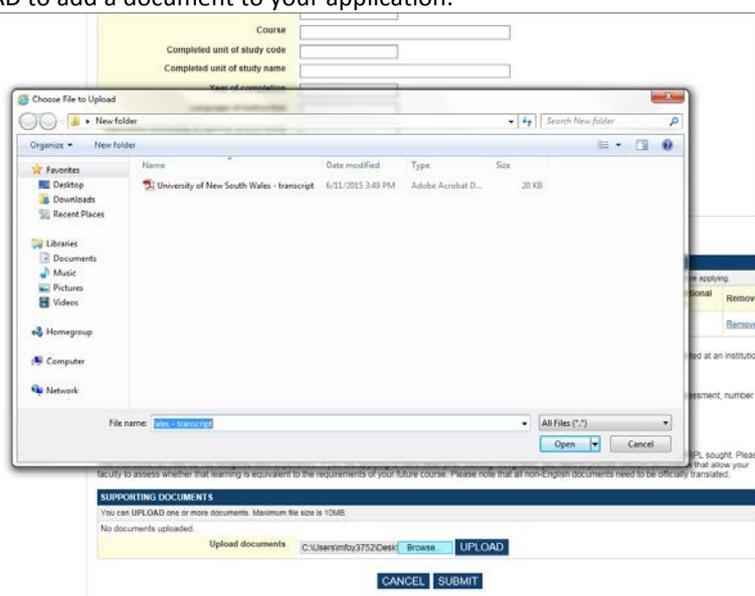
Upload documents Browse... **UPLOAD**

CANCEL **SUBMIT**

What you need to include:

- A copy of your official academic transcript listing completed units of study from your previous institution. We cannot accept unofficial enrolment records or print-offs of online academic results.
- A detailed unit of study outline for each unit of study (subject) that you want us to assess. We cannot accept web links to general information about a unit of study.
Unit of study details must include:
 - a) A description of the learning content including topics covered
 - b) Learning outcomes
 - c) Assessment details; for example: one 2000 word assignment, four short 250 word quizzes, one 3 hour exam
 - d) Study schedule: Contact hours including weekly classes and the number of teaching weeks
 - e) Prescribed and recommended texts and reference books
 - f) The credit point weighting, for example: 6 credit points.

1. Click Browse to find and attach your supporting document.
2. Click **UPLOAD** to add a document to your application.



- Repeat the above steps to upload documents for each unit of study (subject) you have included in your credit application.
- If you upload the wrong document, you can delete it and upload another.
- When you have finished you can SUBMIT your application.

Mandatory fields are marked with an asterisk (*)

Learning type *

Institution

Course

Completed unit of study code

Completed unit of study name

Year of completion

Language of instruction

Equivalent University of Sydney unit of study code (if known)

Additional information

Is this recognition for prior learning?

ADD ITEM

APPLICATION SUMMARY

You can review the credit and/or RPL items you have added below. Once you are finished, please **SUBMIT** your application. You can also **REMOVE** an individual item before applying.

Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove
Higher Education	University of New South Wales	Bachelor of Commerce (BCom)	ACCT1511	Accounting & Financial Management 1B	2014	English				Remove

To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

- your transcript (please note that results notices are not sufficient)
- detailed official unit of study descriptions corresponding to the completion year. They need to describe at minimum the content of the unit, mode of assessment, number of contact hours and teaching weeks and the credit point weighting
- A portfolio (if applicable).

To receive credit for units of study completed at the University of Sydney, you do not need to provide supporting documents.

To have prior work experience recognised, you will need to upload a signed letter from your employer that details how your role and duties relate to the credit/RPL sought. Please note that some faculties do not recognise work experience. If you are applying to have other prior learning recognised, you need to provide relevant documents that allow your faculty to assess whether that learning is equivalent to the requirements of your future course. Please note that all non-English documents need to be officially translated.

SUPPORTING DOCUMENTS

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

[University of New South Wales - transcript.pdf \(19 KB\)](#) [\[Delete\]](#)

[ACCT1511 Accounting & Financial Management 1B - outline.pdf \(19 KB\)](#) [\[Delete\]](#)

Upload documents

CANCEL **SUBMIT**

- EXIT to close your application.

SYDNEY STUDENT **UNIVERSITY HOME**

Home Enquiries Applications Manage Students Operational Reports Logout

CREDIT APPLICATION SUBMITTED

We have received your application, and will contact you once we have assessed it.

EXIT

What happens if your application is rejected?

You will not receive credit if your application does not meet policy or fit with the resolutions of your course. We will explain why your application has been rejected when we send you the decision.

What happens when you receive a credit offer?

- You will be notified of your application outcome within your offer letter.
- When accepting your offer you will be able to accept all credit or modify the credit.