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.

3. This will take you to the APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING
4. Once you have read the information about applying for credit and/or recognition for prior learning, you can CONTINUE to the application page.

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.
a) Select the relevant learning type. This will usually be Higher Education.
b) For institution, enter the university or institution where you completed the unit of study (subject) you want credit for.
c) For course, enter the name of the course that the unit of study (subject) was completed in.
d) Enter the unit of study (subject) code, name and year of completion and the language of instruction. This will match your academic transcript.
e) 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.
f) You don’t need to enter additional information.
g) You don’t need to tick Is this recognition of prior learning.
h) Click ADD ITEM.
i) Repeat the above steps for all units of study (subjects) you want to add to your credit application before uploading documents.

5. 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.
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.)

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.
3. Repeat the above steps to upload documents for each unit of study (subject) you have included in your credit application.

4. If you upload the wrong document, you can delete it and upload another.

5. When you have finished you can SUBMIT your application.

6. EXIT to close your application.

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