Student 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**

1. Open a web browser and navigate to the [Sydney Student website](https://students.universityofsydney.edu.au/).
2. Log in using your username and password.
3. Go to My studies, Course details, then Apply for credit and/or recognition for prior learning.

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.**

1. Select the relevant learning type. This will usually be **Higher Education**.
2. For institution, enter the university or institution where you completed the unit of study (subject) you want credit for.
3. For course, enter the name of the course that the unit of study (subject) was completed in.
4. Enter the unit of study (subject) code, name and year of completion and the language of instruction. This will match your academic transcript.

5. 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.

6. You don’t need to enter additional information.

7. You don’t need to tick **Is this recognition of prior learning**.

8. Click ADD ITEM.

9. Repeat the above steps for all units of study (subjects) you want to add to your credit application before uploading documents.

10. 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 certified copy of your 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.

**View details of submitted applications**

1. Click **Home page** in Sydney Student located on the top right of the screen.
2. You can see where your application is up to by looking at the Status (Not Started, In Progress, Rejected, Awaiting Student response, etc.). You can upload Additional supporting documents if requested.

Applications can take up to 10 working days to assess, please do not resubmit or withdraw the application, if the status does not change after 10 working days. Please contact us if you are unsure about your application.
**What happens if your application is rejected?**
You won’t 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 you receive the decision.

**What happens when you receive a credit offer?**
You will be notified of a credit offer by email and will need to accept or decline the credit offered.

1. To accept all credit, ensure there is a tick for each unit of study listed.
2. To modify your credit offer, un-tick the units you want to reject.
3. Then SUBMIT.

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**CREDIT APPLICATION ASSESSED**

The University has assessed your application for credit. You can review the credit items approved by your faculty below. To accept an item, you need to ensure there is a tick next to it, or you can reject it by removing the tick. Once you are finished, please SUBMIT.

We recommend that you select carefully, because your offer of credit will only be based on items you accept.

<table>
<thead>
<tr>
<th>Unit of study code</th>
<th>Unit of study name</th>
<th>Credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON5001</td>
<td>Microeconomic Theory</td>
<td>6</td>
</tr>
<tr>
<td>RPLNT006</td>
<td>Recognised Prior Learning</td>
<td>6</td>
</tr>
<tr>
<td>RPLNS006</td>
<td>Recognised Prior Learning</td>
<td>6</td>
</tr>
</tbody>
</table>

Total credit points offered 18

Before you SUBMIT, it is important that you understand the implications of accepting credit offers. Please consider that your acceptance could:
- reduce your course duration
- reduce your fees (this will be reflected in your fee statement or Commonwealth Assistance Notice)
- change your study load — for example, you might have a part-time load for one semester. Please note that 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 an international student and your course duration is decreased as a result of accepting credit, the University is required to notify the Australian Government’s Department of Immigration and Border Protection. We will contact you regarding any changes to your course end date. For more information, please contact our [International Services office](#).