

Credit Transfer Application Form

This form is to be used by a student who wishes to apply for a credit transfer for the same unit of competency that they have completed in prior studies.

Applications for credit transfer must be supported by a certified copy of a Statement of Attainment or Academic Transcript. A certified copy is a copy of an original document that has been verified by a Justice of the Peace as being a true copy. Alternatively, a student can share their VET transcript with MiTraining by generating a web link on [www.usi.gov.au](http://www.usi.gov.au).

Please return the completed application form, together with your certified documentation to [support@mitraining.edu.au](mailto:support@mitraining.edu.au).

# Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Phone |  | USI |  |
| Email Address |  | | |
| Qualification/Course |  | | |

# Student Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I wish to apply for a credit transfer for the unit/s of competency listed below | | | |
|  | I have attached a certified copy of my Statement of Attainment or Academic Transcript from another Registered Training Organisation (RTO) | | | |
|  | I declare that the certification documentation supplied is legitimate, true and correct | | | |
|  | I understand that the Assessor will verify my certification documentation for validity | | | |
| Signature | |  | Date |  |

# unit details

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor Only | | | |
| Unit Code | Unit Name | Evidence Supplied | Evidence Verified | Approved / Not Approved | Assessor Initials |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |



# Assessor declaration

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that I have verified that the certification documentation supplied is legitimate, true and correct. The student is eligible for credit transfer for units marked as approved in the list above. | | | |
| If the student is NOT eligible for a unit to be recognised for a Credit Transfer, please provide a reason. | | | |
|  | | | |
| Assessor Name |  | Title/Position |  |
| Signature |  | Date |  |