

Credit Transfer Application Form

Use this form to apply for credit transfer for units you have already completed at another Australian RTO (including one that has since ceased to be registered). There is no charge for credit transfer. Attach certified copies of your Statement(s) of Attainment or qualification, and provide your USI so we can verify your transcript. We advise the outcome in writing, normally within 10 working days; you may appeal a decision under our complaints and appeals process. See the National Recognition (Credit Transfer) Policy.

Applicant details

Name			
USI			
Contact number		Email	
Course / qualification enrolled in			
Do you authorise us to access your USI transcript to verify your records?	☐ Yes ☐ No		

Units for which credit transfer is sought

Unit code	Unit title	Previously completed at (RTO name & code)	Evidence attached

Attach additional sheets if you need more rows.

Evidence checklist

Attached (tick all that apply)	☐ Certified copy of Statement(s) of Attainment ☐ Certified copy of qualification ☐ USI transcript
--------------------------------	--

Declaration

I declare that the documents provided are certified true copies, that the units listed are mine, and that they were issued by an Australian RTO.

Name	
Signature	

Date	
-------------	--

Office use only

Completed by ISS staff — please do not write in this section.

Application received (date)		Received by	
USI transcript reviewed and validated (date)			
Sufficient evidence (Y/N)	☐ Yes ☐ No		
Outcome (granted / not granted)		Date	
Verified by			