



# APPLICATION FOR CREDIT/ ADVANCED STANDING

Please read before proceeding with application.

## WHEN TO USE THIS FORM

When applying to have previous study from another institution or another UNSW program counted towards your current UNSW program, use this form.

Use this form if you have completed relevant courses at another institution within 10 years of the semester you are applying for. For more information regarding Credit Transfer and articulation guidelines can be found here: <https://www.unsw.edu.au/credit-transfer>

then send via email to [sas@adfa.edu.au](mailto:sas@adfa.edu.au) or lodge in person. Student Administration, 100 University Drive, Campbell ACT. For Postgraduate (by research) students please send to [rsu@adfa.edu.au](mailto:rsu@adfa.edu.au).

Application for study completed at an institution other than UNSW Canberra at ADFA:

- Official Academic Transcripts
- Course Descriptions of studies which provides course synopses, including aims and objectives, contact hours, references

Without these, we will be unable to assess your application. Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you should be aware of your obligations and responsibilities under the Student Code which can be found here: <https://student.unsw.edu.au/conduct>.

## NOTIFICATION

- x Please allow 3-4 weeks for processing
- x You will be advised of the outcome of your credit application with a letter. Successful applications can also be viewed on myUNSW by generating an Academic Statement
- x It is your responsibility to drop any course(s) for which you have been granted credit

