



Student to Complete	
FIRST NAME	
LAST NAME	
COURSE	
DATE	

As a student of Kingsford International Institute, I wish to apply for a Credit Transfer for the following unit/s. Please find attached a certified copy of my transcript with the relevant unit/s highlighted

UOC Code	UOC Title

Assessor to Complete (tick appropriate box below)

Transcript has been checked, units are current or equivalent and student is eligible for “Credit Transfer” of all units listed above

Transcript has been checked and student is eligible for Credit Transfer of SOME of the units and the explanation is below

Transcript has been check and the student is NOT eligible for Credit Transfer. An explanation of the reason why is below.

If student is NOT eligible for a unit or units to be recognised for a Credit Transfer, please write your reasons why below:



Checklist

DATE:			
<input type="checkbox"/>	Units of competency are equivalent – COMMENT:		
<input type="checkbox"/>	Eligible units have been entered into the data base as CT (Credit Transfer)		
<input type="checkbox"/>	Student has been notified in writing as to the outcome of Credit Transfer		
<input type="checkbox"/>	Trainer has been notified in writing that student has received a Credit for eligible units		
Checked by		Date	
Signed:		Date	