



**Student to Complete**

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|-------------------|--|
| <b>FIRST NAME</b> |  |
| <b>LAST NAME</b>  |  |
| <b>COURSE</b>     |  |

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 |
|----------|-----------|
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|                           |  |              |  |
|---------------------------|--|--------------|--|
| <b>Student signature:</b> |  | <b>Date:</b> |  |
|---------------------------|--|--------------|--|

**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:**

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| <b>Checklist</b>  |  |             |  |
| <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 |  |             |  |
| <b>Checked by:</b>  |  |             |  |
| <b>Signed:</b>  |  | <b>Date</b> |  |