

Credit Transfer Application

You **must** ensure that the relevant documentation is attached to your application:

- Certified copies* of Official Academic Records and explanation of grading scale (located on the back of the Academic Record). Do NOT send originals.
- Course outlines which include: level of study / topics covered, duration of the course, contact hours, methods of assessment, textbooks used.

*Certified copy - Copies must be certified as true copies by a Commissioner for Declarations or a person authorised to certify passport applications.

PERSONAL DETAILS

Student ID: _____

Family Name: _____

Given Names: _____

Email: _____

Mobile: _____

Are you an International Student? YES NO

Citizenship: _____

LA TROBE COLLEGE AUSTRALIA PROGRAM DETAILS

LTCA Program of Study (e.g. Diploma of Business): _____

When do you intend to commence this program? Trimester _____ Year _____

PREVIOUS STUDIES

Name of Institution (including region and country): _____

Previous Program: _____ Years enrolled: _____

Was the Program Completed? YES NO

If not completed, do you intend to complete the program prior to enrolling at LTCA? _____

STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signed: _____ Date: _____

COURSE DETAILS: Please write down the subject/s you have studied previously and then the subject/s at LTCA you believe to be equivalent. For further information about La Trobe College Australia subjects, please go to the website:

<https://www.latrobecollegeaustralia.edu.au/>

EQUIVALENT COURSE PREVIOUSLY STUDIED			LA TROBE COLLEGE AUSTRALIA COURSE		APPROVED	NOT APPROVED
Subject Code	Subject Title	Year Studied	Subject Code	Subject Title	Signature of Academic Director	Supply reason

FOR OFFICE USE ONLY	STUDENT AGREEMENT
ACTION	Student should sign agreement and receive a copy.
<ul style="list-style-type: none"> • Student Notified by email <input type="checkbox"/> • Outcome noted on MAZE Notes <input type="checkbox"/> • Exemption added to academic record on MAZE <input type="checkbox"/> <p>Signed _____</p> <p>Position _____</p> <p>___/___/___ Date</p>	<p>I accept the credit transfer as outlined above.</p> <p>_____ Name</p> <p>_____ Signature</p> <p>___/___/___ Date</p>