APPLICATION FOR CREDIT TRANSFER/EXEMPTION FORM

This form is to be used by students applying for credit transfer into an MIT course on the basis of prior studies.

**Applying for Credit**
To apply for Credit Transfer/Exemption, you must complete the Application for Exemption/Credit Transfer Form and supply an original or certified copy of your academic transcript including a key to results/grades, and detailed unit outlines or syllabus for each unit from your previous institution.

**Types of credit**

**Specified credit**
Credit granted for a unit deemed to be similar to that for which credit is sought.

**Unspecified credit**
Credit granted in the form of course credit points or equivalent, which may be used where block or specified credit is inappropriate.

**Block Credit**
Credit granted for whole stages or years of a course, such as a trimester, year or credit point equivalent.

**Maximum Credit Granted through Credit Transfer**
The Course Coordinator will recommend to the Head of School the maximum credit to be granted for each of the courses under their jurisdiction. However, normally, no student will be granted credit for more than one half of the credit points for the course to which they have applied for admission.

**Credit application processing time**
Credit transfer application processing time is 2 to 3 working days after receiving the application at MIT. A longer processing time may apply during peak times and for studies undertaken outside Australia.

**Privacy Statement**
The information being sought in this form is collected for the purposes of processing your course credit application. The information will be held by Melbourne Institute of Technology and may be accessed and used by people employed or engaged by MIT. Your personal information may be disclosed to the education institution you have attended for verification of your previous studies. In addition, the information may also be made available to Commonwealth and State agencies and to the ESOS Assurance Fund pursuant to the MIT’s obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. The provision of the information is voluntary, but if this information is not provided, MIT may be unable to process your credit application. You have a right of access to, and correction of, your personal information in accordance with MIT’s Privacy Policy. Further questions or concerns related to the privacy of your personal information can directed to admin@mit.edu.au
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Student ID (if known): ____________

Family Name: ________________________________________________________________

Given Name: ________________________________________________________________

Correspondence Address: ______________________________________________________

Name of the Program in which credit transfer is sought: __________________________

My application for credit transfer is on the basis of the following:

☐ Completed University qualification  ☐ Incomplete University qualification

☐ TAFE/VET qualification  ☐ Other qualification

Student’s signature: __________________________  Date: __/__/____

Day/month/year

<table>
<thead>
<tr>
<th>Institution Name/Course</th>
<th>Units/subjects studied</th>
<th>MIT units for which credit is granted</th>
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<tr>
<td></td>
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<td>Office use only ( to be completed by Course Coordinator)</td>
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Recommended by: __________________________  Date: __________________________