

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 university or college Registrar, 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 MELBOURNE PROGRAM DETAILS

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

When do you intend to commence this program? Semester _____ 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 LTM? _____

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 LTM you believe to be equivalent. For further information about La Trobe Melbourne subjects, please go to the website.

<http://www.latrobemelbourne.edu.au>

EQUIVALENT COURSE PREVIOUSLY STUDIED			LA TROBE MELBOURNE COURSE		APPROVED	NOT APPROVED
Subject Code	Subject Title	Year Studied	Subject Code	Subject Title	Signature of Convenor	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"/>	I accept the credit transfer as outlined above.
Signed _____	_____ Name
Position _____	_____ Signature
Date _____	___/___/___ Date