

# Application for Credit Transfer

RTO Code 2508

Personal Details					
Given Name		Surname			
Address					
Suburb		State		Postcode	
Email					
Mobile Number			Date of Birth	/	/
Have you studied with us previously?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
If yes, when was your last year of study?		USI Number			
Request Credit Transfer for the following Unit(s) of Competency					
Unit Code	Unit Title				Year Completed

Please ensure the following documents are attached to this form:

- A certified copy of your Statement of Attainment, Testamur, Academic Transcript showing the institution name, completion date, unit code(s), unit title(s) and results.
- Where documentation is issued in another name (e.g.: maiden name), you must provide a certified copy of change of name documentation (e.g.: Certificate of Marriage)
- Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

<b>Student Signature</b> Typed name acceptable		<b>Date</b>	
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**How to Submit:**

Option 1	Option 2	Option 3
Submit original documentation to: Charlton Brown reception	Email to: studentservices@charltonbrown.edu.au	Deliver to: Charlton Brown Level 4, 102 Adelaide street Brisbane Q 4001

**OFFICE USE ONLY**

<b>Application Received by:</b>		<b>Date</b>	
<b>Signature:</b>		Submit to Academic Coordinator	

**Credit has been granted for the following units**

Unit Code	Unit Title		
<b>Approved by</b>		<b>Date</b>	
<b>Signature:</b>			

<b>Competency Status: CT – Credit transfer/national recognition (60) Entered into Student Management System</b>	
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<b>Entered by:</b>		<b>Date</b>	
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<b>Signature:</b>			
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