



## Application for Credit Transfer (CT)

The RTO recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. When submitting this application, students must supply certified copies of Statements of Attainment or Qualifications and Transcripts to support credit for Units of Competency already gained.

This form can also be completed where students are advancing to a higher qualification, having completed the required units from a previous qualification or a combination of previous qualifications.

If you require any assistance in completing this form, please contact your Student Support Officer.

### Student details

Full Name:	Click or tap here to enter text.
Date of birth:	Click or tap here to enter text.
USI:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Mobile:	Click or tap here to enter text.
Current Postal Address:	Click or tap here to enter text.
Training product enrolled:	Click or tap here to enter text.
AQF Certification Documentation Attached:	Click or tap here to enter text.



## Credit Transfer Request

Please list relevant details relating to the issuing RTO, qualifications, courses and units in the table below.

\*Please note that CT can be applied for before enrolment. Overseas students may apply for CT before or after visa approvals, but it is recommended that you do this at the pre-enrolment stage. Grant of Credit Transfer will impact the duration of your Confirmation of Enrolment and may impact your visa status.

\* Where you have completed a full qualification, you do not need to list each unit separately. Attach a copy of all AQF certification documentation and your USI transcript (where available).

Issuing RTO	Credit Transfer applied for	Credit Transfer granted for	Evidence attached?
	Unit code and title	Unit code and title	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Student Declaration

- I certify that the information provided on this application form is accurate and complete.
- I have attached to this application supporting certified copies of Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand and authorise MechTech to verify all information provided as necessary, including academic records and certificates with the issuing RTO.
- I authorise MechTech to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. I understand that MechTech is not responsible if an educational body or institution does not verify these records.
- I agree to abide by MechTech's regulations and policies.
- I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my application, including academic transcript/s, may result in the rejection of this application.

**Student Signature**

**Student Name**

Click or tap here to enter text.

**Date**

Click or tap to enter a date.

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RTO Name:	MechTech Institute	RTO Code:	46536	CRICOS Code:	04431M



### Credit Transfer Approval - Office Use Only

Has the AQF certification documentation provided been verified as true/accurate with the issuing provider?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Domestic Students</b>			
CT Application Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Overseas Students</b>			
CT Application Approved? (If CT is approved, Overseas Students must explicitly return the authorisation of credit offered to them.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Acknowledgement received from the applicant		<input type="checkbox"/> Yes <input type="checkbox"/> No	
eCoE with revised End date required?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student timetable updated?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Processed by</b>	Click or tap here to enter text.		
<b>Position</b>	Click or tap here to enter text.		
<b>Staff Member Signature</b>		<b>Date</b>	Click or tap to enter a date.