



SECTION 1. STUDENT USE ONLY

To access details regarding credit see Credit Regulations: http://www.csu.edu.au/acad_sec/regulations.htm#6

Student Number | | | | | | | | | |

Family name _____ Given name _____

Admin Campus _____ Course Code _____ Course Name _____

- I acknowledge that Student Administration may add the Faculty Board Delegate's recommended enrolment to my transcript. I accept responsibility to check my online enrolment.
- I have attached my verified documentation (eg Student Transcript and all subject descriptions) to this form and will forward to my Student Administration Office.

Signature of Student _____

Date ____ / ____ / ____

SECTIONS 2, 4, 5, 6 & 7 ARE FOR ACADEMIC USE ONLY

SECTION 2. GUIDELINES FOR ACADEMICS

1. This form is to be signed in Section 7 and returned to the Admissions Officer/Student Liaison Officer. It should **NOT** be returned to the applicant
2. The form will be used as the basis for data entry and to generate the notification to the applicant. It is important that you print clearly
3. The form should detail **only** the information to be conveyed to the applicant, i.e. determination details and provisors re further credit(s)
4. Where credits cannot be finalised and there are indications that there could be a delay in the process, please advise the Admissions Officer/Student Liaison Officer of the subjects in which the student should be enrolled for the first year. This is particularly important for distance education students
5. If the applicant has not provided sufficient information for the determination of credit, please indicate in Section 4 the information you require and then return the form to the Admissions Officer/Student Liaison Officer who will request the information from the applicant
6. If extra space is required for writing, please attach additional sheet/s (initialled & dated)
7. The Approval date should be left blank and will be completed once the package/credit is approved.
8. For packages only, the review date should be a date before the package is due to expire (see last term of application)
9. First term of application eg 200840 is the first session of enrolment in which it may be applied.
10. Last term of application eg 201270 is the **last** session of enrolment during which it may be applied. The credit expires at the end of that session.

SECTION 3. STUDENT ADMINISTRATION USE ONLY

SWADCRS	SWADCRS	SWADCRS	SWADCRS	SWADCRS	SWADEET
Credit Institution (E566) Uni	Credit Basis (E561) CIRCLE	DEEWR Field (E562) VET	DEEWR Level (E563) VET	Provide Type (E564) VET	Highest Education Attained (Prior to Course)
	0100				
	0200				
	0300				
	0400				
	0500				
	0600				

SECTION 4. REQUEST FOR FURTHER INFORMATION

- Certified copy of the awardobtained from (or other certified proof of qualification).
- Certified copies of official transcripts (including details of the grading system used) for individual subjects undertaken at
- Subject descriptions (from the Institution Handbook for the appropriate year) for subjects completed at

