



Application for status (credit transfer)

Upon completing this form it should be lodged with your ANU College Student Office

1. Personal and program details

| | | | |
|---------------------|--|---------------|--------------------------------|
| Full name | <input type="text"/> | University ID | <input type="text" value="U"/> |
| Student type: | <input type="checkbox"/> Domestic <input type="checkbox"/> International | Email address | <input type="text"/> |
| Program/degree name | <input type="text"/> | Phone/mobile | <input type="text"/> |

2. Status request

Do you wish to apply for status for all courses you are eligible for? If Yes, please tick whether the status will be from:

- All courses studied in a previous ANU program/degree proceed to step 4
- All courses from another institution listed in the attached transcripts proceed to step 4
- All courses listed in the table below (attach an extra sheet if additional space is required) Complete table below

| Course code (e.g. POLS1002) | Course name (e.g. Introduction to Commercial Law) | Institution name (e.g. ANU or Uni of Melbourne) | Year studied | ANU status approved (yes or no, then sign below) (OFFICE USE ONLY) |
|--------------------------------|--|--|--------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. Student declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the second page of this form.

| | | | |
|---------------------|----------------------|------|----------------------|
| Student's Signature | <input type="text"/> | Date | <input type="text"/> |
|---------------------|----------------------|------|----------------------|

DD/MM/YYYY

5. Office use only

| ANU course code | ANU course/status name | ANU class number (if required) | Unit value | STE/STI/EXE/EXI |
|------------------|------------------------|-----------------------------------|------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total unit value | | | | |

Comments

Approved Not approved Program code Program time limit

DA name Signature Date

Status entered on HRSA and student notified Date Signature



Application for status (credit transfer)

Upon completing this form it should be lodged with your ANU College Student Office

Please read these notes before completing the form

Who should apply?

This form should be completed by all students who wish to apply for status (credit of courses studied in previous ANU programs or at previous tertiary institutions).

You may wish to apply for status if:

- You have recently transferred your program within ANU and would like to request status from courses studied in your previous program;
- You have been admitted to ANU and would like to request status for courses studied at a previous Australian tertiary institution;
- You have been re-admitted to ANU and would like to request status for courses previously studied at ANU or elsewhere;
- You have been admitted to ANU and would like to request status for previous non-award studies (including Year 12 extension courses); or
- You would like to request status for previously approved cross-institutional/exchange or non-standard session courses that you have completed.

When should this form be submitted?

Applications for status should be submitted prior to the commencement of your new program/degree.

Where should the form be submitted?

This form should be submitted directly to your ANU College Student Office, or Delegated Authority. Applications for Status are considered, approved and processed by Colleges.

If your form needs to be submitted to multiple ANU Colleges (e.g. combined degree students), you will need to submit a separate *Application for Status* form to each ANU College. If you are attaching copies of transcripts these can be certified by College Staff for the additional area you are submitting it to.

Applications for Status are not approved or processed by Student Central.

What else do you need to know?

Attachments: If you are applying for status for courses that you studied elsewhere (not at ANU), you must attach:

- An official transcript from the institution (original or a certified copy); and
- Course outlines for each individual course you are requesting status.

International Students: Status applications for international students will be processed as per Standard 12 of The National Code 2007 (available at http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_12.htm).

In accordance with The National Code 2007, international students will be sent an offer of status by the Delegated Authority.

This offer must be accepted and returned to the Delegated Authority before the status is processed.

Appeals: If you are dissatisfied with the decision regarding your status application, you may seek a review by the Associate Dean of your College within 20 working days. The decision of the Associate Dean is final.

You may apply for a procedural appeal against the review to the Deputy Vice-Chancellor (Academic). The request must be lodged in writing with the Deputy Vice-Chancellor (Academic) within 20 working days of your being informed of the Associate Dean's decision.

Appeal provisions for coursework students are set out in the Coursework Awards Rule. This document is available at: <https://www.legislation.gov.au/Details/F2016L01980>

Cancellation of Credit: To cancel credit that has already been approved/applied, exceptional academic reasons must be demonstrated to and approved by the Associate Dean.

You must submit a statement to the Associate Dean outlining the academic reasons for which approved credit should be cancelled.

The Associate Dean will consider your request and advise you of the outcome within 20 working days of receiving the request.

The official ANU procedure for cancelling credit is available online at: https://policies.anu.edu.au/ppl/document/ANUP_002612

Key Dates Guide: For further details on enrolment requirements, refer to the Key Dates Guide. Copies of the Key Dates Guide are available at Student Central and College Offices. The complete version of the Key Dates Guide is available online at: <http://www.anu.edu.au/directories/university-calendar>.

Students must check their student email account regularly.

Official and important University information is sent to student email accounts only.