

# Credit Transfer Application form



Section 1 – Student Details			
Student Name:		Student ID.:	
Course Code			
Course Name:			
Assessor Name:		Date:	/ /
Section 2 – Application and Declaration			
<b>Student:</b> <input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules listed below. <input type="checkbox"/> I have attached original copy of certification documentation from another RTO. <input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct. <input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.			
Student Signature:		Date:	/ /
<b>Note :</b> Exceed Ventures T/A Melbourne Trades Collège may decide to reject an application from submitted by the student in the event that the VET transcripts issued by the registrar cannot be authenticated.			
Office Use only			
<b>Section 3 – Units /Modules Outcome</b> <b>(Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)</b>			

# Credit Transfer Application form

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
	<b>ADD MORE ROWS IF REQUIRED</b>				
<b>Section 4 – Assessor Judgement and Declaration</b>					
<input type="checkbox"/> I declare that I have verified certification documentation and the documents supplied by the student for Melbourne Trades College are legitimate, true and correct.					
<b>Application Approved:</b> <input type="checkbox"/> Yes. <input type="checkbox"/> No					
<b>Assessor Signature:</b>				<b>Date:</b>	/ /
<b>Admin Use Only</b>					
<b>SMS Updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>
<b>Student file updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>