



## PERSONAL DETAILS

Student Name:

Address:

Email:

Student ID Number:

Nationality:

Mobile Number:

Gender:

Male

Female

Date of Birth:

Course enrolled in:

**COMPLETED UNIT OF COMPETENCY DETAILS** (Attach all supporting documents/evidence)[illegible]

Institution (RTO) where study was undertaken:

## DECLARATION

**I understand and agree that:**

I am applying for Credit Transfer for the unit/s of competency listed above, and have provided Greenwich Management College with the academic records and the evidence required.

**Student Signature:**

*[for electronic acknowledgment]:*

Date:        /        /



**OFFICE USE ONLY**

Completed application form received

Original copies of all academic records sighted

**ASSESSOR:**

Number of competencies assessed for credit transfer:

Number of competencies approved for credit transfer:

Where credit transfer not granted, a written explanation has been provided:

**ASSESSED BY:**

Name:

Signature:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADMISSIONS:**

Student has been notified about the outcome and fees? YES NO

Has the payment been received? YES NO

Will the length of CoE need to be changed? YES NO

How many terms?

New Course Finish date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Term:

New CoEs created on PRISMS (if required) YES NO

Student course details updated on STARS (if required) YES NO

Relevant documents and CoE uploaded to students file YES NO

Comment written in student's file YES NO

Student has been notified of outcome of application YES NO

**PRISMS UPDATED BY:**

Name:

Signature: