



## CREDIT TRANSFER APPLICATION

You **must** ensure that the relevant documentation is attached to your application:

- Certified copies\* of Official Academic Records and explanation of grading scale (located on the back of the Academic Record). Do NOT send originals.
- Course outlines which include: level of study / topics covered, duration of the course, contact hours, methods of assessment, textbooks used.

\*Certified copy - Copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations, or a person authorised to certify passport applications.

### PERSONAL DETAILS

QIBT Student ID: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile # \_\_\_\_\_

Are you an International Student? YES  NO

Citizenship: \_\_\_\_\_

### QIBT PROGRAM DETAILS

QIBT Program of Study (e.g. Diploma of Commerce): \_\_\_\_\_

When do you intend to commence this program? Semester \_\_\_\_\_ Year \_\_\_\_\_

If you are intending to study the Associate Degree, what is your major / specialisation? \_\_\_\_\_

### PREVIOUS STUDIES

Name of Institution (including region and country): \_\_\_\_\_

Previous Program: \_\_\_\_\_ Years enrolled: \_\_\_\_\_

Was the Program Completed? YES  NO

If not completed, do you intend to complete the program prior to enrolling at QIBT? \_\_\_\_\_

### STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**COURSE DETAILS:** Please write down the course/s you have studied previously and then the course/s at QIBT you believe is equivalent. For further information about QIBT courses, please go to the QIBT website and select "Course Outlines" under the "Programs" menu.

<http://www.qibt.qld.edu.au/index.php/programs/course-outlines.html>

EQUIVALENT COURSE PREVIOUSLY STUDIED			QIBT/GRIFFITH UNIVERSITY COURSE		APPROVED	NOT APPROVED
Course Code	Course Title	Year Studied	Course Code	Course Title	Signature of Convenor	Supply Reason

FOR OFFICE USE ONLY	
ACTION	COMMENTS
<ul style="list-style-type: none"> <li>• Student Notified by email <input type="checkbox"/></li> <li>• Outcome noted on Maze Notes <input type="checkbox"/></li> <li>• Exemption added to academic record on Maze <input type="checkbox"/></li> </ul> <p>Signed _____</p> <p>Position _____</p> <p>Date _____</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>