

Application for Credit Transfer

SECTION A Application Instructions: Student to Complete

1. An official transcript of results from your previous studies must be attached to this application
2. Credit transfers are granted only when the applicant receives official notification from the Admissions Manager or Course Coordinator
3. Credit transfers may be approved only for the course stated below. Students who wish to apply for credit transfers for another course must submit a new application
4. Incomplete applications will not be considered.
5. The application must be submitted to CIC before the course commencement date or no later than two weeks after the commencement date

Name:		Date of birth	
Student No:		Mobile	
CIC Email:		Private email:	

- If your course has commenced CIC will send the outcome of your application to your student ID email ONLY

SECTION B Application Detail: Student to Complete Sections B1, B2, B3, B4 and B5

B1 – Application for CIC Course:

B2 – Previous institution/s in which studies were undertaken	B3 – Year Completed
1.	1.
2.	2.
3.	3.

B4 - Subject code/s & name/s you are applying for	B5 – CIC unit / subject code:	Decision	Academic Department sign:	Delivery Term (DATE)	Delivery Hours / Total Hours
1.					
2.					
3.					
4.					
5.					

You must sign this form (see back of form)

B4 - Subject code/s & name/s you are applying for	B5 – CIC unit / subject code:	Decision	Academic Department sign:	Delivery Term (DATE)	Delivery Hours / Total Hours
6.					
7.					
8.					

- If more credit transfers are sought attach additional information to this application.

SECTION C Student Declaration and Signature: Student to Complete

I declare that the information provided by me is true and complete.

I understand that it is my responsibility to provide documentation to support my application.

I authorise Cambridge International College (CIC) to obtain further relevant documentation where necessary.

I acknowledge that CIC reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information

I understand that information provided by me will be retained by CIC and will be made available to Commonwealth and State agencies, pursuant to obligations under ESOS Act 2000 and the National Code

I understand the above conditions and accept them in full

Student Signature: _____ Date: ____ / ____ / _____

Admissions Team

Please confirm EVERY statement:

- Student notified in writing of the outcome of the application:
- Enrolment records (TEAMS) updated
- Application logged and uploaded to TEAMS
- Administration advised e.g. shortened duration, allocation to timetable
- Student Payments advised

Notes / Comments:

Admin Signature: _____ Date: ____ / ____ / _____