Dear Credit Team

Please find below and attached information regarding a credit assessment request:

|  |  |
| --- | --- |
| UniSC ID |  |
| Name |  |
| Intake |  |
| Program |  |
| Campus |  |
| Current location |  |

Please find information in relation to the applicant's studies below:

**Qualification 1:**

|  |  |
| --- | --- |
| Country |  |
| Institution name |  |
| Qualification name |  |
| Qualifications completed |  |
| Australia equivalent |  |

**Qualification 2:**

|  |  |
| --- | --- |
| Country |  |
| Institution name |  |
| Qualification name |  |
| Qualifications completed |  |
| Australia equivalent |  |

**Qualification 3:**

|  |  |
| --- | --- |
| Country |  |
| Institution name |  |
| Qualification name |  |
| Qualifications completed |  |
| Australia equivalent |  |

**AO TO INCLUDE RELEVANT INFORMATION BELOW - DELETE ANY POINTS THAT DON'T APPLY**

**Please note:**

* Important - This is a variation to a previous application and credit assessment. {firstName} {lastName}  has requested a change to their intake / campus / program.  Since their last assessment, they have completed further studies as follows: AO TO PROVIDE BRIEF SUMMARY

Please respond to this email if you require more information or to provide the assessment outcome.

Also, if it is for credit obtained onshore from another uni (not VET), then the applicant also needs to complete the credit equivalency form:

[www.usc.edu.au/media/n1rk0blq/unisc-credit-course-equivalence-form-fillable-pdf.pdf](https://www.usc.edu.au/media/n1rk0blq/unisc-credit-course-equivalence-form-fillable-pdf.pdf)

**Request for more information to applicants requesting credit, who have not provided all required information/documents**

**Application for credit**

To progress with the credit assessment of this application we will require additional information. Please provide the following:

**Advise major and/or minor:**

Ask {firstname} {lastname} to review the program structure of the program for which they are seeking credit and, where applicable, advise us via reply email of their intended major and/or minor.

**Course outline/s of courses to be considered for credit**

A course outline for each course/unit you wish to have assessed for credit (from the year and semester in which the course/unit was completed). The outline information should include a course synopsis, unit values, contact hours, learning outcomes, level of study and instruction undertaken including content covered (e.g. weekly lecture schedule).

You may provide this information as clickable weblinks to the institution's webpage or as PDF documents. The outline information should include a course synopsis, unit values, contact hours, learning outcomes, level of study and instruction undertaken including content covered (e.g. weekly lecture schedule).

Course outlines that do not display the institution's logo and details, or documents copied into Word cannot be accepted.

**Prior studies completed in Australia**

Applicants with prior studies undertaken in Australia are also required to complete the [UniSC Course Equivalence Table](https://www.usc.edu.au/media/n1rk0blq/unisc-credit-course-equivalence-form-fillable-pdf.pdf) as a part of their credit request. The course equivalence table outlines which UniSC course/s applicants believe are sufficiently equivalent to their prior study.

To complete the equivalence table, applicants should review the UniSC program structure and courses for their preferred program and nominate which courses they would like considered for credit based on their previous studies: {course\_url}

Course outlines for each of the courses in the program can be viewed by clicking on a course code, and then selecting 'Course Detail'. The course outline includes information on the topics studied in the course and the course learning outcomes. This information will assist {firstname} {lastname} in determining whether they would like to apply for credit for a particular course.