



**Griffith College
Mt Gravatt Campus**
International Building M14
176 Messines Ridge Road
Mt Gravatt QLD 4122 Australia
T + 61 7 3735 6900
F + 61 7 3735 6901

**Griffith College
Gold Coast Campus**
International Building G52
Parklands Drive
Southport QLD 4222 Australia
T + 61 7 5552 8500
F + 61 7 5558 8555

Main Details
E griffithcollege@navitas.co
W griffithcollege.edu.au

ABN 38 076 195 027; CRICOS Provider Codes Griffith College 01737F, Griffith University 00233E

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

Student ID: Example: Campus: Mt.Gravatt
 Gold Coast

Family Name:

First Name:

Email: Mobile #

Are you an International Student? YES NO Citizenship:

GRIFFITH COLLEGE PROGRAM DETAILS

Griffith College 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 Griffith College?

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 Griffith College you believe is equivalent. For further information about Griffith College courses, please go to the Griffith College website and select "Course Outlines" under the "Programs" menu.

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

EQUIVALENT COURSE PREVIOUSLY STUDIED			GRIFFITH COLLEGE / 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"> • Student Notified by email <input type="checkbox"/> • Outcome noted on Maze Notes <input type="checkbox"/> • Exemption added to academic record on Maze <input type="checkbox"/> <p>Signed _____</p> <p>Position _____</p> <p>Date _____</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>