

Applying for Overseas Exchange Credit – Griffith Business Students

1. Access the online Credit Application via this link: www.griffith.edu.au/credit

2. Scroll down to 'Apply Now' to begin the application:

Applying for a credit transfer is quick and easy via our online application Apply >

3. Confirm all your details under the PERSONAL DETAILS section are correct

4. Confirm your correct degree is showing under AWARD PROGRAM – this is the degree your credit will count towards.

**5.** Under **PRIOR LEARNING** section, select the **PRIOR STUDY** as University/Other Study. This will open a new window. You will now put the host university/institution details. This will open a new window. You will now put the host university/institution details. Please follow the template as below. This will ensure our Senior Student Consult Team know you are applying for exchange and can assess your application correctly:

11/1144	University / Other Study		
1300	University / Other Study		
Institution location $\star$	Other	~	
Institution ★	Please select	~	My institution isn't listed
Unlisted institution $\star$	NAME OF HOST UNIVERSITY		
Academic level ★	Bachelor Degree	~	
Name of the award ★ program	Exchange - Trimester X, 202X		
Award program code ★	0000		
Award duration ★	1 Year	~	
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O Add Course

6. Add as many of the individual courses you will be undertaking at the exchange institution by selecting

7. Once all courses are added, move to **REQUEST FOR CREDIT** - add and match the Griffith University courses you want to be assessed for.

8. Move to **SUPPORTING DOCUMENTATION** - you will have space to provide your study plan and course outlines.

- Under 'Official Academic Transcript' submit your completed study plan
- Under 'Course Outline' submit the course outlines for your Exchange studies

**9.** After uploading, proceed to finalise your application. You will have the option to add comments (if required) and complete the declaration.