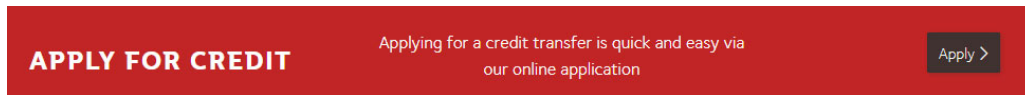


Applying for Overseas Exchange Credit – Griffith Business Students

1. Access the online Credit Application via this link: www.griffith.edu.au/credit
2. Scroll down to 'Apply Now' to begin the application:



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:

Add Prior Study
✕

Type

Institution location ★

Institution ★ My institution isn't listed

Unlisted institution ★

Academic level ★

Name of the award ★ program

Award program code ★

Award duration ★

▼ **NAME OF COURSE COMPLETING @ HOST UNIVERSITY (0000)**

Course name ★

Course code ★

Completion year ★

Add one or more courses that you have completed as part of this award program and would like to request credit for. Prior to final submission you will be asked to attach course outlines / study guides for courses you have listed.

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.