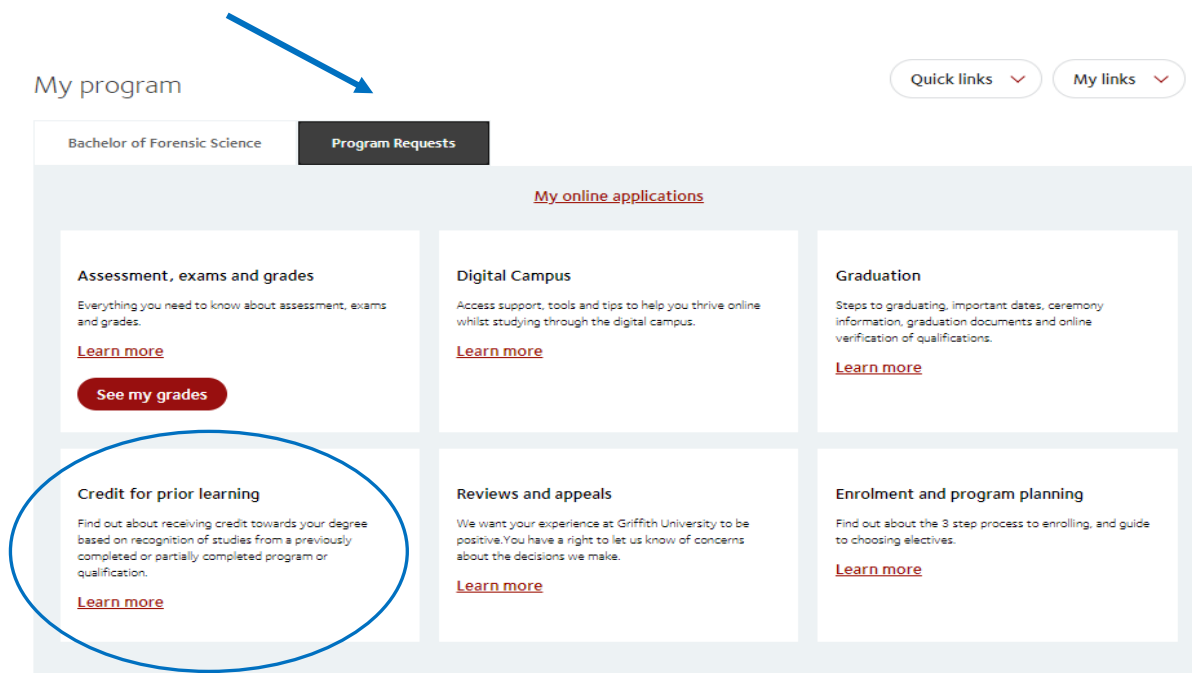


Applying for credit for Griffith University Early Start to Tertiary Studies (GUESTS)

Step-by-step user guide

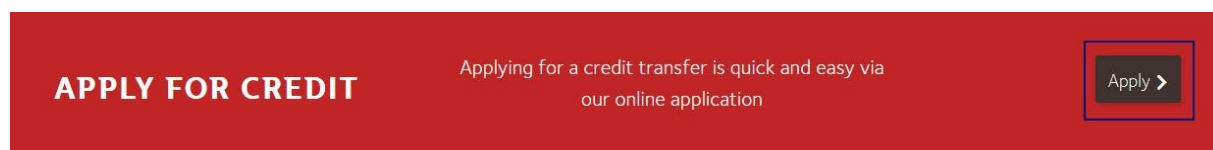
Applying for credit as a Griffith University Early Start to Tertiary Studies (GUESTS) High School Program student

Log into myGriffith and choose My program>Credit for prior learning.

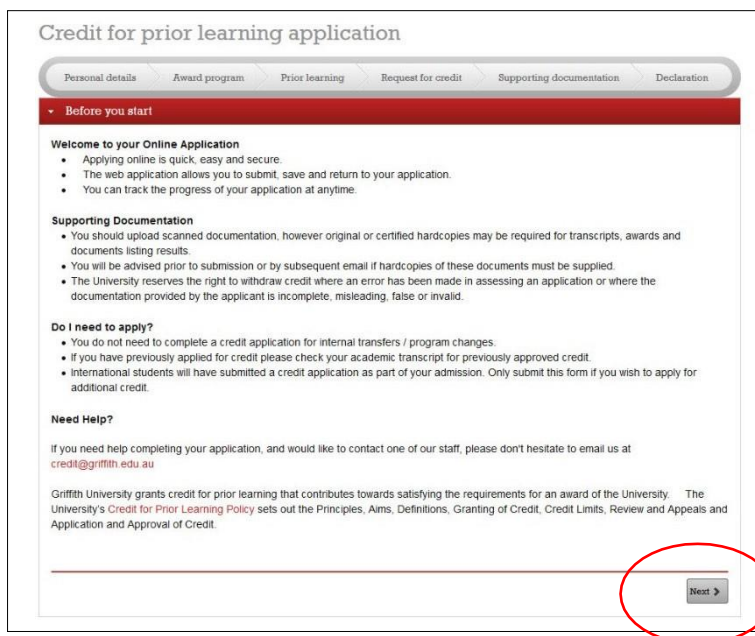



Or via <https://www.griffith.edu.au/apply/credit-transfer>

Select the 'Apply' and the online credit application welcome window will be displayed.



Carefully read the information on the welcome window.

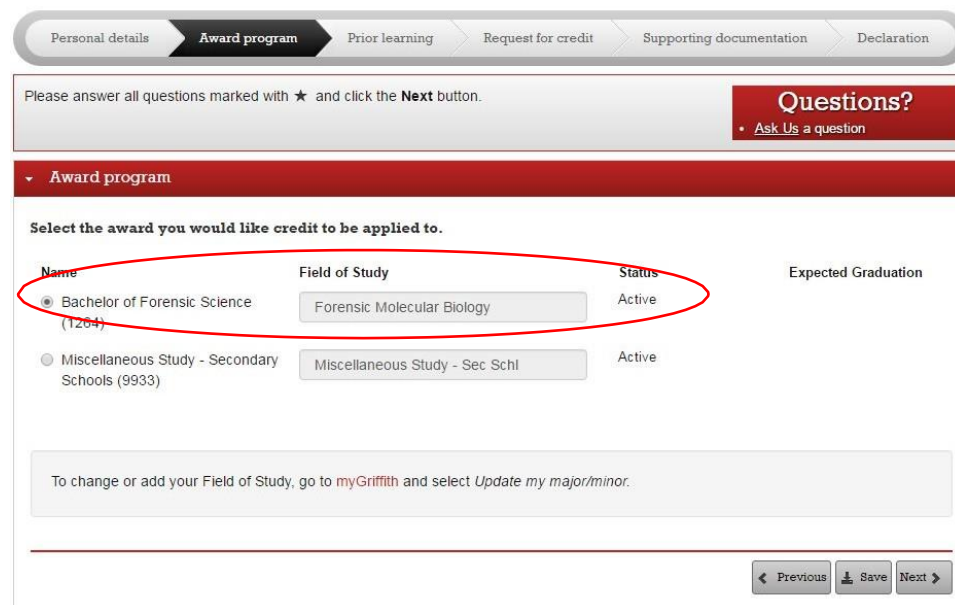



To continue, choose  (Next). The personal details window will be displayed. Complete this section and move through to the Award program panel.

Award program

Select the program for which you are applying for credit (this will be your Bachelor degree).

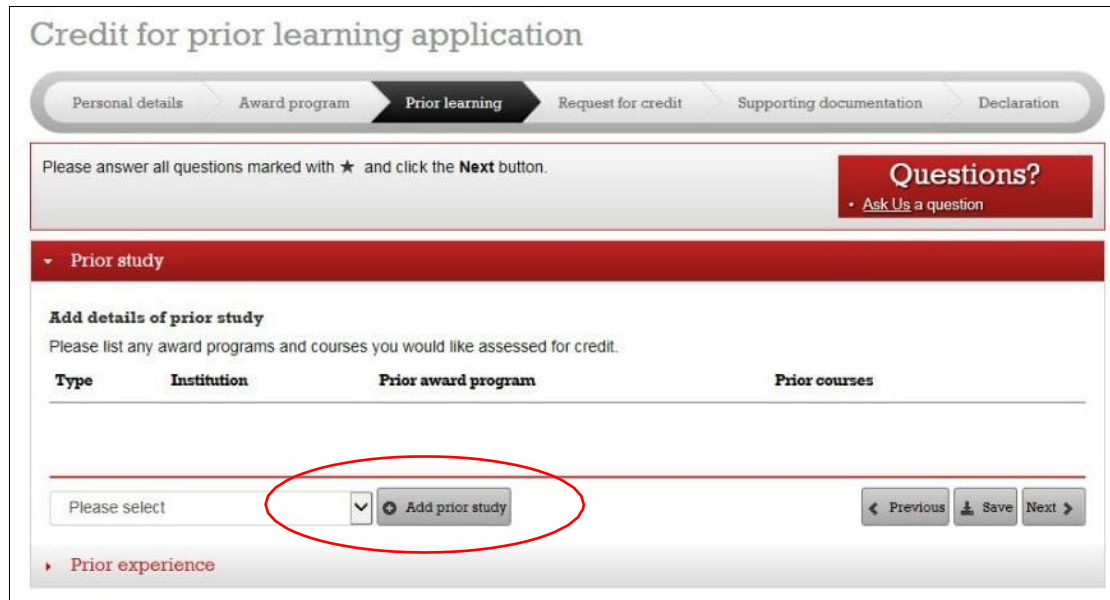
Credit for prior learning application



To continue, choose  (Next).
The personal details window will be displayed.

Prior learning

You need to add your prior study here as a GUESTS student. Choose **Add prior study** button.



Credit for prior learning application

Personal details > Award program > **Prior learning** > Request for credit > Supporting documentation > Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
Ask Us a question

▼ Prior study

Add details of prior study
Please list any award programs and courses you would like assessed for credit.

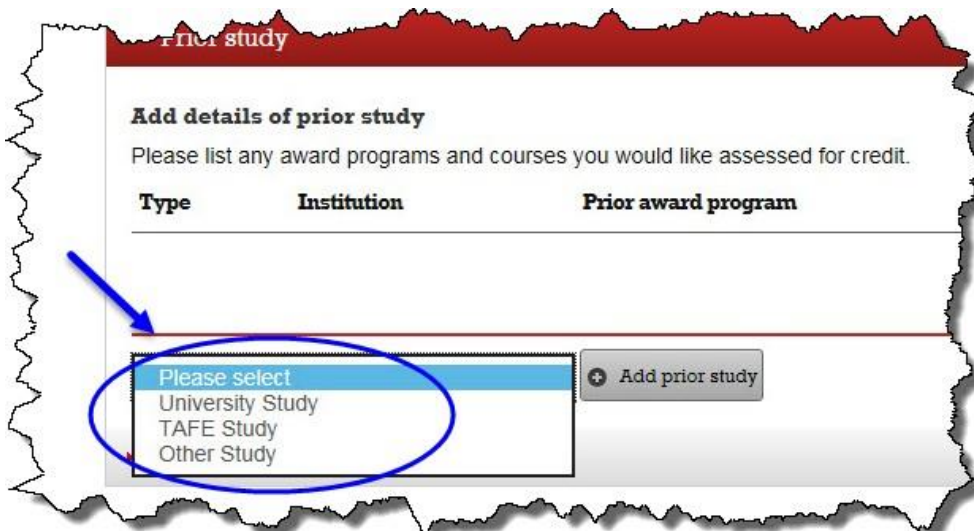
Type	Institution	Prior award program	Prior courses
Please select			

▼ Add prior study

◀ Previous Save Next ▶

▶ Prior experience

Choose **University Study** from the drop-down list.



▼ Prior study

Add details of prior study
Please list any award programs and courses you would like assessed for credit.

Type	Institution	Prior award program
Please select		

▼ Add prior study

University Study
TAFE Study
Other Study

Prior study

Please enter the following information in this Prior study section.

Choose *Institution location* as **Australia**.

Choose *Institution* as **Griffith University**.

Choose *Academic Level* as **Bachelor Degree**

Type *Name of the award program* as either:

- for GUESTS At-school “**Miscellaneous Study – Sec Schl**”
- for GUESTS On-campus “**Miscellaneous Study – GUESTS**”

Type *Award program code* as either:

- for GUESTS At-school “**9933**”
- for GUESTS On-campus “**9912**”

Award Duration please type “< 1 Year”

Add Prior Study ✕

Type

Institution location ★

Institution ★ My institution isn't listed

Academic level ★

Name of the award program ★

Award program code ★

Award duration ★

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.

Choose (Add course).

In the below section, please choose *Course name* and add the course of study that you have completed as a GUESTS student (your Griffith academic transcript will list the name and Course code), please add *Course code* and *Completion year*.

Add Prior Study

Type: University / Other Study

Institution location: Australia

Institution: Griffith University My institution isn't listed

Academic level: Bachelor Degree

Name of the award program: Miscellaneous Study - Sec Schl

Award program code: 9933

Award duration: < 1 Year

Griffith Biology (1002HLS)

Course name: Griffith Biology

Course code: 1002HLS

Completion year: 2016

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.

Choose (Accept). A summary of the study will be displayed in the prior study window.

Credit for prior learning application

Personal details > Award program > **Prior learning** > Request for credit > Supporting documentation > Declaration

Please answer all questions marked with ★ and click the **Next** button. [Questions? Ask Us a question](#)

Prior study

Please list any TAFE / VET awards and university courses you would like assessed for credit.

Add details of prior study: Select Prior Study

Type	Institution	Prior award program	Prior courses
University / Other Study	Griffith University	Miscellaneous Study - Sec Schl (9933)	Griffith Biology (1002HLS) <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Prior to final submission of your application, you will be asked to attach a copy of your official transcript or statement listing units / subjects you have completed with results / grades awarded. You do not need to supply documentation for Griffith University study.

Prior experience

For the section Prior experience, please choose 'no' and 'next'.

Add equivalent course

Choose *Add Griffith course* button.

Credit for prior learning application

Personal details > Award program > Prior learning > **Request for credit** > Supporting documentation > Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
• [Ask Us a question](#)

▼ **Equivalent courses**

Add details of specific courses you wish to request credit for
Check the [Credit Precedent Database](#) for information on past credit decisions that may apply to your prior University study.

Equivalent study or experience I have already undertaken ...	Griffith University course I am requesting credit for ...
Griffith Biology (1002HLS) - Griffith University	<input type="button" value="Add Griffith course"/>

Add the *Griffith University course I am requesting credit for* (refer to the Degree and career finder for the course code. [<https://degrees.griffith.edu.au>])

Add Equivalent Course for Griffith Biology (1002HLS) - Griffith University ✕

Prior learning I have ★ already undertaken

Griffith University course ★ I am requesting credit for

Course profile [Cells, Tissues and Regulation \(1014MSC\)](#)

Unsure which Griffith University course to select?

Your prior studies may be equivalent to one or more courses in your **program course list** (choose program and select the Course list and requirements link).

Alternatively, you may be eligible for credit towards **listed or free choice elective courses** if offered as part of your program course list. Check your **program course list** and add a listed or free choice elective course.

Choose (Accept).

This window will display a summary of the GUESTS program undertaken and what Griffith University course you are requesting credit for.

Credit for prior learning application

Please answer all questions marked with ★ and click the **Next** button.

Questions?
• [Ask Us a question](#)

▼ **Equivalent courses**

Add details of specific courses you wish to request credit for
Check the [Credit Precedent Database](#) for information on past credit decisions that may apply to your prior University study.

Equivalent study or experience I have already undertaken	Griffith University course I am requesting credit for	
Griffith Biology (1002HLS) - Griffith University	Cells, Tissues and Regulation (1014MSC)	Remove

[+ Add Griffith course](#)

[← Previous](#) [Save](#) [Next →](#)

Choose [Next >](#) (Next). The Supporting documentation window will be displayed.

Please note you are not required to upload an official academic record or course outlines, as we already have access to this documentation. (After submitting your credit application if you receive an email requesting documentation for your GUESTS study please disregard this request as it will be automatically generated).

Please complete the declaration section and Choose [Submit application >](#) (Submit application).

The confirmation window will display.

Please take note of your application reference TC number.

Once you have submitted your application, you will be sent an email to your Griffith student email address about how to track the progress of your application.

Credit for prior learning application

▼ **Your application has been submitted**

Thank you for submitting an application with Griffith University.

At any time you can choose to track your application to review the status of your application.

The reference number for your application is **TC6134**.

[Track this application](#) [My applications](#)

Need further help

If you require further assistance, please email credit@griffith.edu.au and include your student number and application reference (TC) number.