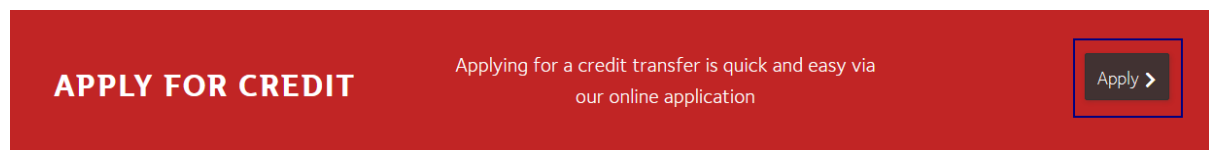


Applying for credit as a Griffith University Early Start to Tertiary Studies (GUESTS) High School Program student

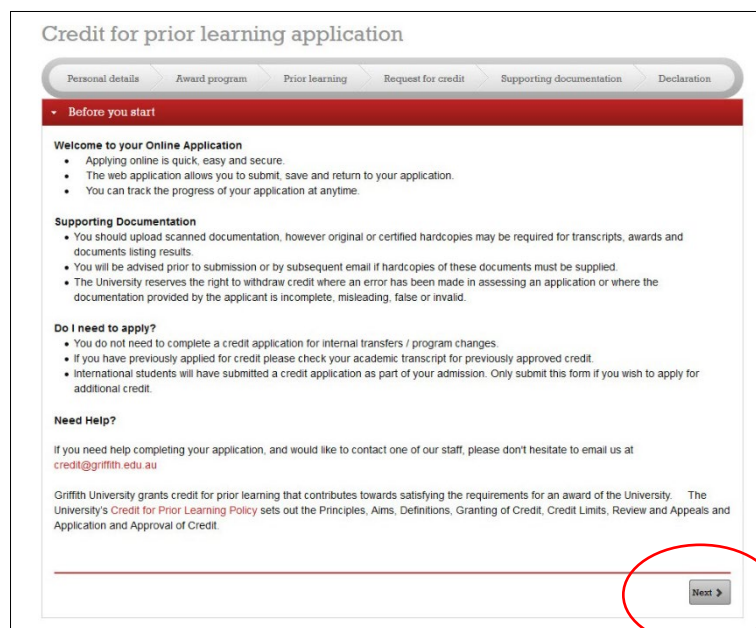
The *Apply for credit – Online form* can be found at:


<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.

A screenshot of a web application window titled "Credit for prior learning application". At the top, there is a navigation bar with tabs: "Personal details", "Award program", "Prior learning", "Request for credit", "Supporting documentation", and "Declaration". Below this is a red header with a dropdown menu set to "Before you start". The main content area contains several sections: "Welcome to your Online Application" with bullet points about the online process; "Supporting Documentation" with bullet points about document requirements; "Do I need to apply?" with bullet points about when to apply; and "Need Help?" with contact information. At the bottom right, there is a "Next >" button circled in red.


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

The screenshot shows a navigation bar with steps: Personal details, Award program (selected), Prior learning, Request for credit, Supporting documentation, and Declaration. Below the bar, a red banner reads 'Award program'. The main content area is titled 'Select the award you would like credit to be applied to.' It contains a table with columns: Name, Field of Study, Status, and Expected Graduation. Two rows are visible: 'Bachelor of Forensic Science (1264)' with 'Forensic Molecular Biology' and 'Active' status, and 'Miscellaneous Study - Secondary Schools (9933)' with 'Miscellaneous Study - Sec Schl' and 'Active' status. A red oval highlights the first row. Below the table is a text box: 'To change or add your Field of Study, go to myGriffith and select Update my major/minor.' At the bottom are buttons for 'Previous', 'Save', and 'Next'.

To continue, choose  (Next). The Prior study window will be displayed.

Prior learning

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

The screenshot shows the 'Prior learning' step in the application process. The navigation bar highlights 'Prior learning'. A red banner reads 'Prior study'. The main content area is titled 'Add details of prior study' and includes the instruction: 'Please list any award programs and courses you would like assessed for credit.' Below this is a table with columns: Type, Institution, Prior award program, and Prior courses. At the bottom of the table area, there is a dropdown menu with 'Please select' and an 'Add prior study' button, both of which are circled in red. At the very bottom are buttons for 'Previous', 'Save', and 'Next'.

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

The image shows a screenshot of a web form titled "Prior study" with a red header. Below the header, the text reads "Add details of prior study" and "Please list any award programs and courses you would like assessed for credit." There is a table with three columns: "Type", "Institution", and "Prior award program". Below the table, a dropdown menu is open, showing the text "Please select" and three options: "University Study", "TAFE Study", and "Other Study". A blue arrow points to the dropdown menu, and a blue circle highlights the options. To the right of the dropdown menu is a button labeled "Add prior 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

Remove Course

Add Course

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.

Cancel Accept

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.

Previous Save Next

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"/>

Previous Save Next

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 Biology (1002HLS) - Griffith University

Griffith University course ★ I am requesting credit for: Cells, Tissues and Regulation (1014MSC)
• No search hints found

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.


Cancel Accept

Choose (Accept).

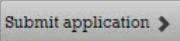
This window will display a summary of the GUESTS program undertaken and what Griffith University course you are requesting credit for.

Credit for prior learning application

The screenshot shows a progress bar at the top with steps: Personal details, Award program, Prior learning, Request for credit (highlighted), Supporting documentation, and Declaration. Below the progress bar, there is a red banner with the text 'Please answer all questions marked with ★ and click the Next button.' and a 'Questions?' button with a sub-link 'Ask Us a question'. The main content area is titled 'Equivalent courses' and contains the instruction 'Add details of specific courses you wish to request credit for'. It also includes a link to the 'Credit Precedent Database'. A table with two columns, 'Equivalent study or experience I have already undertaken' and 'Griffith University course I am requesting credit for', is shown. The first row contains 'Griffith Biology (1002HLS) - Griffith University' and 'Cells, Tissues and Regulation (1014MSC)'. A red oval highlights this row. There is a 'Remove' button for the second column and an 'Add Griffith course' button. At the bottom, there are 'Previous', 'Save', and 'Next' buttons.

Choose  (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).

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.

The screenshot shows a confirmation window titled 'Credit for prior learning application'. It has a red banner at the top that says 'Your application has been submitted'. Below this, there is a thank you message and instructions to track the application. The reference number 'TC6134' is circled in red. At the bottom, there are two buttons: 'Track this application' and '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.