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| **STUDENT DETAILS** |
| **Student Name:** | Click or tap here to enter text. | **USI:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | **Postcode:** | Click or tap here to enter text. |
| **Phone:**  | Click or tap here to enter text. | **Mobile:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. | **Birthday:** | Click or tap to enter a date. |
| **Student Signature:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

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| **OFFICE USE ONLY** |
| **Processed by:** | Click or tap here to enter text. | [ ]  Student advised of the credit recognition outcome[ ]  Enrolment form updated[ ]  All supporting documents are saved in the student records |
| **Date processed:** | Click or tap to enter a date. |

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| **CREDIT TRANSFER DETAILS** |
| **Course / Qualification Code and Title** | Click or tap here to enter text. |
| **Unit Code and Title (Currently enrolled in)** | **Unit Code and Title of units obtained for which equivalence is sought** | **Copy of certified document attached** | **Certification Document Issuance Date** | **RTO number of issuing RTO** | \*\*OFFICE USE ONLY\*\* |
| Credit Transfer Verified | Verified by | Date Verified |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | [ ]  Yes  | [ ]  No  | Click or tap here to enter text. | Click or tap to enter a date. |

**>>> If credit transfer for any of the above units has not been approved, you will be advised by one of the Australian Polytechnic Institute Staff of the reason(s) for the decision via email, telephone, or face-to-face. Add more rows as needed.**