How to apply for credit using the UniSC Online Credit Transfer Application

1. Head to credit.unisc.edu.au

2. Sign in using your UniSC student email address and password.

3. Creating a new application

4. My Details – Current Program

5. Adding your application details

University of the Sunshine Coast Australia — Credit Transfer Application

Create a new Application

Create Application✓ | Current Program✓ | **Application Details** | Declaration

Type of Credit

Student Program
SC391 - Bachelor of Nursing Science

What are you applying for credit based on?
Please provide details about your previous studies, work and/or professional experiences and any other non-formal or informal learning relevant to your credit application. You'll be asked to identify which courses in your UniSC program that you would like to be considered for credit.

University and International Studies

Please add details of your previous studies at an **Australian University or International Institution.**

Add University Studies

University Study Name ↑	Status Reason
There are no records to display.	

Vocational Education and Training Qualification

Please add details of your previously completed VET qualification/s provided by an Australian Registered Training Organisation. Credit may be awarded based on a **completed** vocational Certificate IV or higher qualification.

Add VET Studies

VET Qualification Name ↑	Status Reason
There are no records to display.	

Professional and Work Experience

Please add details of your relevant **informal and/or non-formal learning**, such as professional and work experience, voluntary experience or professional certifications (that did not lead to a formal qualification).
Please note: Some programs have credit restrictions due to accreditation requirements.

Add Professional/Work Experience

Professional and Work Experience Name ↑	Status Reason
There are no records to display.	

Advanced Secondary Studies

Please add **Advanced Secondary Studies** details if you have completed secondary studies.

Please Note: In limited circumstances, credit may be awarded based on advanced senior secondary studies (a completed International Baccalaureate Diploma and some languages). If your studies are not listed, you are not eligible to apply for credit.

Add Advanced Secondary Studies

Secondary Study Name ↑	Status Reason
There are no records to display.	

Previous | Next

To submit the application you will need at least a "Submitted" experience or study and none in status "Draft"

6. Adding your University Studies

University and International Studies

Please add details of your previous studies at an **Australian University or International Institution.**

Add University Studies

University Study Name↑	Status Reason
There are no records to display.	

Click here to add your University Studies

6.1. Prior Institution Details – University Studies

University of the Sunshine Coast Australia

Credit Transfer Application

Home | My Applications | ACM TestStudent1 -

Back to your Application > Add University Study Details

University studies   Courses   Add your Transcript

Prior Institution Details

Country *
To look up Country, select the magnifying glass 🔍

Australia

Prior Institution Name *
To search for your institution, select the magnifying glass 🔍

☐ **My Institution is not listed**

Prior Program Details

Prior Program Name *
To search for your program name, select the magnifying glass 🔍

☐ **My Program is not listed**

☐ **I would you like to be considered for Elective Credit**

Next

Lookup your prior institution name

Lookup your prior program name

The University of the Sunshine Coast acknowledges the Traditional Custodians of the land on which we live, work and study. We pay our respects to local Indigenous Elders past, present and emerging and recognise the strength, resilience and capacity of all Aboriginal and Torres Strait Islander people.

UniSC is a member of the Regional Universities Network

6.2. Prior Institution Name – University Studies

Lookup records   ✕

To search for partial text, use the asterisk (*) character before or after the searched text.

*QUT

Choose one record and click Select to continue

	Name↑
☐	360 Training Academy Pty Ltd
☐	A B Paterson College Limited
☐	A GRADE EDUCATION AND TRAINING PTY LIMITED
☐	A.I.W.T. Pty. Ltd.
☐	A.M.A. Services (W.A.) Pty Ltd
☐	A.M.T. Helicopters Pty Ltd

‹ 1 2 3 4 5 6 7 8 … 153 ›

Select   Cancel   Remove value

Search for either the **Full Name** of the institution you are looking for or use an *(**asterisk**) before searching for an abbreviated text.

Example:
Full name: University of the Sunshine Coast
Abbreviated: *UniSC

6.3. Prior Program Name - University Studies

Locate your prior institution ①

Click the check box next to the institution you would like to add ②

Click "Select" to continue ③

6.4. Prior Program Not Listed? – University Studies

If your Prior Institution and Prior Program are not listed in the Search List – Select "My Institution is not listed to enter in the details manually

6.5. Check your information - University Studies

Check the details then click "Next" to continue

6.6. Option for Elective Credit - University Studies

If you would like to be considered for Elective Credit, you will need to check the box "I would like to be considered for Elective Credit"

Once you are happy with your selection click "Next

6.7. Add a course - University Studies

You can now add your course details that you would like to apply for credit toward based on your Prior Institution details. Please check the Prior Course Credit Assessment Guidelines before proceeding with your application.

6.8. Prior Institution Course Details - University Studies

If your course is not listed select "My Course is not listed" and you can enter the details manually.

Use Lookup to search for your Prior Course CODE

Use Lookup to search for your UniSC Requested Course

6.9 UniSC Program Course Details - University Studies

1 Enter either a link to the Prior Course Outline (for the year you completed the course) OR upload a copy of the course outline document

2 Click "Save & Continue

Add your MyeQuals Link **or** Official Academic Transcript – University Studies

University studies✓   Courses✓   **Add your Transcript**

My eQuals

Please provide Link and Password or upload the Transcript

Link *
https://www.myequalslink.com

Access PIN *
1234

Transcript

The following document types are permitted: Pdf, Word, Txt, Image(Png, jpg, jpeg, gif).
The maximum size for file uploads is 5Mb.

Upload your Transcript
Choose File   No file selected

Previous   **Save & Continue**

> When prompted, you will need to provide either a link and access pin to your My eQuals or upload an official transcript

> Click "Save & Continue"

Submit and Continue - University Studies

University of the Sunshine Coast Australia   Credit Transfer Application
Home | My Applications | ACM TestStudent1 ‑

Back to your Application › Add University Study Details

University Studies created successfully.

Please note that your Credit Application **has NOT been submitted yet.**

CLICK HERE to go back and **continue your application.**

> Click either: "Back to your Application or "CLICK HERE" to continue.

7. Add Your Vocational Education and Training Qualification Details

Vocational Education and Training Qualification

Please add details of your previously completed VET qualification/s provided by an Australian Registered Training Organisation. Credit may be awarded based on a **completed** vocational Certificate IV or higher qualification.

VET Qualification Name ↑   **Status Reason**

There are no records to display

Add VET Studies
Create

> Click here to add your VET Studies

7.1 Prior Institution Details - Vocational Education and Training

University of the Sunshine Coast Australia   Credit Transfer Application
Home | My Applications | ACM TestStudent1 ‑

Back to your Application › Add Vocational Education and Training details

Please Note: If your qualification was issued by an overseas institution (i.e. not located in Australia), please add it under University and International Studies.

VET   Documents

Prior Institution Details
To search for your country, click on the magnifying glass 🔍
Country *
Australia

Prior Institution Name
To search for your prior institution, click on the magnifying glass 🔍

☐ **My Institution is not listed**

Prior Program Details

Prior Program Name
To search for your prior program, click on the magnifying glass 🔍

☐ **My Program is not listed**

Year qualification was awarded *

Next

> Lookup your prior institution name

> Lookup your prior program name

7.2 Prior Institution Name - Vocational Education and Training

Lookup records

To search for partial text, use the asterisk (*) character before or after the searched text.

Tafe

Choose one record and click Select to continue

Name ↑	VET Provider Code
TAFE Queensland	0275
TAFE SA	

Select   Cancel   Remove value

Search for either the **Full Name** of the institution you are looking for or use an *(asterisk) before searching for an abbreviated text.

Example:
Full name: Tafe Queensland
Abbreviated: *Tafe

7.3 Prior Program Name - Vocational Education and Training

Click the check box next to the program you would like to add

Locate your prior program

Click "Select" to continue

Lookup records

To search for partial text, use the asterisk (*) character before or after the searched text.

*Nursing

Choose one record and click Select to continue

Program Name	Program Code	CRICOS Program Code	VET Qualification code
Bachelor of Nursing	114595J	114595J	
Certificate IV in Veterinary Nursing	ACM40418	101451	ACM40418
Diploma of Nursing	HLT54121	109308H	HLT54121
English for Academic Purposes - Nursing	065357M		065357M
Diploma of Nursing	HLT54115		HLT54115

Select   Cancel   Remove value

Prior Institution Details

To search for your country

Country *

Australia

Prior Institution Name

To search for your prior i

TAFE Queensland

☐ **My Institution is not listed**

7.4 Prior Program Not Listed?

University of the Sunshine Coast Australia   Credit Transfer Application

Home | My Applications | ACM TestStudent1 -

Back to your Application > Add Vocational Education and Training details

Please Note: If your qualification was issued by an overseas institution (i.e. not located in Australia), please add it under University and International Studies.

VET   Documents

Prior Institution Details

To search for your country, click on the magnifying glass 🔍

Country *

Australia

Prior Institution Name

To search for your prior institution, click on the magnifying glass 🔍

TAFE Queensland

☐ **My Institution is not listed**

Prior Program Details

Prior Program Name

To search for your prior program, click on the magnifying glass 🔍

Diploma of Nursing

☐ **My Program is not listed**

Year qualification was awarded *

2020

Next

If your Prior Institution and Prior Program are not listed in the Search List – Select "My Institution is not listed to enter in the details manually

7.5 Check your information – Vocational Education and Training

Check the details then click "Next" to continue

Upload your official documents – Vocational Education and Training

Upload your required Transcript and Statement of completion

Add additional supporting documents here

Click "Save & Continue

Submit and Continue – Vocational Education and Training

Click either: "Back to your Application or "CLICK HERE" to continue.

8. Add your Professional and Work Experience

9. Add your Advanced Secondary Studies

Advanced Secondary Studies

Please add **Advanced Secondary Studies** details if you have completed secondary studies.

Please Note: In limited circumstances, credit may be awarded based on advanced senior secondary studies (a completed International Baccalaureate Diploma and some languages). If your studies are not listed, you are not eligible to apply for credit.

> Click here to add your Advanced Secondary Studies →

Add Advanced Secondary Studies

Second...   Status Reason

There are no records to display.

9.1 Secondary Studies Details

University of the Sunshine Coast Australia — Credit Transfer Application

Home | My Applications | ACM TestStudent1 ˅

Back to your Application > Add Advanced Secondary Studies Details

Advanced Secondary Studies

Please Note: In some limited circumstances, credit may be awarded based on advanced secondary studies (a completed International Baccalaureate Diploma and some languages). If your studies are not listed, you are not eligible to apply for this type of credit.

[Secondary Studies] [Support Documents]

Secondary qualification name *

Year completed

> Use Lookup to search for Advanced Secondary Studies

Next

9.2 Secondary Qualification Name

> Click the check box next to the subject you would like to add

Lookup records   ×

> Locate your prior studies

Choose one record and click Select to continue

	Subject ↑	Secondary Qualification	Minimum Grade Achieved	UniSC equivalent course	Exemption replacement course
☐	Biology (Higher Level)	International Baccalaureate	4	LFS103 and LFS100	
☐	Biology (Standard Level)	International Baccalaureate	4	LFS103	
☐	Business and Management (higher level)	International Baccalaureate	4	BUS104 and BUS105	

< **1** 2 3 >

[Select] [Cancel] [Remove value]

> Click "Select" to continue

Upload your Secondary Studies Supporting Documentation

University of the Sunshine Coast Australia — Credit Transfer Application

Home | My Applications | ACM TestStudent1 ˅

Back to your Application > Add Advanced Secondary Studies Details

Advanced Secondary Studies

Please Note: In some limited circumstances, credit may be awarded based on advanced secondary studies (a completed International Baccalaureate Diploma and some languages). If your studies are not listed, you are not eligible to apply for this type of credit.

[Secondary Studies✓] [Support Documents]

Documents

The following document types are permitted: **Pdf**, Word, Txt, Image(Png, jpg, jpeg, gif).
The maximum size for file uploads is **5Mb**.

Upload your Transcript
[Choose File] No file selected

> Upload your required Transcript

[Previous] [Save & Continue]

> Click "Save & Continue"

Submit and Continue – Advance Secondary Studies

University of the Sunshine Coast Australia — Credit Transfer Application

Home | My Applications | ACM TestStudent2 ▾

Back to your Application > Add Advanced Secondary Studies Details

Click either: "Back to your Application or "CLICK HERE" to continue.

Advanced Secondary Studies

Please Note: In some limited circumstances, credit may be awarded based on advanced second… Diploma and some languages). If your studies are not listed, you are not eligible to apply for this t…

Advanced Secondary Studies created successfully.

Please note that your Credit Application **has NOT been submitted yet.**

CLICK HERE ge back and **continue your application.**

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10. Summary of Studies Created

11. Declaration

12. Application Submission

My Credit Applications

13. Finding my Case Number

14. View a summary of my application

15. Further information requested – How to check and respond

University of the Sunshine Coast Australia — Credit Transfer Application

Home | My Applications | ACM TestStudent1 ▾

My Credit Applications

This is where you can create new applications, see the status of your existing applications and add additional information if requested by members of our staff.

If you require any additional information, we can offer you general advice about applying, but we won't be able to confirm a credit outcome until your application has been assessed.

Student Name: ACM TestStudent1
Email: acm-test-stud1@student.usc.edu.au
Student ID: 1999999-UAT

Create a new Credit Application

Below is a list of all the credit applications that you have created, including your "draft" application. You can only have one draft application at the same time.

My Applications ▾ | Search

Number	Program	Student Application Status	Outcome	Created On
CA-01097	Bachelor of Nursing Science	Further information required		23/08/2024 2:14 PM
CA-01096	Bachelor of Nursing Science	Submitted		23/08/2024 1:56 PM
CA-01095	Bachelor of Nursing Science	Withdrawn ✖		23/08/2024 1:32 PM

Click on the Case Number to view the request

You may receive a request for more information. You will get an email notification to let you know. You can also check to see the request via "My Applications".

15.1 View Open Requests

University of the Sunshine Coast Australia — Credit Transfer Application

Home | My Applications | ACM TestStudent1 -

Back to My Applications > Credit Application Summary

Credit Application Details

Number
CA-01097

Application Status
Further information required

Requests for information

Open Requests

Title	Status Reason	Created On	
More Information Required for your University Studies	To Action ⚠	23/08/2024 2:33 PM	⌄

Submitted & Closed Requests

Title	Status Reason	Modified On
There are no records to display.		

> Click on the Title to open the request.

15.2 Respond to Requests for more information

University of the Sunshine Coast Australia — Cr

... ns | ACM TestStudent1 -

Back to My Applica

ⓘ **View details**   ✕

Credit Application

Number
CA-01097

Requests for inform

Open Requests
Title

Title
More Information Required for your University Studies

Information Requested
Please provide a current course outline and official transcript

Response

Documents

[Add Document]

Confirm that you have provided the required information.
Only confirmed responses will be evaluated by the credit team. You won't be able to make changes after your have confirmed.
⦿ No ◯ Yes

[Submit]

There are no records to display.

> Read the confirmation, select "Yes" and "Submit "

> Respond to the request with the relevant information.
>
> Add any requested documents.

15.3 Requested information submitted

Back to My Applications > Credit Application Summary

Credit Application Details

Number
CA-01097

Application Status
Further information required

Requests for information

Open Requests

Title	Status Reason	Created On
There are no records to display.		

Submitted & Closed Requests

Title	Status Reason	Modified On	
More Information Required for your University Studies	Submitted ✅	23/08/2024 2:36 PM	⌄

> Your request will now show in the "Submitted and Closed Requests.