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.

Surphie Const Credit Transfer Application	Home Sign in
→ Sign in	
Apply for Credit Transfer for your prior studies or experience. Before applying for credit, ensure you have an offer to study at UnISC. Use your UnISC student login to acces recognition of order learning. Log in to start your application	ss the online application for credit transfer and
	Sign in Ernail, phone, or Skype Cart access your account? Back Next Trouble Logging in?
	Here are some steps to help you get into your account:
	Student: login using username@student.usc.edu.au Staff: login using username@usc.edu.au
	Password not working? Go to password reset page All UniSC staff and students are required to use MFA (multi-factor authentication) to securely access UniSC system and protect the UniSC identity.
	For help with the Microsoft Authenticator MFA app on your smartphone and other devices, please visit our MFA webpage.
	Tried all this and still need help? Please contact the Service Desk.
	If you are entering as a guest, please sign in using your personal or business email.
	R Sign-in options

- 3. Creating a new application
- 4. My Details Current Program
- 5. Adding your application details

University of the Sunshine Coast Australia	Credit Transfer Application	Home My Applications ACM TestStudent1 -	
Create a new A	pplication		
Create Application	Current Program Application Details	Declaration	
Type of Credit Student Program SC391 – Bachelor of N	ursing Science		
What are you applyin Please provide details credit application. You	g for credit based on? about your previous studies, work and/or professional exp rill be asked to identify which courses in your UniSC progra	beriences and any other non-formal or informal learning relevant to your im that you would like to be considered for credit.	
University and I	Iternational Studies	ational institution.	
University Study Name	ŕ	Add University Studies	
There are no record	s to display.		
Vocational Edu Please add details of based on a complete	ation and Training Qualification rour previously completed VET qualification/s provided by a vocational Certificate IV or higher qualification.	an Australian Registered Training Organisation. Credit may be awarded	
VET Qualification Name	r .	Add VET Studies	
There are no record	s to display.		
Professional an Please add details of certifications (that di Please note: Some pr	3 Work Experience iour relevant informal and/or non-formal learning, such inat lead to a formal qualification), grams have credit restrictions due to accreditation requir	as professional and work experience, voluntary experience or professional rements.	
Professional and Work	ixperience Name 个	Add Professional/Work Experience	
There are no record	s to display.		
Advanced Seco	ndary Studies		
Please add Advanced Please Note: In limited Diploma and some la	Secondary Studies details if you have completed second icircumstances, credit may be awarded based on advanc rguages). If your studies are not listed, you are not eligible	sary studies. Sed service secondary studies (a completed international Baccalaureate to apply for credit.	
Secondary Study Name	2¢	Add Advanced Secondary Studies	
There are no record	s to display.		
Previous Next			
To submit the applicati	on you will need at least a "Submitted" experience or study	r and none in status "Draft"	
The University of the Sunshine Coo Indigenous Edens past, present or UniSC is a member of the Regiona	it coknowledges the Traditional Custodians of the land on which we live, work I emerging and mooginies the strength, realience and capacity of all Aborigin Universities Network	s and shurly. We pay our respects to local and and format should also depend a	
	In No. DINGED TECES Provider No. 09/72002		

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 1	Status Reason
There are no records to display.	Click here to add your
	Liniversity Studies

6.1. Prior Institution Details - University Studies

	University of the Credit Transfer Application	Home My Applications ACM TestStudent1 -	
<u>Ba</u>	ck to your Application > Add University Study Details		
Ur	niversity studies Courses Add your Transcript		
P	Trior Institution Details Country: To look up Country, select the magnifying glass Australia Foir institution Name * To search for your institution, select the magnifying glass My institution is not listed Trior Program Details Foir Program Name * To search for your program name, select the magnifying glass My Program Is not listed My Program Is not listed Toud you like to be considered for Elective Credit		Lookup your prior institution name Lookup your prior program name
	Nest		
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6.2. Prior Institution Name - University Studies

University of the		
Sunshine Coast Cf	Lookup records	Search for either the <u>Full</u>
<u>k to your Applic</u>	To search for partial text, use the asterisk (*) character before or after the searched text.	Name of the institution you
	Choose one record and click Select to continue	are looking for or use an
ersity studies Cou	✓ <u>Name</u> ↑	*(material) before cogrebing
craity atudies Cou	360 Training Academy Pty Ltd	*(dsterisk) before searching
	A 8 Paterson College Limited	for an abbreviated text
or Institution Deta	A GRADE EDUCATION AND TRAINING PTY LIMITED	TOT UT UDDIEVIALEA LEXL.
ountry *	ALW.T. Pty. Ltd.	
look up Country, select th	AMA. Services (W.A.) Pty Ltd	
Australia	A.M.T. Helicopters Pty Ltd	Example:
ior Institution Name *	The Andrew Process	Full name: University of the
search for your institution	≤ 1 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>153</u> <u>2</u>	Supphine Coget
		Sunshine Coast
ly Institution is not listed	Select Cancel Remove value	Abbreviated: *UniSC
or Program Detail	s	

6.3. Prior Program Name - University Studies

	University of the Sarchine Conf	ns ACM TestStudent1 -
	Lookup records Back to your Applic To search for partial test, use the asterisk (*) character test	Locate your prior institution
2 Click the chenext to the ins you would like	Concerner record and click Select to continue	
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6.4. Prior Program Not Listed? - University Studies

Viewskovice Switching Code 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 Prior Program Details Prior Program Name* To search for your program name, select the magnifying glass Prior Program Name*	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
I Would you like to be considered for Elective Credit Next	
The University of the Sundaries Const Octoreoriesgee the Traditional Custoders of the land on which we have used and study. We pay our re indepressed table party present and emerging and incorporate the amounty, mellineae and coparity of all Aborghand and Tomes State Materia UnitSC is a manufact of the Regional Interesties Instruct.	sect to local people

6.5. Check your information - University Studies

Understand the Strandback 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, select the magnifying glass Australia Prior Institution Name* To search for your institution, select the magnifying glass Queensland University of Technology (2011) University of Technology (2011) Winstitution is not listed Prior Program Details Prior Program Details Prior Program mane, select the magnifying glass Queensland University of Technology (2011)	× ۹.
Bachelor of Nursing My Program is not listed I would you like to be considered for Elective Credit Next	Check the details then click "Next" to continue
The transmission of the branching of the branching costs contraventages the Traditional Coststanders of the brand on which we live, Indigenous Dates point, present and emerging and management between the strength, wellkers and capacity of all Allo Until C is a manifest of the Indigenous Dates between	work and study, the pays aut respects to local anglesed and tomes third also have people.

6.6. Option for Elective Credit - University Studies

University of the Sentencions: 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 County * To look up Country, select the magnifying glass % Australia Australia Prior Institution Name* To search for your institution, select the magnifying glass % Outerstand University of Technology (2017) My institution is not listed Prior Program Details Prior Program Name* To search for your program name, select the magnifying glass % Bachelor of Aursing My Program is not listed My forgum is not listed Prior Program Name* To search for your program name, select the magnifying glass % Excellence of Aursing My forgums is not listed Prior Program Name* To search for your program name, select the magnifying glass % Excellence of Aursing My forgums is not listed Prior Program Search for your program name, select the magnifying glass % Image: The search for your program name, select the magnifying glass % Excellence of Aursing	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"		
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Once you are happy with your selection click "Next

6.7. Add a course - University Studies

Viewering Case Credit Transfer Application Home My Applications ACM TestStudent1 -
Back to your Application > Add University Study Details
University studies Courses Add your Transcript
Prior Course Credit Assessment Guidelines When creating a new course for assessment: Listers 4 add the previous course lay (surful) if they have completed, along with the corresponding UnISC course, to be assessed for credit. Listers 4 add the previous course lay (surful) if they up have completed, along with the corresponding UnISC course, to be assessed for credit. Vour must provide adstalled course autilen (link or upload a document) for each course that you have previously completed. The course of the layer and results prior to the layer and submit and the layer an
Courses Add a Course
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.
LARGE II a Interitar of the Regional Johnsolite Interios. Alle 19 4 44 (89 10) CARCOR Provider Inc. (199000 100A Annolder IIs, IP\$/2002

6.8. Prior Institution Course Details - University Studies



6.9 UniSC Program Course Details - University Studies



Add your MyeQuals Link or Official Academic Transcript - University Studies

University studies Courses Add your Transcript	
My eQuals Please provide <u>Lik and Passenger</u> or upload the <u>Instructive</u> tink * <u>Itats/Instructure</u> Access PIN * [1234]	When prompted, you will need to provide either a link and access pin to your My eQuals or upload an official transcript
Transcript The following document types are permitted: Pdf, Word, Txf, Image(Png, jpg, jpeg, gtf). The maintening the file uploads is SMb. Upload your Transcript Transcript No file selected Click "Save & Cont	inue

Submit and Continue - University Studies

Subscription Credit Transfer Application Hom	ne My Applications ACM TestStudent1 -
Back to your Application ? Acid University Study Details	Click either: "Back to your
University Studies created successfully. Please note that your Credit Application has NOT been submitted yet.	Application or "CLICK HERE" to continue.

7. Add Your Vocational Education and Training Qualification Details



7.1 Prior Institution Details - Vocational Education and Training

	Lineward Care Credit Transfer Application Home My Applications ACM TestStudent! -	İ
<u>Bc</u>	tck to your Application > Add Vocational Education and Training details	
Í	Hease Hets: If your qualification was issued by an overseas institution (i.e. not located in Australia), please add it under triviensity and international Studies. IT Documents Prior institution Details To search for your country, click on the momphing abus %	
	County Australia Australia Not Institution Name To search for your prior institution, click on the mognifying glass To search for your prior institution, click on the mognifying glass To search for your prior institution, click on the mognifying glass Prior Program Details	Lookup your prior institution name
	Prior Program Name To Award Nar your prior program, click on the magnifying glass Q, UN Program is not listed	program name
	Ver qualification was evented *	
		•

7.2 Prior Institution Name - Vocational Education and Training



7.3 Prior Program Name - Vocational Education and Training

		University of the Sunchine Coast CI Australia	Lookup records			×	ns ACM TestStudent1 -
	Click the check box	<u> o your Applic</u>	To search for partial text, use	the asterisk (*	*) character in fear *Nursi	ng 🔒	Locate your prior program
	next to the program	lote: If your qualificatio	Program Name	Program Code	<u>CRICOS Program</u> <u>Code</u>	VET Qualification	and International Studies.
\smile	you would like to add	Documente	Bachelor of Nursing Certificate IV in Veterinary Nursing	114595J ACM40418	114595J 101451	ACM40418	
		Prior Institution De To search for your countr Country * Australia Prior Institution Name To search for your prior in	Diploma of Nursing English for Academic Purposes - Nursing Diploma of Nursing	HLT54121 065357M HLT54115	109308H 065357M Select Cancel	HLT54121 HLT54115 Remove value	
		TAFE Queensland My Institution is not lister	1		1		× 9
		Pric Der Pric o To s	Click "Sele	ect"	to cor	ntinue	

7.4 Prior Program Not Listed?

Weeking of the 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 magnitying gloss Q	If your Prior In	stitution and
Australia U	Prior Program	n are not listed
TAFE Queensland × Q	in the Search	List – Select "My
Prior Program Details	Institution is r	not listed to
Price Program Name To search for your prior program, click on the magnifying glass Q Diplome of hursing	enter in the d	etails manually
My Program is not listed		1
Year qualification was awarded * 2020		
Next		

7.5 Check your information – Vocational Education and Training

	ACM TestStudent1 -
Back to your Application > Adv	d Vocational Education and Training details
Please Note: If your quolification was issued by a	n 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 mag Country -	nifying gloss Q
Prior institution Name To search for your orior institution, click on th	ne maanihina diass 🔍
TAFE Queensland	x Q
 My institution is not listed 	
Prior Program Details Prior Program Name To specific true under supervise allele as the	a manahisina ataur 0
Diploma of Nursing	x Q
 My Program is not listed Year qualification was awarded * 	Check the details then
2020	click "Novt" to continue
	CIICK NEXT LO CONTINUE
NOX	

Upload your official documents – Vocational Education and Training

	Unservised dree 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
Upload your required Transcript and Statement of completion	Supporting Documentation The following document hypes are permitted. Pdf. Word, Txt, trage(fing, jpg, jprg, grf). The mean supporting in the permitted in the product in the statement of academic record (VET transcript) and Statement of Completion. Upgoed Transcription Upgoed Statement of completion There are no notes to display. Add additional supporting Documents There are no notes to display. Add supporting Documents Med supporting Documents
	Treview Save & Continue
	The University of the Societies Court entremediates the Techtopol C attraction of the Level on other and the way on a respect to Local

Submit and Continue – Vocational Education and Training

Back to your Application	Click either: "Back to your Application or "CLICK HERE"
Please Note: If your qualification was issued by an overseas institution (i.e. not located in Australia), please o Vocational Education and Training Qualification created successfully. Please note that your Credit Application has Not becommitted yet.	to continue.
CLICK HIRT 1 Control of Continue your application.	

8. Add your Professional and Work Experience

9. Add your Advanced Secondary Studies



9.1 Secondary Studies Details

Whether Credit Transfer Application Home My Applications ACM TestStudenti -	
Back to your Application > Add Advanced Secondary Studies Details	
Advanced Secondary Studies Fierse Netz: In some limited discumtances, credit may be dwarded based on advanced secondary studies (a completed International Baccalaureate Diploma and some language). If your studies on not listed, you are not eligible to apply for this type of credit. Secondary Studies Support Documents Secondary qualification name* Vear completed Next	Use Lookup to search for Advanced Secondary Studies

9.2 Secondary Qualification Name



Upload your Secondary Studies Supporting Documentation



Submit and Continue – Advance Secondary Studies

University of the Sunshine Coast Credit Transfer Application	Home My Applications ACM TestStudent2 -
Back to your Application > Add Advanced Secondary Studi	es Details
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	Click either: "Back to your Application or "CLICK HERE"
Advanced Secondary Studies created successfully. Please note that your Credit Application has NOT been submitted yet.	to continue.
2UCK HERE	

- 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

	With the constant of the second secon
	My Credit Applications This is where you can create new applications, see the status of your existing applications and additional information of requested by members of our statt. If you require any additional information, we can offer you general addice about applying, but we wont be able to confirm a readit outcome until your opplication has been assessed.
	Student Name: ACM TestStudent1 Email:e.com-test-studigistudent.usc.edu.ou Student ID: 1999999-UAT
Click on the	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.
	Number V Program V Student Application Status V Outcome V Created On V
	CA-01087 Bachelor of Nursing Science Further Information required 23/08/2024 214 PM
to view the	CA-01026 ··· Bachelor of Nursing Science Submitted 23/08/2024 156 PM
request	CA-01095 ··· Bachelor of Nursing Science Withdrawn 🗙 23/08/2024 1:32 PM
	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 Sustaine Coast Credit Transfer Applicat	ion	Home My Applications A	ACM TestStudent1		
	Back to My Applications > Credit Application Summary					
	Credit Application Details Number CA-01097	Application Status Further information	required			
Click on the Title	Requests for information					
to open the	Open Requests <u>Iitle</u>	Status Reason	Created On			
request.	More Information Required for your University Studies	To Action 🛕	23/08/2024 2:33 PM	×		
•	Submitted & Closed Requests <u>Title</u>	<u>Status Reason</u>	Modified On			
	There are no records to display.					

15.2 Respond to Requests for more information

University of the Sandhine Cost: Cf	w detoils x	ACM TestStudent1 -
Back to My Applica	Title More Information Required for your University Studies Information Required for your University Studies Information Required for your University Studies Information Required for your University Studies Information Required for your University Studies Information Required for your University Studies	
Credit Application Number CA-0097 Requests for inforr Open Requests Zitis	Response	Respond to the request with the relevant information.
Read the	Documents	Add any
confirmation,	Add Document	requested
select "Yes" and area "Submit "	Cenfirm that you have provided the required information. Only confirmed responses will be evaluated by the creat: team. You want be able to make changes ofter your have confirmed. # No Orget Submit	documents.
There are no records to display.		

15.3 Requested information submitted

	Back to My Applications > Credit Appli	cation Summary		
	Creait Application Details			
Your request will	Number CA-01097	Application Status Further information	required	
now show in the	Requests for information			
"Submitted and	Open Requests <u>Title</u>	<u>Status Reason</u>	<u>Created On</u>	
Closed Requests.	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	~