



Enrolments - Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

SAS 35 20/05/08
 Email: enrolments@anu.edu.au
 Phone: +61 2 6125 3339
 Fax: +61 2 6125 8830
 Web: http://rss.anu.edu.au

Application for Status (Credit Transfer)

(Please read the Notes on Page 2)

1. Personal Details

Family Name:

Given Names:

Program/
Degree Name:
(Program you want status to be transferred into)

Uni ID: U

Contact Phone:

Major/s or Specialisation for Program (if required):

Domestic International

2. Status Request - All

Do you wish to apply for status for all courses you are eligible for? If Yes, please tick whether the status will be from:

All courses studied in a previous ANU program/degree Proceed to Step 4

All courses from another institution listed in the attached transcripts Proceed to Step 4

3. Status Request - Specific

Do you wish to specify the courses you are requesting status for? If Yes, complete the table below and then proceed to Step 4:

				OFFICE USE ONLY
Course Code <small>(eg POLS1002)</small>	Course Name <small>(eg Introduction to Commercial Law)</small>	Institution Name <small>(eg ANU or Uni of Melbourne)</small>	Year Studied	ANU Status Approved <small>(Yes or No, then sign below)</small>

4. Student Declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the back of the form carefully.

Student's signature:

Date:

D	D	M	M	Y	Y
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NOTE: Processing of incomplete and/or late applications will be delayed

OFFICE USE ONLY

DELEGATED AUTHORITY COMMENT ON STATUS TO BE GRANTED

ANU Course Code	ANU Course/Status Name	ANU Class Number <small>(if required)</small>	Unit Value	STE/STI/EXE/EXI

Comments:

Total Units:

DELEGATED AUTHORITY SIGNATURE FOR APPROVAL

Name (print):

Signature:

Program Code:
(for status to go in)

Status Request: Approved Not Approved

Date:

D	D	M	M	Y	Y
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Program Time Limit:

Status entered on S21 and student notified:

D	D	M	M	Y	Y
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Signature:

Application for Status (Credit Transfer)

Please read these Notes before completing the form

Who should apply?

This form should be completed by all students who wish to apply for status (credit of courses studied in previous ANU programs or at previous tertiary institutions).

You may wish to apply for status if:

- You have recently transferred your program within ANU and would like to request status from courses studied in your previous program
- You have been admitted to ANU and would like to request status for courses studied at a previous Australian tertiary institution
- You have been re-admitted to ANU and would like to request status for courses previously studied at ANU or elsewhere
- You have been admitted to ANU and would like to request status for previous non-award studies (including Year 12 extension courses)
- You would like to request status for previously approved cross-institutional/exchange or non-standard session courses that you have completed

When should this form be submitted?

Applications for status should be submitted prior to the commencement of your new program/degree.

Where should the form be submitted?

This form should be submitted directly to your College Office, or Delegated Authority. Applications for Status are considered, approved and processed by Colleges.

If your form needs to be submitted to several Colleges (eg combined degree students), you will need to submit a separate Application for Status form to each College. If you are attaching copies of transcripts these can be certified by College Staff for the additional area you are submitting it to.

Applications for Status are not approved or processed by Student Administration Services.

What else do you need to know?

Attachments: If you are applying for status for courses that you studied elsewhere (not at ANU), you must attach:

- An official transcript from the institution (original or a certified copy)
- Course outlines for each individual course you are requesting status for

International Students: Status applications for international students will be processed as per Standard 12 of *The National Code 2007* (available at http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_12.htm).

In accordance with *The National Code 2007*, international students will be sent an offer of status by the Delegated Authority. This offer must be accepted and returned to the Delegated Authority before the status is processed.

Appeals: If you are dissatisfied with the decision regarding your status application, you should inform your relevant College Office in writing within 28 days of your status notification that you wish to have the decision reviewed.

If you are still dissatisfied with the decision, you may seek a review by the College Dean or Delegated Authority.

If you are still dissatisfied at that point, you may request the Registrar, Student Administration Services to arrange for the Status and Exemptions Appeals Committee to review the decision. The request must be lodged in writing with the Registrar within 30 days of your being informed of the College Dean or Delegated Authority's decision.

Appeal provisions for undergraduate students are set out in the Undergraduate Award Rules, and procedures are detailed in the "Review of Decisions Made by Deans under the Undergraduate Award Rules". This document is available at:

http://info.anu.edu.au/Policies/_DVC/Procedures/Review_of_Decisions_Made_by_a_Deans_under_the_Undergraduate_Award_Rules.asp

Status provisions for graduate students are set out in the Graduate Coursework Award Rules. This document is available at:

<http://www.anu.edu.au/cabs/rules/GradCseworkRules.pdf>

**Students must check their student email account regularly.
Official and important University information is sent to student email accounts only.**

For further details on Leave, refer to the *Student Enrolment and Administrative Procedures (SEAP) Guide*. Reference copies of the SEAP Guide are available at Student Administration Services in the Pauline Griffin Building (11), all College/Faculty/School/Centre offices and on the website: www.anu.edu.au/sas/SEAP_guide.