

Credit for Prior Formal Learning Application

This form is for students who have undertaken formal study outside of their current UOW degree, and who wish to have this applied as credit for subjects in their UOW degree.

Students who have completed prior informal or non-formal learning should use the '[credit for prior informal or non-formal learning application](#)' form.

Completed forms should be emailed to askuow@uow.edu.au

Before Submitting your Form

<p>Important Information</p> <p>Eligibility and other criteria are governed by the Credit for Prior Learning Policy.</p> <p>The granting of credit may affect your eligibility to receive an award 'with distinction'.</p> <p>Detailed information is available on the 'How do I apply for credit' AskUOW knowledge article.</p>	<p>Deadlines</p> <p>If you are currently enrolled in any subject/s for which you are seeking credit, you must submit your application no later than three weeks before the start of session.</p> <p>To allow time for you to make decisions about what subjects you will need to enrol into for upcoming sessions, you should submit your application as soon as possible.</p> <p>Applications can take up to 6 weeks during peak periods.</p> <p>There are key dates associated with subject enrolment, withdrawal, and financial liability.</p>
<p>Supporting Documentation</p> <p>For studies completed at another institution, you must provide:</p> <ol style="list-style-type: none"> 1. Subject and/or course outlines for each subject studied and; 2. A certified copy of your official academic transcript showing successful completion and grades <p>You do not need to provide evidence for studies completed at UOW.</p> <p>Information on evidence requirements is outlined on the 'Applying for credit for prior formal learning' AskUOW knowledge article.</p>	

Important information for international students

<ul style="list-style-type: none"> • If you are an international student studying in Australia, approved credit for prior learning may impact the duration of your Course, CoE, and student visa. • You can seek academic advice about the implications on your course completion date before applying for credit. To make an appointment with an advisor, contact AskUOW. • Under the Education Services for Overseas Students (ESOS) Act, the University is required to notify the Australian Department of Home Affairs where there are any changes to the course duration of a student. • For more information about your student visa, please contact DHA on 131 881 or visit their website: homeaffairs.gov.au • If you are under 18 years of age, you will need to obtain permission from your parent or guardian to apply for credit. Please contact AskUOW to obtain an International Student Guardianship Form.
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Section 1: Student details	
a. Student Details	
First Name	Surname
Student Number	DOB
a. UOW Course Details	
Course Code	Course Name

c. Evidence of prior study

You do not need to provide evidence for studies completed at UOW, as this information is available to approvers on your record.

For formal learning completed at another institution, you need to attach **subject outlines** and a [certified copy](#) of your official **academic transcript** showing successful completion and grades.

Checklist:

- subject outlines for each subject you are seeking credit for which clearly show:
 - o Subject name and code
 - o Subject description
 - o Subject learning outcomes
 - o Credit points
 - o Contact hours
 - o Assessment tasks
 - o Required readings
 - o Any practical and lab work components
- certified copies of academic transcript/s showing successful completion of subjects for which you are seeking credit which clearly show:
 - o Subject name and code
 - o Credit points
 - o Duration of study
 - o Final mark and grade

Contact your previous institution to obtain the above items of evidence.

Section 3: Student Declaration

By submitting this form I declare that:

- I have read and have accepted the information outlined in this form.
- I understand the University reserves the right to vary or reverse any decision made based on incorrect information.
- I authorise the University to verify official records from any educational authority or institution I have attended if required.
- I understand that if I am currently enrolled in any subjects for which I am awarded credit, it is my responsibility to withdraw from those subjects prior to the Census date if I am approved credit for them.
- **International Students:** I acknowledge any credit or exemption granted may affect my course completion date and understand the implications of this on my student visa.

Attachments:

- I have attached subject outlines and/or course outlines for each subject I am requesting credit for and
- I have attached a [certified copy](#) of my official academic transcript/s demonstrating completion of prior studies

Student Signature

Date

Section 4: Faculty Approval

I confirm the credit awarded complies with the [University's credit policies and procedures](#).

Approver's Name*

Approver's Signature*

Date

*Head of Students (or delegated authority as per the [University Delegations of Authority Policy](#))

Please return the completed form by assigning the case in CRM to 'UOW – Student Progression', or if there is no case on CRM, emailing it to student-ops@uow.edu.au.