

Application for Credit Recognition/Cross Credits from study at Unitec or other Tertiary Institutions in NZ or Overseas

GUIDELINES FOR CREDIT RECOGNITION/CROSS CREDITS

STEP 1 CHECKLIST

Please complete and sign the SAF005 form and attach the following documents**	
1. Verified true copy of academic record stating grades achieved and/or NZQA record of learning (do not send original documents)	<input type="checkbox"/>
2. Prescription/course outline/full course descriptor for each course you wish to transfer credit from	<input type="checkbox"/>
and where applicable:	
3. Verified and translated to English a true copy of degree/diploma certificate for completed qualifications	<input type="checkbox"/>
4. Details of applicable work experience (eg for Nursing where regulations allow for credit on the basis of supervised practice following registration)	<input type="checkbox"/>
5. Verified true copy of related qualifications	<input type="checkbox"/>
6. Details of any additional relevant courses completed	<input type="checkbox"/>
7. A Change of Personal Details form (if you have changed your name and/or address since you last provided us with these details)	<input type="checkbox"/>

** Where a verified copy is referred to above, you must provide a copy of each document certified by a JP or Solicitor with the following statement "I have sighted the original of this document and confirm that this is a true copy".

STEP 2 CROSS CREDIT FEE

If any of the cross credits you are applying for come from institutions other than Unitec, you must make payment of NZ\$105.00 (inclusive of GST) per application. **This fee does not need to be paid by international students, as it is included in your fees.** Your application cannot be processed unless payment is made. Please complete this panel.

Payment of \$105.00 is by	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit card - Visa	<input type="checkbox"/> Credit card - Mastercard	Student ID Number:
Credit card expiry date:	Bank Name:	Name on Credit card:		
Card Number:	Signature of Card Holder			

STEP 3 SUBMIT FORM with PAYMENT and ATTACHMENTS

- If visiting Unitec in person, then pay the fee to the Cashier, located in a Student Central. The Cashier will forward this application to the correct office. If paying by post or phone, a receipt will be mailed to you.
- Please post or deliver**
 - (1) the completed SAF005 Cross Credit form and
 - (2) cheque or credit card authorisation and
 - (3) other documents listed above securely attached

To: The Cashier, Student Central, Building 3, Unitec New Zealand, Private Bag 92 025, AUCKLAND.

Further information

- All cross credits granted are provisional until approved by the Programme Committee. The student will be formally advised of the Programme Committee's decision in writing. Cross credits are only applicable to the programme for which they are approved. They cannot be reassigned to another programme.
- The information on this form and on any attachments will be covered by the NZ Privacy Act 1993 and by Unitec's Privacy of Information policy. Go to www.unitec.ac.nz and search for Privacy Policy for further details. Unitec reserves the right to seek confirmation of the authenticity and accuracy of any documentation provided by other tertiary institutions or referees.

Definitions from Academic Statute:	"Assessment of Prior Learning (APL)" is a process which recognises the prior achievement of learning outcomes when there is no formal record of the achievement. "Cross Credit" means the award of credit in recognition of successful equivalent study, at the same or a higher level, in the context of another programme.
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Application for Cross Credits from study at Unitec or other Tertiary Institutions in New Zealand or Overseas

Complete a separate form for each qualification studied or institution attended

Unitec programme (for which you wish to gain Cross Credit)	Semester & year you will start this programme	This is page number of (eg 2 of 5)
Family (or last) name	First names	
Unitec ID Number	Date of Birth	Telephone number
Address		
Institution attended (eg OpenPoly)	Location (eg Cairo, Egypt)	Qualification studied (eg DipAgSci)

Year Course Completed	Subject/ Paper/ Course Passed (eg MATH 101 or Unit Standard 4512) (if all NZQA credits, please just attach record of learning)	Grade (eg C+)	Credits/ Points (eg 12 credits)	Cross Credit sought at Unitec (eg MATH 7301)	Office		Use	Only	Approved
					Accept/ Decline (Circle if reasons added overleaf)	Course Nbr (Subj & Catalog – eg ALAF 7101)	Cred-its		
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Signed by applicant: I hereby confirm that all information given on this form, and the attached documents, is complete and correct. I agree that Unitec may validate this information with the institutions I have attended.

Signed	Date
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Office Use Only	Payment, Regs & Docs checked by	Date	Notes
	Signed by Prog Leader as ready for Prog Cttee minutes:	Date	Tick if NZQA Unit Standard or Enrolment change details attached <input type="checkbox"/>
	Entered by	Enrolments amended by	Checked against Prog Cttee minutes by (name & signature)