

## Credit for Previous Studies for Undergraduate Students

To be completed by Undergraduate students (both local and international) requesting credit (CPS) for study undertaken in Australia or overseas (**Macquarie Non-Award students and Previous Macquarie students returning to the same degree do not need to apply for credit as it will be granted automatically**)

Local Student

International Student

Macquarie Student ID:

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Title:		Family Name:	
Given Names:		Date of Birth:	
Address:		City:	
State:		Postcode:	
Email:		Phone:	

Macquarie course offered or enrolled in:	
<b>Please complete the following information about your previous study:</b>	
Name of institution:	
Country of study (if not Australia):	
Full name of course (e.g. Bachelor of Arts):	
Did you complete the full course? ( <i>circle Yes OR No</i> )	Yes / No
How long is the full course (e.g. 4 years)?	
How many credit points/hours are in the full course?	
How many credit points/hours have you completed?	

**Transcripts and other appropriate documentation must be attached as evidence to support the above information about your previous study. Transcripts must be originals or certified copies.** Please include:

- An official transcript from your institution (result slips and scanned documents are unacceptable)
- If you studied at an overseas institution you must also provide internet printouts or emails from the overseas institution indicating name of course, number of years in the full course and number of credit points/hours in the full course

**PLEASE NOTE THAT THE TRANSCRIPT YOU SUBMIT WILL NOT BE RETURNED AFTER ASSESSMENT.**

You must keep your original transcript or a certified copy for later use in order to request exemptions for specific units, so please **do not submit your only transcript to us**. We can certify copies for you if you bring your original transcript plus a photocopy to the Student Enquiry Service. Alternatively, you can request for copies to be certified by a Justice of the Peace in your local area.

**Lodge this form in person at:**

The Student Enquiry Service, Level 1, Lincoln Building C8A

**Or post this form to:**

Coursework Studies Section

Macquarie University NSW 2109

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_