



## COURSE CREDIT APPLICATION FORM (HIGHER EDUCATION) PART 1- APPLICANT

TO BE READ IN CONJUNCTION WITH the Kent Institute Australia (Kent) [Course Credit and Articulation Policy and Procedures](#)

1. Applicant Details	
	Kent Student ID #: (if known)
Title:	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other: <input type="checkbox"/>
Family Name:	
Given Names:	
Contact Details:	(Mobile): _____ E-mail: _____
1. Course:	<input type="checkbox"/> Bachelor of Business Management <input type="checkbox"/> Marketing <input type="checkbox"/> Accounting <input type="checkbox"/> Information Systems <i>(Tick One Specialisation below)</i> <input type="checkbox"/> Marketing/Management
2. Course	<input type="checkbox"/> Bachelor of Accounting
3. Course	<input type="checkbox"/> Bachelor of Information Technology <i>(Tick One Specialisation below)</i> <input type="checkbox"/> No Specialisation <input type="checkbox"/> Cyber Security

### 2. Details of Experience

On what basis are you applying for course credit? *(Please Tick One Box Below)*

**Formal study**

If so, please attach certified, translated and verified copies of the following documents:

- Transcript of results
- Certificates
- Course outlines
- Course outcomes
- Subject outlines
- Course descriptions

50% of the course is the maximum that can be credited for previous studies.

**Work experience**

If so, please attach certified and verified copies of all the following documents relevant to your application:

- Current resume
- Job description(s)
- Reference letters including email addresses and phone Numbers (minimum 3 years experience)
- Performance review documentation from roles held
- Relevant evidence that relates to the particular unit 25% of the course is the maximum that can be credited for work experience.

**Note:** If an applicant is applying for credit based on **both** Formal Study and Work experience **50% of the course** is the maximum that can be credited in total.

### 3. Declaration *(Please Tick Boxes Below to confirm read)*

I have read the Kent Course Credit and Articulation Policy and Procedures.

I understand that after this Course Credit Application has been assessed by Kent staff I will be required to formally accept the credits offered to me before these credits will be processed on my student record.

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

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

**SUBMIT FORM with accompanying documents via E-mail To:**

Campus of Study	Applying from overseas (Offshore)	Applying from Australia (Onshore)
Sydney and Melbourne	<a href="mailto:offshoreadmissions@kent.edu.au">offshoreadmissions@kent.edu.au</a>	<a href="mailto:onshoreadmissions@kent.edu.au">onshoreadmissions@kent.edu.au</a>
Indus Campus Brisbane	<a href="mailto:offshoreadmissionsBrisbane@kent.edu.au">offshoreadmissionsBrisbane@kent.edu.au</a>	<a href="mailto:onshoreadmissionsBrisbane@kent.edu.au">onshoreadmissionsBrisbane@kent.edu.au</a>

**KENT STAFF- For assessment refer to Course Credit Application Form HED Part 2- Staff**