

CREDIT TRANSFER APPLICATION FORM

Personal Details					
Student Name:		Student ID:			
Address:					
Email:		Mobile:			
Course Name:		Start Date:			

Credit Transfer Application

Credit transfer applies to situations where students have completed units identical to those they are currently enrolled in at another Registered Training Organisation (RTO). Credit will be granted in accordance with the requirements of the Standards for Registered Training Organisation 2015.

NVR Education Australia will verify your units of competency with the provider through access to your USI Transcript of by phone call to the provider. Please provide a copy of your original Certificate and Transcript as well as access to your USI Transcript on the USI Portal

DTO	Name:
RIU	name:

Qualification:

Unit code and name of units being requested for Credit Transfer:

** PLEASE FOLLOW THE STEPS ON THE FOLLOW PAGE TO PROVIDE ACCESS TO YOUR USI TRANSCRIPT **

Privacy Statement

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Standards for Registered Training Organisation 2015 that are administered Nationally by the Australian Skills Quality Authority who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit.

Under the National Privacy Principles, you can access personal information held on you and you may request corrections to information that is incorrect or out of date.

Date:

Student Signature:

*** OFFICE USE ONLY ***						
Outcome:	Approved Not Approved	Reason for refusal:				
Approved CoE duration:			Proposed end date:			
RTO Manager Signature:			Study Plan issued		🗌 Yes	🗌 No
CoE to be updated:	Yes] No	Date fee paid:			
TEAMS:	Course updated	Res	ults updated [Пт	raining schedu	le updated
Processed by:			Date processed:			



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1.	Login to you USI account - <u>https://portal.usi.gov.au/student/</u>	2. Select 'Provide your USI'				
	PASSWORD LOGIN	USI STUDENT PORTAL				
	Please enter your USI or Email and Password, and select Login to access your USI account. USI or Email Password	Update Personal Details Update Contact Details Please select to update your Change Password Please select to update your personal details. Please select to update your Please select to change your password.				
	Login Forgotten vour password2 Forgotten vour USI2	Change Check Questions Provide your USI Vie v VET Transcript Please select to print or email your USI verification details or check questions. Please select to access your				
	DIGITAL IDENTITY LOGIN Your Digital Identity email must match your USI account email	VET Transcript History Please select to view downloaded VET transcript history.				
	Login by Digital Identity Beta					
3.	Provide NVR with Access to your USI account	4. Search 'NVR' and press 'Add'				
	SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS	MANAGE PERMISSIONS - ADD ORGANISATION				
	You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may accit up to the failed accession to proceed your accession.	Enter the Organisation's details and select Search to find an Organisation.				
	transcript may assist your training organisation to process your enrolment. If you have already set access permissions for an organisation to view and/or update your USI account	SEARCH DETAILS				
	they will be listed below. Select Edit to update the current permissions, Remove to remove the current permissions or Add	Organisation Code				
	Organisation to search and set permissions for a particular organisation. Organisation Organisation Expiry View Update View VET	Organisation Name NVR				
	Name Code Date Details Details Transcripts	Search				
	Add Organisation	SEARCH RESULTS				
		Organisation Name Organisation Code ABN				
		NVR Education Pty Ltd 45529 40622911826 Add				
		(1 search result found)				
		Back				
5.	Select 'View VET Transcript' and add an Expiry Date and press 'Save'					
	MANAGE PERMISSIONS - SET PERMISSIONS					
	Please select View and/or Update and the Expiry Date you would like to give the Organisation and select Save.					
	 Indicates a mandatory field 					
	ORGANISATION DETAILS					
	Organisation Name NVR Education Pty Ltd					
	Organisation Code 45529 ABN 40622911826					
	PERMISSIONS					
	View VET Transcript					
	View Details					
	Update Details Select 3 months					
	Expiry Date					
	Cancel Save					
	Back to Search Results					