



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 Outcome Standards for RTOs. NVR Education Australia must verify the authenticity of completed units of competency through access to your USI Transcript, certified documentation and/or direct verification with the issuing RTO.	
RTO Name:	
Qualification:	
Unit Code	Unit Name

Support Documentation Checklist
Please tick all documents provided with this application: ☐ Copy of USI Transcript attached ** SEE STEPS ON THE FOLLOWING PAGES TO PROVIDE ACCESS TO YOUR USI TRANSCRIPT ** ☐ Access to USI Transcript via USI portal ☐ Qualification Certificate attached ☐ Academic Transcript attached ☐ Statement of Attainment attached ☐ Certified copies attached (if applicable) ☐ Other supporting documents: _____



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Privacy Statement

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Outcome Standards for RTOs and the Compliance Standards for RTOs 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.

Where NVR is required to verify your records with the issuing provider, your personal details and copies of your AQF documentation may be supplied to verify authenticity

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you can access personal information held on you and you may request corrections to information that is incorrect or out of date.

I hereby authorise the NVR Education Australia to verify the authenticity and validity of all certificates, academic transcripts, qualifications, and any other supporting documentation submitted in support of my application with the issuing institution or relevant authority.

Student Signature: _____

Date: _____

Student Declaration

I declare that the information provided in this application is true and correct.

I understand that NVR Education Australia may verify my qualifications and statements of attainment with the issuing organisation and through my USI records.

☐ I agree

Student Signature: _____

Date: _____

*** OFFICE USE ONLY ***

Verification method:	☐ USI Transcript Verified ☐ Original Document Sighted ☐ Certified Copies Received ☐ Verification with issuing RTO ☐ Others	Verification date:	
Outcome:	☐ Approved ☐ Not Approved	Reason for refusal:	
Study Plan issued:	☐ Yes ☐ No	Duration affected:	☐ Yes ☐ No
TEAMS Updates:	☐ Course duration updated ☐ Results updated	CoE to be updated:	☐ Yes ☐ No
Processed by:		Date processed:	



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1. Login to you USI account - <https://portal.usi.gov.au/student/>

PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

Login

[Forgotten your password?](#)
[Forgotten your USI?](#)

DIGITAL IDENTITY LOGIN

Your Digital Identity email must match your USI account email

Login by Digital Identity Beta

2. Select 'Provide your USI'

USI STUDENT PORTAL

Update Personal Details
Please select to update your personal details.

Update Contact Details
Please select to update your contact details.

Change Password
Please select to change your password.

Change Check Questions
Please select to change your check questions.

Provide your USI
Please select to print or email your USI verification details or to manage access permissions for your account.

View VET Transcript
Please select to access your VET transcript.

VET Transcript History
Please select to view downloaded VET transcript history.

3. Provide NVR with Access to your USI account

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

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 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 they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts
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Add Organisation

4. Search 'NVR' and press 'Add'

MANAGE PERMISSIONS - ADD ORGANISATION

SEARCH DETAILS

Organisation Code

Organisation Name

Search

SEARCH RESULTS

Organisation Name	Organisation Code	ABN
NVR Education Pty Ltd	45529	40622911826

(1 search result found)

Add

[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 ☐

Expiry Date ★

Select
3 months
6 months
1 year
2 years

Cancel **Save**

[Back to Search Results](#)