

Application for Credit

This form is to be used for applying for credit towards a University of Canterbury (UC) qualification on the basis of studies completed outside New Zealand.

- Students who have completed a qualification may apply for cross-credit (cross-credit is not available at postgraduate level)
- Students who have not completed a qualification may apply for transfer of credit
- Students who do not yet have a UC student ID number should Apply to Enrol (<http://www.canterbury.ac.nz/enrol/>).
Once you have submitted your application to enrol you will be given a student ID number. Please include this number with your credit application.
- Applicants who wish to transfer credit from a New Zealand university should use the Application for Transfer of Credit from another New Zealand Tertiary Institution. Please see <http://www.canterbury.ac.nz/enrol/transfer/nz/>
- If documents in your application are not in English please also submit English translations
- Please ensure that you complete all sections of this form and include the documents listed on the checklist
- If you are applying for credit from more than one institution please fill out a separate application for each institution

Student's personal details

First/Given names _____
 Surname/Family name _____
 Date of birth: (dd/mm/yyyy) _____ UC student ID number (if known) _____
 Postal address _____

 Email _____

Credit to

I am enrolled/intend to enrol for (Name of UC qualification) _____

Credit from

Qualification(s) on which my application is based

Name of qualification _____

Name of Institution _____

Credit Table (only to be completed when transferring from an incomplete qualification)

I am applying for credit for the following courses: *Include all the courses for which you are applying for credit. Do not include English language courses or vocational courses (such as motor mechanics). Courses included should be academic courses. If there is insufficient space on this form please photocopy this page to complete your table. (The first row is an example. Do not list University of Canterbury courses)*

Course Code	Name of Course	Institution	Points /Credits /Credit hrs/Hours/ Units at your previous institution
ACCT101	Introduction to Accounting	University of Somewhere	

Checklist

- Academic Transcripts:** I have attached to my application the academic transcript(s) (record of the courses I have taken and the grades awarded) of each qualification for which I am applying for credit. The application can be assessed with emailed documents but UC will require the original documents provided by the institution or certified true copies of the originals before credit can be granted.
- Graduation Requirements:** I have attached information about the structure of the qualification(s) or degree(s), which states the total number of credits, credit hours, hours, points or units required in order to qualify for graduation. The evidence for this information from the catalogue or handbook of the programme or from the institution's website or from the institution directly is attached.
- Content of Courses:** I have attached information about the content of each course for which I am applying for credit towards a University of Canterbury qualification. The evidence for this information from the catalogue or handbook of the programme or from the institution's website or from the institution directly is attached.

For further information please go to our website: www.canterbury.ac.nz/enrol/transfer/overseas/

Declaration

I supply the information on this form and in support of this application on the understanding:

- a) that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of the University of Canterbury;
- b) that it may be used for purposes external to the University of Canterbury when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- c) that I have the right to see and correct if necessary the information I have provided;
- d) that my application cannot proceed without my consent to the foregoing conditions.

All work submitted in support of my application is entirely my own, except where explicitly identified as the work of another or others.

I declare that all the information submitted on the application form and in the attached documents is true and correct in every particular and that no

information which would have a material bearing on this application has been withheld.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the New Zealand Immigration Service and the Police may also be informed.

I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience.

I accept that all documents submitted in support of this application become the property of the University of Canterbury.

I authorise the University to obtain further information wherever necessary.

I consent to the disclosure of relevant information to agencies outside the University as required by protocols between the University and the agency where such disclosure is necessary for any statutory purpose or to enable that agency to properly fulfil its function in relation to the University.

I understand that, if this application is submitted through an agent of the University, the result will also be communicated to the agent, unless I give instructions to the contrary

My signature below denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Signature of Applicant _____

Date _____

Send this form to

Postal Address:

Admissions, Student Services, Matariki
University of Canterbury, Private Bag 4800,
Christchurch 8140, New Zealand

Courier address:

Admissions, Student Services, Matariki
University of Canterbury, 20 Kirkwood Ave,
Christchurch 8041, New Zealand
Phone: +64 3 369 4999