

FORM MUST BE COMPLETED IN FULL — INCOMPLETE FORMS WILL NOT BE PROCESSED

OFFICE USE ONLY

Completed application form received

Original copies of all academic records sighted

ASSESSOR:

Number of competencies assessed for credit transfer: _____

Number of competencies approved for credit transfer: _____

Where credit transfer not granted, a written explanation has been provided:

ASSESSED BY:

Name: _____

Date: ____/____/____

Signature

ADMISSIONS:

Student has been notified about the outcome and fees?	YES	NO
Has the payment been received?	YES	NO
Will the length of CoE need to be changed?	YES	NO
How many terms? _____		
New Course Finish date: ____/____/____	Term: _____	
New CoEs created on PRISMS (if required)	YES	NO
Student course details updated on STARS (if required)	YES	NO
Relevant documents and CoE uploaded to students file	YES	NO
Comment written in student's file	YES	NO
Student has been notified of the outcome of application	YES	NO

PRISMS UPDATED BY:

Name: _____

Date: ____/____/____

Signature