



# Important Notes for Applicants



1. This form is to be used to claim credits and/or exemptions for prior study and vocational and/or professional training experience.
2. Details of completed studies MUST be supported by official documentary evidence (i.e. signed by a responsible person such as a Justice of the Peace, Commissioner for Declarations, solicitor or barrister, police officer, teacher, member of permanent academic staff of a tertiary institution, a member of staff of UniSQ Student Administration or a UniSQ agency staff member etc.).
3. Documentary evidence is not required for study undertaken previously at UniSQ, UCSQ or DDIAE.
4. Documentary evidence already submitted to QTAC is not forwarded to UniSQ
5. Duplicate official documentary evidence must be attached to this form.
6. A copy of the Handbook entry (content and contact hours or equivalent) for each subject used as a basis for claiming credit/exemptions is required. This is not required for units previously studied at UniSQ, UCSQ or DDIAE.
7. If you are an international student visa holder studying in Australia, the granting of credit or exemptions may affect the time you have to complete your program of study and your Confirmation of Enrolment (CoE) will be updated accordingly.
8. The University may only rescind previously approved credit and/or exemptions in accordance with the [Credit and Exemption Procedure](#).

## Notification

To view the outcome of your application, please use your username and password to access the information by clicking on UConnect and following the steps outlined below:

Log onto UConnect > Student Centre > Online Requests > Finalised Requests

## CHECKLIST

1. Have you submitted your verified academic transcript and course outlines from your previous tertiary institutions?
2. Have you submitted your work experience documentation?
3. Have you signed and dated the declaration on the front of this form?

## Personal Information

UniSQ collects, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a UniSQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavor to ensure they are bound by the same requirements as UniSQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the UniSQ Privacy Officer ([privacy@Uniq.edu.au](mailto:privacy@Uniq.edu.au)).