

Credit for Previous Studies for Undergraduate Students

To be completed by Undergraduate students (both local and international) requesting credit (CPS) for study conducted in Australia or overseas.

- ▶ Macquarie Non-Award students and Previous Macquarie students returning to the same degree do not need to apply for credit as it will be granted automatically.
- ▶ International students applying for Credit for Previous Studies before the census date of a semester, (31 March for Semester 1 and 31 August for Semester 2) should hand this form to the Macquarie International Office, E3A for processing.

Local student

International student

Macquarie student ID:

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Family name: _____ First name: _____

Address: _____

Postcode: _____

Phone: _____ Contact email: _____

Macquarie course offered or enrolled in: _____

Please complete the following information about your previous study:

Name of institution: _____

Country of study (if not Australia): _____

Full name of course (e.g. Bachelor of Arts): _____

Did you complete the full course? Yes No

How long is the full course (e.g. 4 years)? _____

How many credit points/hours are in the full course? _____

How many credit points/hours have you completed? _____

Transcripts and other appropriate documentation must be attached as evidence to support the above information about your previous study. Please include:

- An official transcript from your institution – result slips are unacceptable
- If you studied at an overseas institution you must also provide internet printouts or emails from the overseas institution indicating name of course, number of years in the full course and number of credit points/hours in the full course

▶ Lodge in person at the
Student Enquiry Service
Level 1 Lincoln Building, North Ryde
campus, Macquarie University

OR

▶ Post to
Coursework Studies Section
Macquarie University NSW 2109

Signature: _____

Date: ____/____/20__