

This form is to be completed if you are applying for course credit. You should refer to the Credit Policy available on the AIT website. If you need to include further details or you have studied at multiple institutions, please include these as attachments to this form.

If you require any advice or support to complete this application, please contact your Course and Careers Advisor or Student Services.

### SECTION 1: PERSONAL DETAILS

First Name

Surname

Student ID

College

Course

### SECTION 2: PRIOR STUDIES

If you have studied at multiple institutions, please include them as attachments to this form.

Institution

Completion Date

Course Name

### SECTION 3: WORK EXPERIENCE

Employer

Duration of Employment

Position Held

Managers Name

Managers Contact Number

### SECTION 4: OTHER EXPERIENCE (eg. Volunteer, Personal Development, Short Courses)

Detail of Experience

Detail of Duties

## SECTION 5: SUPPORTING DOCUMENTATION

Please select and attach the type of supporting documentation. All documents from an employer must be printed on the official letterhead.

Academic Transcript	Subject Descriptions / Learning Outcomes	Position Description
Statement of Attainment	Transcript of Result	Letter of Reference
Testamur	Statement of Service	Other

## SECTION 6: SUBJECT CREDITS YOU ARE APPLYING FOR

Subject Name/Code	Prior Studies	Work Experience	Other Experience
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## SECTION 7: DECLARATION

AIT accepts scanned documents submitted online or by email in support of course credit applications. All supporting documents must be true and complete records.

You must be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Failure to provide documents on request or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association, may lead to the rejection of a Course Credit Application.

AIT may contact the issuing institution to verify documents.

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

I have read and understood the Credit Policy.

Student Signature

Date