



THE UNIVERSITY OF THE
SOUTH PACIFIC

APPLICATION FOR CREDIT TRANSFER

This form is also available on the USP website: www.usp.ac.fj/forms

STUDENT ADMINISTRATIVE SERVICES FORM

SECTION A: PERSONAL DETAILS

USP Student ID Number:

Last Name: First Name: Middle Name:

Postal Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Date of Birth:

Telephone:

Email:

Programme of Study at USP: _____

SECTION B: CREDIT TRANSFER REQUEST

Applications for credit transfer are processed at Student Administrative Services, but Schools and Departments at the Faculties shall provide assistance at the request of Student Administrative Services to determine particular applications.

Programme completed: _____ Year: _____

Institution: _____

Note: Students must read the instructions on page 2 before submitting their applications.

USP Courses to be Credited : _____

Note: Credit Transfer application will only be processed during the following time lines:

Semester 1: November to February Semester 2: May to July

SECTION C: DECLARATION

I certify that all the information provided in this application is complete and accurate to the best of my knowledge.

I acknowledge that the University reserves the right to cancel my registration if the above information is incorrect or incomplete.

Applicant's Signature: _____ Date: _____

Completed Application for Credit Transfer Forms should be sent to:

For Laucala Campus:

CREDIT TRANSFER,

Student Administrative Services, Laucala Campus,

The University of the South Pacific, Private Mail Bag, Suva, FIJI

OR

To your nearest USP Campus

Instructions for students applying for Credit Transfer.

The following information/documents must be supplied by the applicant who is applying for credit transfer for courses passed from another institution:

- Official copy of Certificate (if graduated) and academic transcript with grading system from institution at which the course was undertaken.
- Certified copies of relevant information relating to courses successfully completed at tertiary institutions other than USP, for which credit transfers are sought, i.e details of aims and objectives, description of course content, prescribed texts and course readings and method of evaluation and assessment.
- In addition to the information above, students applying for credit transfer for courses completed at tertiary institutions in countries other than USP member countries, Australia, New Zealand, UK or USA, are required to supply the following information:
 - (a) number of years of primary/secondary education prior to commencing tertiary studies
 - (b) duration of the program i.e the number of courses constituting one year of full-time study and the number of courses constituting the complete degree/diploma program. USP requires the above information in order to assess the standard and relevance of an applicant's previously completed course/program.

NOTE: All documents must be certified copies of the original. Failure to attach a required document will deem your application incomplete.

Criteria for Credit Transfer:

The following criteria shall govern processes for the transfer of credits:

- (a) Where the examinations passed or credits gained elsewhere or at USP for another programme substantially correspond with, or are equivalent to, courses in a programme of study in which the student is enrolled at USP, specified credits may be awarded.
- (b) Where examinations passed or credits gained elsewhere or for another programme of study at USP do not correspond with, but are relevant to, courses in a programme of study in which a student is enrolled at USP, a limited number of unspecified credits may be awarded depending on the structure of the programme of study concerned.

Appeals

Students may appeal against the outcome of their applications provided that an appeal shall be lodged in writing, no later than four weeks after the result of the original application was sent to the applicant, together with a copy of the receipt for the appropriate fees per appeal.

The appeal shall be considered by the Chair of the Academic Standards and Quality Committee, whose decision shall be final.

FOR OFFICIAL USE

Recommended Credit Transfer(s):

Approved by: _____

Signature: _____

Faculty/ School/ Department: _____

Date: _____

For Banner Update:

Credit Transfer(s) Updated by: _____

Date: _____