

Credit Transfer Application, Verification, and Permission Form



Student to Complete		
First Name		
Last Name		
Course		
Date		
As a student at Momentum College Pty Ltd, I wish to apply for a Credit Transfer for the following unit/s. Please find attached a certified copy of my transcript with the relevant unit/s highlighted.		
I, (as named above), give permission for Momentum College Pty Ltd to contact the issuing RTO to verify the documents I have provided.		
Student signature:		
UOC Code	UOC Title	
Issuing RTO to complete		
RTO Name:	RTO representative name:	Date of verification:
I, as named above can verify that the named student did attain the unit/s of competency and that the SOA / RoR is genuine and correct.		
Signature of RTO representative:		
Date and Time of Telephone conversation (if verification was completed verbally):		

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The following to be completed by Momentum College Pty Ltd only.			
Assessor to Complete (tick appropriate box below)			
☐	Transcript has been checked; units are current or equivalent and student is eligible for "Credit Transfer" of all units listed above		
☐	Transcript has been checked, and student is eligible for Credit Transfer of SOME of the units and the explanation is below		
☐	Transcript has been checked, and the student is NOT eligible for Credit Transfer. An explanation of the reason why is below.		
If student is NOT eligible for a unit or units to be recognised for a Credit Transfer, please write your reasons why below:			
Checklist			
DATE:			
☐	Units of competency are equivalent – COMMENT:		
☐	Authenticity verified through the student's USI transcript or with the issuing RTO, and the qualification/unit has not been cancelled by ASQA		
☐	Eligible units have been entered into the SMS as CT (Credit Transfer)		
☐	Student has been notified in writing as to the outcome of Credit Transfer		
☐	Trainer has been notified in writing that student has received a Credit for eligible units		
☐	VET Student LMS has been amended to remove the learning and assessment resources		
Checked by		Date	
Signed:		Date	

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Document Control History

Version	Date	Description	Reviewer
1.0	2025	Released under 2025 Standards – branded and contextualised	Administration / SSO / Trainer
2026.1.2	26 September 2026	Annual review (SRT0 2025) – minor: check added that authenticity is verified via USI transcript/issuing RTO and that the qualification has not been cancelled by ASQA (OS 1.7; ASQA 2026 cancelled-qualification guidance); footer title corrected (showed '7082.docx'); logo and version table added	COO (reviewed) / CEO (approved)