

Admissions Unit  
Locked Bag 1797, Penrith South DC NSW 1797

The application for Advanced Standing should be filled out in conjunction with reading the Advanced Standing policy (see Admissions policy, part B) on the web at [www.uws.edu.au/policies](http://www.uws.edu.au/policies)

You should attach a **certified copy**\* of your previous academic transcript(s) and awards on the basis of which you are seeking Advanced Standing. If possible, you should attach unit outlines of the completed units, however this is not necessary if your previous studies were undertaken at UWS. If you are basing your application on prior work experience, you should attach a resume including statements of service from your employer/s. All documents should be attached to your application for Advanced Standing.

Your application may be lodged at the Student Central on any UWS campus or posted to:

Advanced Standing  
Admissions Unit  
Building I, Penrith Campus  
University of Western Sydney  
Locked Bag 1797  
Penrith South DC NSW 1797

- If you are an Offshore student, please lodge your application directly with your partner institution
- Your application should be lodged by the advertised closing date. Any applications not lodged by the advertised closing date will be held over until the next teaching session
- If you are currently enrolled in the unit(s) for which you are seeking credit, you should consult your Head of Program about your enrolment **before** the census date for that teaching session
- The University will advise you of the outcome of your application to your UWS student email account. Please note, being granted Advanced Standing could affect your study load and therefore, your eligibility for Centrelink benefits
- Under normal circumstances, applications may take up to five (5) weeks to process
- Please ensure that you keep a copy of your application and all supporting documentation

#### **Certification of documentation**

The person who certifies your document/s must be contactable by telephone during normal working hours. Your documents must be certified by one of the following authorised officers:

- any UWS Student Central staff member
- any other university or TAFE College
- the official records department of the institution that originally issued the document/s
- an Australian overseas diplomatic mission and Australian Educational Centres
- the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

**You or a family member cannot certify your documents, even if you or they belong to one of the categories listed above.**

#### **How should the authorised officer certify each document?**

The certifying officer must print the following text on the copied document: 'I certify this to be a true copy of the document shown and reported to me as the original.' They must also include their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The certifying officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace (JP) without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department.





**4 - BLOCK CREDIT**

Student's name

Complete this section to apply for credit on the basis of prior TAFE or equivalent studies. Block credit is granted to students who have completed relevant studies at Certificate IV (Advanced Certificate) or higher level at TAFE, certain colleges and private providers. You must attach **CERTIFIED** documentary evidence.

Give details of previous award(s) you have completed and wish to use as the basis of your application for Block Credit.

Name of previously completed award	Year completed	Name of institution

**5- RELEVANT WORK EXPERIENCE DETAILS**

Student's name

Complete this section to apply for a credit transfer on the basis of prior work experience. Please remember that it is not always possible to grant credit on the basis of work experience.

Please attach supporting documentation - list the attachments below

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**6 - DECLARATION AND SIGNATURE**

- I declare that all the information submitted on this form is correct and complete. I understand that if I do not fully complete and sign this form my application will not be processed
- I have attached a **CERTIFIED** copy of my academic transcript(s) listing all units/subjects and results
- I understand that UWS may check official records from any educational institution attended by me
- I have read and understand the policies and procedures relating to Advanced Standing published on the UWS website
- I understand that UWS reserve the right to vary or reverse any decisions regarding enrolment or Advanced Standing made on the basis of incorrect or incomplete information
- I understand that I will be liable for student contribution or tuition fees for each unit in which I am enrolled at census date and for which I have not been granted Advanced Standing
- If, as an international student, I am granted Advanced Standing, and it reduces the length of my course, I will be issued with a new Confirmation of Enrolment (COE) for the shorter period. I also acknowledge that I am required to study full time for the duration of my course. This does not include offshore students

Date Received

Student's signature

**SIGN HERE**

Date

**UWS ASSESSOR USE ONLY**

**BLOCK CREDIT EXEMPTIONS DECISION**

Decision      Granted       Not granted

Unit number	Unit name	Unit number	Unit name

**WORK EXPERIENCE DECISION**

Type of credit	Unit number	UWS unit name	Level	SLF	Recommendation (refer codes below)	Initials
SP <input type="checkbox"/> UN <input type="checkbox"/>						
SP <input type="checkbox"/> UN <input type="checkbox"/>						
SP <input type="checkbox"/> UN <input type="checkbox"/>						
SP <input type="checkbox"/> UN <input type="checkbox"/>						
SP <input type="checkbox"/> UN <input type="checkbox"/>						
SP <input type="checkbox"/> UN <input type="checkbox"/>						

Description of codes

**Type of credit**    **SP** = Specified    **UN** = Unspecified

**Recommendation**    **C** = Challenge exam required    **D** = More documents required    **G** = Granted    **U** = Unsuccessful

Decision rationale


Assessor's name      Phone extension      Email address

<b>ASSESSOR</b>		
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Assessor's signature      Date

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