



Instructions for Form SAF 005

Application for Credit Recognition/Cross Credits from study at Unitec or other Tertiary Institutions in NZ or Overseas

GUIDELINES FOR CREDIT RECOGNITION/CROSS CREDITS

STEP 1 CHECKLIST

Please complete and sign the SAF005 form and attach the following documents**	
1. Verified true copy of academic record stating grades achieved and/or NZQA record of learning (do not send original documents)	<input type="checkbox"/>
2. Prescription/course outline/full course descriptor for each course you wish to transfer credit from	<input type="checkbox"/>
and where applicable:	
3. Verified and translated to English a true copy of degree/diploma certificate for completed qualifications	<input type="checkbox"/>
4. Details of applicable work experience (eg for Nursing where regulations allow for credit on the basis of supervised practice following registration)	<input type="checkbox"/>
5. Verified true copy of related qualifications	<input type="checkbox"/>
6. Details of any additional relevant courses completed	<input type="checkbox"/>

** Where a verified copy is referred to above, you must provide a copy of each document certified by a JP or Solicitor with the following statement "I have sighted the original of this document and confirm that this is a true copy".

STEP 2 CROSS CREDIT FEE

If any of the cross credits you are applying for come from institutions other than Unitec, you must make payment of NZ\$100.00 (inclusive of GST) per application. **This fee does not need to be paid by international students, as it is included in your fees.** Your application cannot be processed unless payment is made. Please complete this panel.

Payment of \$100.00 by	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash (in person only)	<input type="checkbox"/> Credit card - Visa	<input type="checkbox"/> Credit card - Mastercard	Student ID Number:
Credit card expiry date:	Bank Name:	Name on Credit card:			
Card Number:	Signature of Card Holder				

STEP 3 SUBMIT FORM with PAYMENT and ATTACHMENTS

Please post or deliver

(1) the completed SAF005 Cross Credit form	ÿ and
(2) cheque or credit card authorisation	ÿ and
(3) other documents listed above securely attached	ÿ

To: **The Cashier, Student Registry, Building 48, Unitec New Zealand, Private Bag 92025, AUCKLAND; or
The Cashier, Waitakere Campus, Ratanui Street, Henderson; or
The Cashier, North Shore Campus, 132 Hurstmere Road, Takapuna.**

Further information

- All cross credits granted are provisional until approved by the Programme Committee. The student will be formally advised of the Programme Committee's decision in writing. Cross credits are only applicable to the programme for which they are approved. They cannot be reassigned to another programme.
- The information on this form and on any attachments will be covered by the NZ Privacy Act 1993 and by Unitec's Privacy of Information policy. Go to www.unitec.ac.nz and search for Privacy Policy for further details. Unitec reserves the right to seek confirmation of the authenticity and accuracy of any documentation provided by other tertiary institutions or referees.

Definitions from Academic Statute:	"Assessment of Prior Learning (APL)" is a process in which evidence of achievement of outcomes is assessed by Unitec staff. "Cross Credit" means the award of credit in recognition of successful equivalent study, at the same or a higher level, in the context of another programme and in accordance with the institution's policy on credit recognition.
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