## Application to NESA for credit transfer

1. **Student’s full name**

Insert student’s full name here

1. **Student’s NESA number**

Insert student’s NESA number here

1. **School at which the student is currently enrolled for the HSC**

Insert school name here

1. **Details of the course previously completed, including:**
   1. the name of the recognised education or training provider that delivered the course
   2. the name of the course or qualification and code (if applicable)
   3. total hours of study undertaken in the course.

Insert course details here

1. **The calendar year(s) during which the study was undertaken and whether the study was undertaken on a full or part-time basis in each of those years**

Insert study details here

1. **Number of credit units sought and whether these are Preliminary or HSC units**  
   NESA will grant a minimum of 2 credit units, and up to a maximum of 6 Preliminary credit units and 4 HSC credit units.

Insert details of credit units sought

1. **Principal's recommendation**

|  |  |  |
| --- | --- | --- |
| I support this student’s application for credit transfer for the credit units sought above. | Yes | No |

1. **School contact person**

Insert name, phone number and email address of a contact person at the school

1. **Signatures**



##### Instructions for principals

* Please send this completed form and certified copies of supporting documentation to [records@nesa.nsw.edu.au](mailto:records@nesa.nsw.edu.au)
* Retain this form and supporting documentation at your school for a minimum period of 24 months.