



Student Centre

*How to submit a request for Credit Transfer –
External Institution*

The following set of instructions will demonstrate:

How to submit a request for Credit Transfer from an External Institution via your Student Centre.

Introduction

Hello and welcome to USQ's training tutorial.

First you will need to log into your Student Centre. Starting on the USQ homepage, click the UConnect button located at the top of the screen.

Enter your Student ID and password and click the Logon button.

Finally, click the Student Centre button.

Welcome to the Student Centre home page.

Instructions

1. On the Student Centre home page, click the Online Requests tile.
2. On the left hand side of your screen, click the Credit Transfer menu item.
3. **Important:** Credit Transfer requests submitted online via your Student Centre are only an estimate and are subject to review by the University. Digitally authenticated documents share via My eEquals or Certified Official Transcripts of study will be required before your request can be finalised unless your study was taken with USQ.
4. To start your online request for credit, click the New request button.
5. On the Welcome page, click the Study at another Institution option.
6. **Step 1:** carefully read the Collection Notice ensuring you understand how your personal information is collected as part of your request for Credit Transfer before clicking the Accept button.
7. **Step 2:** select the Program you are applying for credit against and click Confirm.



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8. **Step 3:** select the Country and Institution where you completed your prior study. If your Country or Institution does not feature in the list of options, select the 'Other' option and add details in the text field.
9. Continue onto the next step by clicking the Confirm button.
10. **Step 4:** click the magnify glass icon to view the list of Program/Course equivalencies for the Institution you selected on the previous step. Click the Add (+) button to record multiple Programs/Courses for this Institution.
11. If your Program/Course information does not feature in the list of available options, you will be able to manually enter the information on the next step (Step 5). Click Confirm.
12. **Step 5:** this step only applies where an equivalent Program/Course does not feature on Step 4 for your selected Institution. Click the Add Program/Course button to manually enter the details and click Confirm.
13. **Step 6:** In order to work out the amount of credit you may be entitled to, you will need to provide certified copies of supporting documentation. To do this, click the Add Attachment button. If you are supplying digital documents (My eQuals) paste the 'share' link generated from My eQuals.
14. **Step 7:** A summary of your request for Credit Transfer is provided on the final step. Confirm the information is correct and click the Submit button to finalise your request.
15. A message will appear at the top of your screen confirming your request has been successfully submitted. Your request will be sent to the appropriate department for individual assessment.

END OF INSTRUCTIONS