



**6 DECLARATION**

IF CLAIMING CREDIT FOR STUDIES EXTERNAL TO UWA YOU MUST ATTACH CERTIFIED TRANSCRIPTS OF YOUR ACADEMIC RECORD/S AND ANY OTHER RELEVANT INFORMATION FROM YOUR OTHER INSTITUTION(S) TO THIS APPLICATION. When a certificate is in a language other than English, it must be accompanied by a certified English translation. Students whose mother tongue is not English must satisfy the University authorities that their command of the English language is sufficient to enable them to follow courses of instruction in English. You may be required to provide detailed descriptions of subjects studied.

I hereby declare that the above information is complete and correct. I authorise The University of Western Australia's nominated delegate(s) to obtain further official records and reports if necessary from any university or tertiary institution previously attended by me.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You will need to confirm with the Faculty that you satisfy any pre-requisite requirements for the units you wish to undertake following the granting of Advanced Standing.

**FACULTY USE ONLY****7 UNSPECIFIED UNITS – FOR CREDIT**

**Approved**  **Not Approved**

Approved Unit Level	Credit Points	Institution Where Study Occurred (you may reference from 4)

**Comments:** \_\_\_\_\_

**8 AUTHORISING PERSON DETAILS**

<b>Signature</b>	<b>Name</b>	
<b>Date</b>	<b>Position</b>	<b>Auth No.</b>
<b>Letter sent to unsuccessful student by Faculty</b>	<b>YES</b>	<input type="checkbox"/>
<b>Form forwarded to 2<sup>nd</sup> Faculty</b> (for Combined Courses)	<b>YES</b>	<input type="checkbox"/> Forward to _____
<b>Completed form sent to Student Administration</b>	<b>YES</b>	<input type="checkbox"/>
<b>2<sup>nd</sup> Faculty Use Only (for Combined Courses)</b>		
<b>Signature</b>	<b>Name</b>	
<b>Date</b>	<b>Position</b>	<b>Auth No.</b>
<b>Letter sent to unsuccessful student by Faculty</b>	<b>YES</b>	<input type="checkbox"/>
<b>Completed form sent to Student Administration</b>	<b>YES</b>	<input type="checkbox"/>

**Guidance for Faculty staff** - Please note failure to adhere to these guidelines will lead to processing delays.

**Section 5:** To grant Advanced Standing for unit(s) Enter **Y**= Yes and initial for granted, or **N**= No and **do not** initial for not granted. Processing staff will assume students applied unit code as correct unless *revised equivalent UWA unit code* is entered in *faculty/office use only* column. Where credit is equivalent to Unspecified units then enter **N** and complete Section 7.

**Section 7:** Tick *Approved* and complete details or *Not Approved* and leave details blank.

**Section 8:** All forms must be signed with Authorising details completed (or stamped). For combined courses please forward form to second Faculty for consideration before returning to Student Administration for processing.