

# OS-HELP

## Academic Credit Approval Form

This form must be uploaded to your online OS-HELP application form

### SECTION A – STUDENT DETAILS

Full Name:	UNSW student ID:
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### OVERSEAS STUDY

Study Start Date:	Study End Date:	Overseas country:
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### APPROVALS REQUIRED (Please complete Section B, C or D as outlined below)

- Exchange (full semester) → The Exchange Office must complete Section B.1 & your School must complete B.2
- Short Courses (less than a full semester) → Your School or Faculty must complete Section C
- Industrial Training → Your School or Faculty must complete Section D

### SECTION B – EXCHANGE (Full Semester Overseas) – BOTH SECTIONS TO BE COMPLETED

#### B.1. EXCHANGE OFFICE USE ONLY

I have the appropriate authority to confirm that the applicant has been selected by the UNSW Student Exchange Office to participate in the student exchange program for dates as stated at the top of this Credit Approval Form.

Name:	Email:
Position:	Contact Number:
Signed:	Date (DD/MM/YYYY):

#### B.2. SCHOOL / FACULTY USE ONLY – please read carefully

I have the appropriate authority to confirm that the above student meets **all academic requirements** outlined in Section E overleaf. DO NOT COMPLETE IF STUDENT HAS NOT MET ALL REQUIREMENTS IN SECTION E.

Name:	Staff ID:	Extension:
Position:	Email:	
Signed:	Date (DD/MM/YYYY):	

### SECTION C – SHORT COURSES (Less Than Full Semester Overseas)

#### SCHOOL / FACULTY USE ONLY – please read carefully

UNSW Course Code	UNSW Course Name	UOC to be transferred

I have the appropriate authority to confirm that the above student meets **all academic requirements** outlined in Section E overleaf. DO NOT COMPLETE IF STUDENT HAS NOT MET ALL REQUIREMENTS IN SECTION E.

Name:	Staff ID:	Extension:
Position:	Email:	
Signed:	Date (DD/MM/YYYY):	

### SECTION D – INDUSTRIAL TRAINING

#### SCHOOL / FACULTY USE ONLY – please read carefully

I have the appropriate authority to confirm that the above student meets **all academic requirements** outlined in Section E overleaf **and** will undertake a minimum of 37.5 hours per week of academic engagement\* for the full duration of the placement. DO NOT COMPLETE IF STUDENT HAS NOT MET ALL REQUIREMENTS IN SECTION E.

\*you may be required to provide evidence of full-time academic engagement hours if requested.

Name:	Staff ID:	Extension:
Position:	Email:	
Signed:	Date (DD/MM/YYYY):	

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### SECTION E – Academic Requirements

To be eligible for an OS-HELP loan, the above student must:

- have been selected to undertake overseas study by UNSW for dates as stated at the top of this form;
- undertake the full course requirements overseas;
- have **completed** the equivalent of at least one year of full-time study (**passed 48 UOC**) in their current program as a Commonwealth supported student;
- have at least one course of study (6 UOC) left to complete in their program upon their return to study at UNSW; and
- will have their overseas study count towards their UNSW course requirements and this will be administered by the relevant UNSW Faculty

Please **do not** complete this form if the student does not meet **ALL** of the OS-HELP eligibility requirements outlined above at the time of application.

### Additional Information

Please ensure that the information entered on the online OS-HELP application form matches the information provided on this Academic Credit Approval Form (this includes your study start, end date and the unit of credit value associated with the overseas study, as this will be used to determine your eligibility for OS-HELP)

Inconsistent information will delay your application.

You will be prompted to upload this completed form at the end of the online application process. Please ensure that the correct approvals have been provided – refer to Section A of this form for details.

If you have any questions prior to submitting your application, please contact the Student Financials Office at [fees@unsw.edu.au](mailto:fees@unsw.edu.au)

### Important Information for Asian Language Study

If you are applying for a supplementary loan amount for Asian language study, you must upload confirmation of your enrolment and **Asian Language Study Declaration Form** at the time of application, together with this completed Academic Credit Approval Form.

Your Asian language study start date must be prior to the study start date for which you are applying for the OS-HELP loan.