



CREDIT TRANSFER (CT)

This option is for you if you have completed the **same** unit standard from a qualification awarded by Skills or another New Zealand Institution. You don't need to have completed your previous studies to apply for this pathway. We evaluate your completed unit standards by checking your Record of Achievement from NZQA. If the unit standards you have already completed match the ones required for your current programme you do not need to complete them again. Please note, this option is **not** available for applicants who have completed a programme of study overseas.

IMPORTANT INFORMATION:

Student Loans/allowances: If you are considering applying for a student loan or allowance, you can do this after the Credit Transfer process. Once you know how many credits you will be awarded, and the tuition fees you can contact StudyLink to proceed. For more details, visit, [StudyLink](#)

International Learners: If you are a non-resident or not a New Zealand citizen, please contact our international department international@skillsinstitute.co.nz before applying for credit transfer. They will clarify how your visa status may be impacted if your study load is reduced due to the credits awarded.

Criteria:

- Your previous study must have been completed at a New Zealand institution.
- You must be enrolled in one of our programmes, even if you have fewer assessments to complete.

Fees: There is no cost for this service.

Evidence: Record of Achievement (ROA) from NZQA.

- If your qualification is not listed in your ROA, please provide a certified* copy of the certificate and academic transcript from your previous qualification showing the completed unit standards.

*Certified copies must be verified by an authorised person, such as a Justice of the Peace, lawyer, barrister, or Notary Public.

Providing false information will result in the rejection of your application and any further applications.

We may contact you for additional evidence. Please ensure you have access to your email for correspondence.

How to apply:

- **Apply for your Programme:** Enrol in the programme you are interested in and provide a copy of your NZQA Record of Achievement. If the unit standard you completed is not showing in your Record of Achievement, please provide a certified copy of your certificate and transcript.

Results:

- **Automatic Credit Awarding:** Your credits will be automatically awarded, and you won't need to redo the unit standard.
- **Student Loans / Allowances:** Domestic learners can apply for a student loan and allowances through [StudyLink](#)
- **International Learners:** Please contact our international department at international@skillsinstitute.co.nz and let them know you have had credits awarded. They will check if your visa may be impacted.

Concerns or Confirmation: If you have any concerns or want to confirm which unit standards have been awarded, please contact support@skillsinstitute.co.nz

Appeal Process You may appeal if you:

- Have gathered more evidence after the final decision.
- Do not agree with the final decision.

How to appeal:

- Send an email to recognition@scgnz.org within seven working days of receiving notification of a decision.
- Our Appeal Committee will review your appeal and respond within 20 working days. Fees may apply if your application needs to be resubmitted to the assessor.