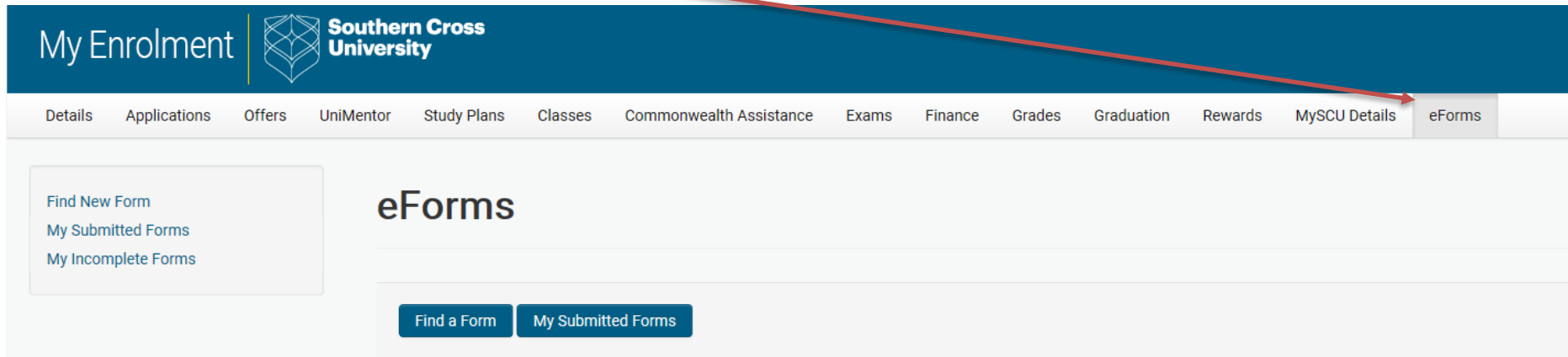


eForms

eforms are found here, in MyEnrolment



The screenshot shows the MyEnrolment interface. At the top, there is a dark blue header with the 'My Enrolment' logo and the Southern Cross University logo. Below the header is a navigation menu with various options: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. The 'eForms' tab is highlighted. Below the navigation menu, there is a section titled 'eForms' with a sidebar on the left containing links for 'Find New Form', 'My Submitted Forms', and 'My Incomplete Forms'. At the bottom of the 'eForms' section, there are two buttons: 'Find a Form' and 'My Submitted Forms'.

1. Find a form
2. Search Course Credit Transfer Form
3. Enter E Form

To make changes to your CTA, log into MyEnrolment and select My Submitted Forms

Course Credit Transfer Form Instructions

International Exchange Applications require applicants to complete this form. Completion of this form should only be attempted after you have done significant research with your Client Services Officer at your relevant campus and the International Office.

This eform is **only part** of the application for international exchange. A completed Student International Exchange Program application is also required.

Use this form to nominate units that you want to study at your host university overseas. Propose units that your research has lead you to believe are equivalent to units that you are required to study in your Southern Cross University course.

Your proposal will be reviewed by Southern Cross and if approved will form an agreement between you, your host university and Southern Cross University.

Most of your personal details will pre populate; see below

Student: * **SCU ID# and full name**

Course Name: * **This is your current Southern Cross degree**

Location: * **Campus you are currently enrolled**

Session: * **Which Southern Cross session are you wanting to go on exchange in? Session 1 or 2**

I have met with: * **Tick all appropriate boxes**

- ✓ No SCU Staff Members
- ✓ International Office
- ✓ A Client Services Officer (Southern Cross staff member at campus administration)
- ✓ My Course Coordinator

Select the rewards application * **If you have completed the online Exchange application a list of dates will be listed below;**

- Exchange Application Submitted on: DD/MM/YY
- Not yet submitted

Requested Units (Mandatory)

Unit	SCU Unit	Type of Task	Host Unit	Host Unit Name

[Add Row](#)

Requested Units (Mandatory)
✕

Requested Units (Mandatory)

Note: Students who have been approved for more than four units, can only study up to equivalent of four SCU units in one study period at the Host University.

Host University Unit Code

Host University Unit Name

Host University Unit Learning Level

Host University Credit Point Value

Paste a direct link to the host University's description of the unit.

Proposed Equivalent SCU Unit:

SCU Unit (use this if your unit was not found above):

SCU Level of Learning *
 ?

Exit

Save and Continue
➔

Although you will be studying a full time load, pre-approval of at least **6** units must be granted. This will ensure that in the event of units/classes/modules not being available for any reason, you have an approved back up.
Up to 8 rows can be added.

Submit or Save

Save as Incomplete eForm

Submit eForm
➔