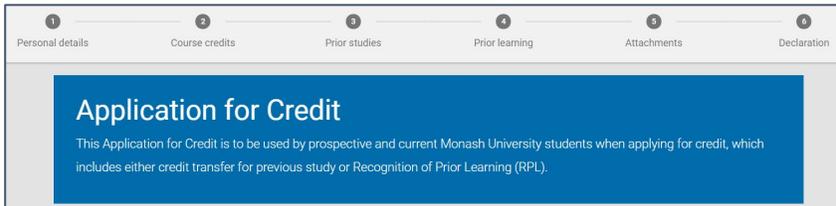**Step 1:** Login to the online credit application

Step 2: Select **Current User Login** and sign in with your Monash username. If you are already logged in to your Monash account you will be directed straight to the application.

Application for Credit

This Application for Credit is to be used by prospective and current Monash University students when applying for credit, which includes either credit transfer for previous study or Recognition of Prior Learning (RPL).

Step 3: Add the relevant information to each section of the application.

Tip: You can save your application as a draft at any time and log back in later.

Step 4: When adding prior study, add multiple units by selecting **Add Unit**:

> ⊕ ADD UNIT

You can also add other courses by selecting **Add Prior Study**:

> ⊕ ADD PRIOR STUDY

Tip: If you need more information or assistance, click the links at the top of the screen.

> Credit for Prior Learning Information | Need Help?

Step 5: Upload requested supporting materials using **Add Files**. You must upload or link to all documents that support your application for credit, even if you have already provided them in your course application.

Step 6: Read and complete the Applicant's declaration.
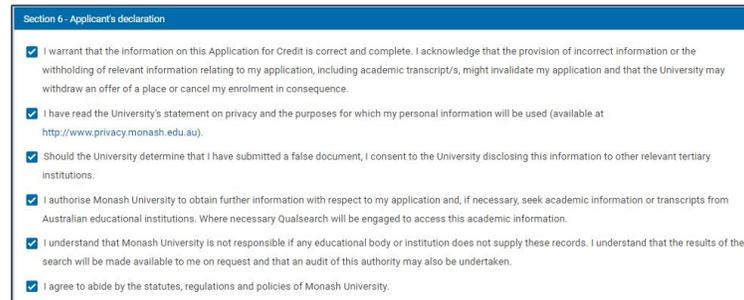
Step 7: Select **Submit Application** at the bottom of the screen:

> SUBMIT APPLICATION

Once you have submitted your application you'll see confirmation of the submission at the top of the application page. You will also receive a confirmation email and SMS (Australian mobile numbers only).

After submitting your application:

- Please use the Need Help? link to submit an enquiry or contact Monash Connect.

- You'll be unable to create a new application for credit, or update a submitted application, without assistance from Monash staff.

- The faculty will re-open your application if required. You'll be notified by email and you can return to your application.

- The faculty may also request additional documents from you by email. Be on the lookout for these requests and provide the documents in a timely manner. Your credit application can't be assessed if the faculty are waiting for documents.