



# Alphacrucis University College

## Cross Institutional Study Application

### Purpose and Process

This form is for Alphacrucis (AC) University College students who wish to pursue studies at another institution and later seek credit towards their AC course. Please follow the procedure below:

1. **Complete the form:** Fill out the 'Student Details' section on this form to request permission for external studies. Once completed, email this form, as well as the unit outline/s, to your Program Director.
2. **Provide Official Transcript:** After successfully completing the course at the external institution, it is your responsibility to email a copy of your official transcript to your Program Director.

### Student Details

Given Name(s):

Surname:

Student ID:

Course:

I wish to commence external study with the following institution:

Year:

Semester:

I wish to take the following unit/s:

Unit Code & Name:

Unit Code & Name:

Unit Code & Name:

### Confirmation (to be completed by AC staff)

This letter is to certify that the unit/s above will be credited as part of the student's AC course in the form of:

Registrar:

Program Director:

Signature:

Signature:

Date:

Date:

Stamp