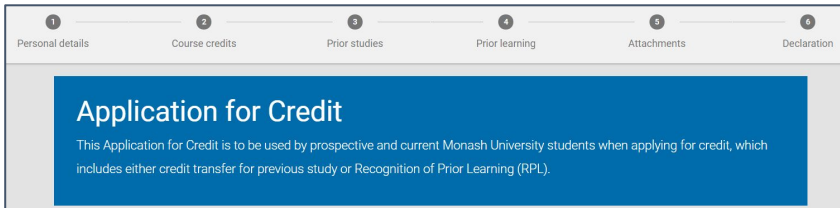




Step 1: [Login to the online credit application](#)

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.



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**:



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

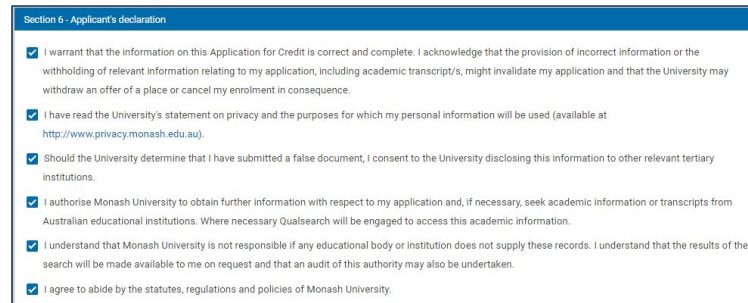


Tip: If you need more information or assistance, click the links at the top of the screen.



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:



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.