

## Applying for Exemption from Common Units

If you think you are eligible to be exempt from completing any of the common units and you have evidence to show this we encourage you to apply. If your application is successful you will receive either a Professional Assessment (PA) or Credit Transfer (CT) grade depending on the kind of evidence you provide.

1/ View [unit descriptions](#)

2/ View [grounds for exemption](#)

3/ Decide which rule applies to you.

4/ Assemble your evidence which, depending on the rule you are applying under, may include all or some of the following:

- Copy of academic transcript/s,
- Curriculum Vitae,
- Copies of certificates, diploma's,
- Copies of relevant writing samples,
- Covering letter connection between your work experience and the common unit/s you are seeking exemption from, and
- Verification letter from employer

5/ Print off an [Application for Exemption form](#) and fill out (don't forget signature on p. 2)

6/ Attach supporting documentation to exemption form and send/deliver to:

**Please mail to:**

Student Administration and Equity Services  
Charles Darwin University  
DARWIN NT 0909

**Or deliver to:**

Information Centre  
Orange 1, Casuarina Campus

**Queries?**

Contact the [Common Units team](#)