Undergrad Internal Program Transfer

This page tells you about applying for Internal Program Transfer (IPT) as a current undergraduate student. IPT enables you to move from one program to another within UNSW, without having to apply again through UAC. IPT is a free service for UNSW undergraduate students.

IPT enables you to transfer:

- from one program to another (e.g. from a BE to a BSc), or
- between single degree and double degree programs.

Please note: Students who wish to change streams within the same program, should use the Stream Declaration service in myUNSW.

Eligibility

The eligibility criteria varies for programs across UNSW. While many coursework programs are available for IPT, some programs that have other selection processes or criteria, such as undergraduate Medicine, won't be available.
To use the IPT service, you must be:

- an undergraduate student.
- currently enrolled or on official program leave from UNSW. This excludes discontinued, excluded, suspended or lapsed enrolments.
- a commonwealth-supported domestic student or an international student.
- not in your final term of study. If you’re in your final term, contact the relevant Program Authority directly.
- over 18 years old. If you are under 18, contact The Nucleus: Student Hub to complete your application.

Your eligibility depends on:

- your Weighted Average Mark (WAM) in your current program or your overall studies at UNSW
- the units of credit (UOC) you have completed and/or are enrolled in
- your being of GOOD academic standing
- you having no fee blocks, e.g. outstanding tuition fees
- places being available in the program to which you want to transfer
- compliance with the academic rules of the program you wish to transfer to. See Program availability for specific academic requirements.

Conditions and requirements

- One program application per term is permitted,
- Not all programs will be available for transfer in each term.
- You must apply within the advertised application period. No late applications will be considered.
- As there is a specified period in which applications are assessed and a decision made, that decision cannot be delayed – i.e. it cannot be made after the assessment period has closed. Similarly, there is no provision for considering late results.
- You must satisfy the academic rules of the program you wish to transfer to. See Program availability for specific academic requirements.

When and how to apply

Generally you can apply in both terms 1 and 3, but this isn’t always the case. See the section Program availability below.

During the application period you can Apply for IPT via myUNSW. However, if you are under 18 years of age, you must contact The Nucleus: Student Hub to complete your application.

The application periods are:

Monday 30 Sep 2019, 12:00am – Friday 22 Nov 2019, 12:00am

IPT application period for Term 1, 2020 intake

Monday 29 Jun 2020, 12:00am – Friday 24 Jul 2020, 12:00am

IPT application period for Term 3, 2020 intake

How and when can I accept my offer?

Your IPT application is assessed after the application period has closed.

The outcome of your application will be emailed to your UNSW Email account.

If your application has been successful, the email will advise you to go to the myUNSW My Applications tab to accept your program transfer offer.

Please note: You cannot accept your offer outside the acceptance periods:
IPT acceptance period for **Term 1, 2020 intake**

Wednesday 2 Sep 2020, 12:00am – Sunday 6 Sep 2020, 12:00am

IPT acceptance period for **Term 3, 2020 intake**

**Important advice for international student visa holders**

- If your program transfer request is successful, you will require a new **Confirmation of Enrolment (CoE)** which will be issued to you by the **International Student Experience Unit**. The new CoE will be sent to your student email account.
- You **may not** be eligible for full transfer credit from your existing program. If this occurs, your total length of study may be extended. Check the date on your new CoE.
- If your new CoE is longer, **check your student visa expiry date on VEVO**. If you need a new student visa, apply to the **Department of Home Affairs**.
- **ADFA Students only**: Students studying under a Defence Cooperation Scholarship need permission from Defence and IDP before changing programs.

**Important note for sponsored international students**

Sponsored international students can only apply for internal program transfer (IPT) at UNSW if they have sponsor approval. If you don't gain sponsor approval for the program transfer, or if you can't submit the appropriate forms on time, you may be liable for your tuition fee costs.

- **Australia Awards Scholarship students** should contact the Sponsored Student Contact Officer via email AustraliaAwards@unsw.edu.au.
- **All other international sponsored students** should submit a new **International Sponsored Student Agreement Form** (PDF, 65 KB) and a new **Financial Guarantee Letter** before the **census date** of the first term of your new program.

**Program availability**

Use the links below to access programs available for IPT, application/eligibility requirements, and term availability.

- **Art & Design**
- **Arts & Social Sciences**
- **Built Environment**
- **Business School**
- **Engineering**
- **Law**
- **Medicine**
- **Science**

**Contacts for more information**

For more information please contact the relevant **Program Authority**.
Guide to degree programs and courses offered at UNSW

Search the UNSW timetable for your courses and classes

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