

# APPLICATION FOR POSTGRADUATE INTERNAL PROGRAM TRANSFER

## INSTRUCTIONS

This form is to be used when applying to transfer from one approved Postgraduate Coursework Program to another.

- Read the guidelines and advice below carefully
- Complete all required details below and overleaf
- Sign endorsement overleaf: you must read the Student Declaration before signing
- Return completed form to the Program Office of the Program you wish to transfer to by the appropriate deadline. Applications received after this time will **not** be accepted

**SEMESTER 1: February 15th**

**SEMESTER 2: July 15th**

- If approved, the Program Office of the Program you wish to transfer to will forward the form to Student Administration
- You will be advised in writing if your application is approved
- Applications to some programs require additional documentation and students should consult the relevant Faculty Office before lodging the form

**Please Note: Incomplete applications will not be accepted.**

## GUIDELINES

To be eligible to transfer internally, students must have undertaken a **minimum** of one semester of study in their current program and be in Good Academic Standing.

## IMPORTANT ADVICE FOR INTERNATIONAL STUDENT VISA HOLDERS

- If your Program transfer request is successful, you will require a new eCOE which will be issued to you by Student Development International.
- Please note that you may not be eligible for full Transfer Credit from your existing program. In the event that your new Program extends the length of your study, it is **your** responsibility to apply for a Visa Extension from the Department of Home Affairs.
- **ADFA Students only:** students studying under a Defence Cooperation Scholarship need permission from Defence and IDP before changing programs.

## 1. PERSONAL DETAILS

Student ID:		Date of Birth:	
Family Name:		Given Names:	
Student Visa (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If Yes, Please complete the information below:</b>
Country of Birth:		Country of Citizenship:	
Passport Number:		Visa Evidence Number:	
Postal Address:			
Contact Phone Numbers (day):		(other):	

## 2. PROGRAM TRANSFER DETAILS

<b>CURRENT PROGRAM</b>	
Program Code:	Program Name:
	Plan:
<b>PROPOSED PROGRAM</b>	
Program Code:	Program Name:
	Plan:
<b>REASON FOR TRANSFER REQUEST:</b>	

## 3. STUDENT DECLARATION

<p>I understand that the credit given for previous academic study may change on approval of program transfer.</p> <p>I understand that upon approval of this application, I will be transferred into the requested program from the next available Semester.</p>	
<p>Student Signature: _____</p> <p><i>Application forms not signed by the <b>student</b> will not be accepted.</i></p>	<p>Date: _____</p>

<b>OFFICE USE ONLY</b>		
<b>PROGRAM AUTHORITY APPROVAL</b>		
<b>Program Transfer</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
<b>Transfer Credit</b>	<input type="checkbox"/> Yes, See below	<input type="checkbox"/> No, Not Applicable
<b>Course IDs or Exemption Codes for which credit is granted</b>		
<b>Total uoc of Transfer Credit granted:</b>	<b>Remaining uoc required to complete new Program:</b>	
<b>Expected Semester of Completion:</b>		
Name: _____      Signature: _____      Ext: _____      Date: _____		
<b>STUDENT ADMINISTRATION USE ONLY</b>		
PROCESSED <input type="checkbox"/>	NORMAL MAINTENANCE <input type="checkbox"/>	LIABILITY STATUS & SERVICE INDICATOR <input type="checkbox"/>
STUDENT NOTIFIED <input type="checkbox"/>	COPY TO ESOS <input type="checkbox"/>	INITIALS & DATE: