APPLICATION FOR POSTGRADUATE INTERNAL PROGRAM TRANSFER

INSTRUCTIONS

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

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

- Please complete all required details and sign endorsement: 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 cannot be accepted
  
  TERM 1: Sunday February 10
  TERM 2: Sunday May 26
  TERM 3: Sunday September 8

- If approved, the Program Office of the Program you wish to transfer to will forward the form to Student Lifecycle for processing
- 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 cannot be accepted.

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

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name:</td>
<td>Given Names:</td>
</tr>
</tbody>
</table>

Student Visa (please tick)    Yes □    No □    If Yes, Please complete the information below:

<table>
<thead>
<tr>
<th>Country of Birth:</th>
<th>Country of Citizenship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Number:</td>
<td>Visa Evidence Number:</td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Numbers (day):</td>
<td>(other):</td>
</tr>
</tbody>
</table>
2. PROGRAM TRANSFER DETAILS

CURRENT PROGRAM

Program Code:  Program Name:  Plan:

PROPOSED PROGRAM

Program Code:  Program Name:  Plan:

REASON FOR TRANSFER REQUEST:


3. STUDENT DECLARATION

I understand that the credit given for previous academic study may change on approval of program transfer. I understand that upon approval of this application, I will be transferred into the requested program from the next available Term.

Student Signature: ____________________________  Date: ____________________

Application forms not signed by the **student** will not be accepted.

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OFFICE USE ONLY

PROGRAM AUTHORITY APPROVAL

Program Transfer  □ Approved  □ Not Approved

Transfer Credit  □ Yes, See below  □ No, Not Applicable

Course IDs or Exemption Codes for which credit is granted

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- 
- 
- 
- 

Total uoc of Transfer Credit granted:  Remaining uoc required to complete new Program:

Expected Term of Completion:

Name: ____________________________  Signature: ____________________  Ext: __________  Date: ________________

STUDENT LIFECYCLE USE ONLY

PROCESSED  □  NORMAL MAINTENANCE  □  LIABILITY STATUS & SERVICE INDICATOR  □

STUDENT NOTIFIED  □  COPY TO ESOS  □  INITIALS & DATE: