APPLICATION FOR POSTGRADUATE INTERNAL PROGRAM TRANSFER

Postal address: UNSW Student Central, University of New South Wales, UNSW Sydney NSW 2052

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.

SEMIESTER 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 Central.
- 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 Immigration and Border Protection.
- 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>
<tr>
<td>Student Visa (please tick)</td>
<td>Yes □</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>Country of Citizenship</td>
</tr>
<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>
# Application for Postgraduate Internal Program Transfer

## 2. Program Transfer Details

<table>
<thead>
<tr>
<th>CURRENT PROGRAM</th>
<th>PROPOSED PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Code:</td>
<td>Program Code:</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Program Name:</td>
</tr>
<tr>
<td>Plan:</td>
<td>Plan:</td>
</tr>
</tbody>
</table>

### 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 Semester.

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

**Expected Semester of Completion:**

Name: __________________________  Ext: _________  Signature: _______________________________  Date: ______________

**STUDENT ADMINISTRATION USE ONLY**

- PROCESSED □  NORMAL MAINTENANCE □  LIABILITY STATUS & SERVICE INDICATOR □
- STUDENT NOTIFIED □  COPY TO ESOS □  INITIALS & DATE