

Student Administration - Operations Transfer Application

Enrolments and Student Finance Unit
Locked Bag 1797, Penrith South DC NSW 1797



Read the important information on page 2 before completing this form.

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

1 - PERSONAL DETAILS

UWS Student ID number Are you an international student? Yes No Daytime contact number +

Title Family name

Given name(s)

Course code Course name

Mode of study Full time Part-time External

2 - CHANGE OF HOME CAMPUS

Current home campus Request to change to - new home campus

3 - CHANGE OF PROGRAM DETAILS

Please indicate the type of change: Select Key Program Change Key Program Change from Double to Single degree

New mode of study Full-time Part-time External Commencement period Autumn Spring Other Specify

New course code Course name

4 - HEAD OF PROGRAM APPROVAL (to be completed by the Head of Program before submitting this form)

This form is only to be used for change of key program, change from a double to single degree and change of home campus for the enrolled course. Course transfers are subject to eligibility rules being satisfied and may be rejected on those grounds despite the College recommendation. Please refer to the Course Transfer Policy available on the web at: www.uws.edu.au/policies

All units from the previous course can be transferred to the new course: Yes No

The units listed below SHOULD NOT be transferred to the new course.

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME

All Advanced Standing from the previous course can be transferred to the new course: Yes No

The units listed below SHOULD NOT be transferred as Advanced Standing to the new course.

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME

The student named above has my permission to transfer to the course/campus as indicated in Section 2 and/or 3 above.

Name

Signature

Date

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

5 - INTERNATIONAL STUDENTS (to be completed by the International Student Advisor before submitting this form)

This student has my permission to request a transfer to the course/campus as indicated on this form.

International Student Advisor's name

International Student Advisor's signature

Date

6 - DECLARATION AND SIGNATURE

I wish to be considered for transfer to the course and/or campus as indicated on this form.

I understand that a decision will not be made regarding my transfer until it has been checked and ranked against other applications.

I understand that UWS reserves the right to vary or reverse any decision regarding my transfer on the basis of incorrect or incomplete information.

Applicant's signature

Date

Date Received

Important information for students applying to transfer their program

This form should be used to:

- select or change a key program, or
- change from a double degree to a single degree, or
- change your home campus.

At UWS you are only permitted to select or change your key program of study, home campus or move from a double to a single degree as a direct transfer. If you are seeking to transfer to an "unlike" course, you will need to apply for admission through UAC and seek advanced standing if applicable.

All Applicants

Section 4 must be completed by your Head of Program prior to submitting the form. All applications will go through a formal approval process and final checking after being lodged. Applications are NOT formally approved until you are notified by email to your UWS email account by the Enrolments and Student Finance Unit.

Only change of home campus applications, signed by the Head of Program, will be processed at Student Centres.

Commonwealth Supported Students

An email will be sent to your student email account notifying you that this application has been processed. When you receive this email you must log into My StudentRecords (MySR), fill in and submit a new electronic Commonwealth Assistance Form (click 'Enrolment' and scroll down). If you do not complete this step, your enrolment may be cancelled.

International Students

If you are an international student applying to transfer your course, you must also have Section 5 completed by an International Student Advisor. International students who successfully transfer from one course to another should request a new Confirmation of Enrolment (COE) from their International Student Advisor.

Closing Date

Applications close the last teaching day of the session prior to the session that you wish the transfer to commence. Teaching session dates can be found at: www.uws.edu.au/importantdates

Lodging the form

You can lodge your form in person at any Student Centre or post to:

Enrolments & Student Finance

Building I, Kingswood

University of Western Sydney

Locked Bag 1797

PENRITH SOUTH DC NSW 1797