

# Application for Internal Course Transfer

**REMEMBER: FILL BEFORE PRINTING**



Indicate Year and Semester of requested Transfer: Year:  Semester:  1  2

Closing Dates: Semester 1  → Last teaching day of Semester 2  
 Semester 2  → Last teaching day of Semester 1  
 Applications received after the closing date will be considered if places are available.  
 Please complete the form and sign before returning to Student Central.

## Section A: Personal Details

Student ID Number:

Title:

Family Name / Surname:

If present name is different from that appearing on any transcript of your examination results that you may submit with this application, please attach appropriate certified copy of documentation (e.g. deed poll certificate, marriage certificate).

Given Names:

Address:

City:  Postcode:

Telephone (home):  Telephone (business):  Telephone (mobile):

Email:

Date of Birth:

## Section B: International Students

Are you an International Student?

Are you a sponsored International Student?

If you are a sponsored student, this form must be signed here by the Financial Aid Officer, prior to submission to your academic unit.

SI Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section C: Current Program

Please state the full program title you are currently enrolled in:

Program Code:  Program Title:

Campus:  Year of first enrolment in current program:

## Section D: Proposed Program

Please state the full program title or which you wish to apply, and the campus on which the program is delivered:

Program Code:  Program Title:

Campus:

**Section E: Conditions of Application and Selection Criteria**

- All applications will be considered by the Program Coordinator.
- Offers will be dependant on places being available in the program for which you are applying.
- Credit for units of study successfully completed in the original program will be granted on a case by case basis in accordance with the University's credit transfer policy.
- You will be advised on the outcome of this application after the publication of results for the current teaching period.
- You may wish to submit certified copies of previous studies/results to support your application.

Transfers are subject to the following conditions being met:

- You must meet the prerequisites for the program for which you are applying.
- You must meet entry requirements for admission to the program.
- You require a credit average or better to be considered for selection.
- Individual Faculty have specific selection requirement. (Contact the appropriate Faculty to check these requirements).

Students who do not meet these criteria for selection must submit a letter to support their application, including their reasons for wishing to transfer along with a copy of results. These applications will be considered on a case by case basis.

Before applying students are advised to read the Program Transfer policies and procedures on Academic Course Regulations 2013, Chapter 3 Part 1: Restrictions and Requirements at <http://www.swinburne.edu.au/policies/regulations/courses.html>

**Section F: Reasons for Requesting Transfer**

Please briefly give your reason/s for requesting a transfer (Maximum of 5 lines of text)

**Privacy**

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our [Privacy Collection Notice](#).

Signature of Applicant: \_\_\_\_\_

Date:

**Office Use Only**

Copy of multiple preferences sent to relevant School?	<input type="checkbox"/> Yes	Date	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Current program outcome mode								
Proposed program outcome mode								
Is the program transfer approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Selection Officer's Signature:					
Date approval granted	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
New Completion Date	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Fee Category								
Stage/Sub-stage								
Reason for non-approval (If application is rejected)								
Exemptions/Credit transfers	Date Entered on EV		<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Date letter sent	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Signed	Date		<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	/	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>