

Notes

1. This form is to be completed by currently enrolled Federation University international students who have not completed their current course and wishing to transfer to another course. To transfer both teaching locations and course, you are required to complete this application form. No additional forms are required.
2. You **MUST** read and understand the 'Enrolled Students Changing Program' process on International Admissions Procedure before completing this form which is located [here](#).
3. Course transfers are only available between courses at the same level, eg, from a bachelor's degree to another bachelor's degree.
4. You **MUST** have a valid Visa for study and appropriate Health Cover.
5. You should have NO outstanding fees owing to Federation University.
6. Some courses have essential requirements that must be satisfied before you will be considered for a place (eg interview, audition etc). Review the entry requirements via [Course Finder](#) and include any evidence to demonstrate how you meet the 'essential requirements' with this form.
7. Enrolment Verification: Students are encouraged to check their enrolment details prior to the Census date in each teaching period via [My Student Centre](#). Census dates can be found [here](#).

Instructions

1. This application must be submitted prior to the first day of enrolment (Orientation Week)	4. You must attach the following to your transfer application: A letter outlining the reasons for your transfer and how you will benefit from it. Documentary evidence, where applicable, to support your reason for transfer (e.g. for family reasons – provide evidence of the relationship). Written approval from your scholarship body (if applicable), if a sponsor is paying your tuition fees.
2. Read and complete Sections 1 to 3 of this form using BLOCK LETTERS, and tick the appropriate boxes (✓).	
3. Read and ensure you understand and meet all the criteria for transfer applications.	5. Submit the completed form along with all supporting documentation through your Studylink account

Section 1: Personal and Contact Details

Student ID:		Gender:		Date of Birth:	
Family Name:					
Given Name:					
Phone:		Email:			

Section 2: Academic Details

Current Course Code:		Current Course Name:	
Current Stand/Major/Minor: (if applicable)		Current Teaching Location:	

New Course Code:		New Course Name:	
New Stand/Major/Minor: (if applicable)		New Teaching Location: (if applicable)	

Effective From (Semester/Year):

Reasons for Course Transfer Request:

Do you wish to apply for credit for previous studies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to transfer the units that you are currently enrolled in, to your new course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Declaration

- I declare that I have read the instructions, and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.
- I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- I hereby apply for Internal Course Transfer and acknowledge that I have read and understood the University's 'International Admissions' procedure.
- I am required to have valid Overseas Student Health Cover (OSHC) for the full duration of my study and that I will be required to extend my cover if the duration of the new course extends past my current cover.

Signature:		Date:	
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Privacy Statement: The information on this form is collected for the primary purpose of completing an internal transfer between courses. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.