

### Notes

- This form is to be completed by currently enrolled Federation University Australia international students wishing to transfer Teaching Locations. To change both teaching locations and course, you are required to complete a new application form via [Studylink Online application system](#).
- You **MUST** read and understand the 'Transfer Between Teaching Locations' procedure before completing this form which is located at: [http://policy.federation.edu.au/learning\\_and\\_teaching/compliance/standard\\_7/ch02.php](http://policy.federation.edu.au/learning_and_teaching/compliance/standard_7/ch02.php)
- You MUST have a valid Visa for study and appropriate Health Cover.
- You should have NO outstanding fees owing to Federation University Australia.

### Instructions

- You must contact the New Teaching Location before lodging the transfer application form.
- This application must be lodged prior to 1<sup>st</sup> Day of enrolment. (Orientation Week).
- Read and Complete Sections 1 to 3 of this form using **BLOCK LETTERS** and tick  boxes and Blue or Black Pen.
- Read and Check to ensure you understand and meet ALL [Criteria for Applications](#)
- Check fees for the new Teaching Location
- You must also attach as part of the application for transfer:
 

A letter detailing the reasons for transfer and how you will benefit from the transfer.

Where applicable, a copy of the documentary evidence referred to in the letter of application e.g. if for family reasons – evidence of the relationship.

Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.
- Return completed form and submit it with supporting documentations:
 

**By Email:**  
[internationalcompliance@federation.edu.au](mailto:internationalcompliance@federation.edu.au)  
(if you are studying at a Federation University campus)

**In Person:**  
(if you are studying at a partner teaching location)  
Student Administration office at your current teaching location

### SECTION 1: Personal and Contact Details

Federation Student ID Number:		Gender:	
Surname/Family name:			
Given Names:		Date of Birth:	

Phone Number:		Email:	
Address:			
		Suburb/ Town/City:	
State		Postcode:	
		Country:	
Visa Type:	<input type="checkbox"/> Student : <input type="checkbox"/> Other (Please specify class type and subclass numbers):		

### SECTION 2: Academic Details

Course Code:	
Course Name:	
Strand/Major/Minor:	

# Transfer between Registered Teaching Locations Application Form

Current Teaching location:		New Teaching Location:	
Effective from (Semester/ Year):			
Supporting Documents Attached:			
Reasons for Location Change Request:			

## 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 Transfer between Teaching Location and acknowledge that I have read and understood the University's 'Transfer between Teaching Location' procedure.
- If I have been awarded sponsorship or scholarship I will be required to obtain a new letter of approval from my sponsor before I am eligible to be accepted to transfer to a new teaching location.
- 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only



Current Teaching location approval: (Partner/International Compliance)	<input type="checkbox"/> Approved				
	<input type="checkbox"/> Not approved, Please provide the reason:				
Nominated officer name:		Signature:		Date:	
International Authorization:	<input type="checkbox"/> Deed of Variation letter has been issued <input type="checkbox"/> PRISMS has been updated				
Student HQ/GPS Processing:	<input type="checkbox"/> MySC updated	<input type="checkbox"/> Cohort Year Changed	<input type="checkbox"/> Enrolment NSI added	<input type="checkbox"/> FdlGrades Study Plan	<input type="checkbox"/> Manager, Partner Provider sent a copy

## Student Fee

Transfer fee posted				
Name:		Signature:		Date: