

APPLICATION FOR UNDERGRADUATE INTERNAL PROGRAM TRANSFER (STUDENTS AGED UNDER 18 ONLY)

INSTRUCTIONS

You should use this form if you are a student under 18 years of age when applying to transfer from one approved Undergraduate Program to another. Please check [program availability](#) prior to submitting your request.

Prior to submitting your request, you will need to:

- Read the guidelines and advice below carefully
- Complete all required details below and on page 2 (Sections 1-3)
- Sign declaration in Section 3—you must read the Student Declaration before signing
- Obtain consent from your Parent/Guardian prior to submitting your request—your Parent/Guardian will need to sign Section 3
- Attach the completed and signed form in your transfer application within the UNSW Applicant portal (see instructions [here](#)) prior to the application deadline. Applications received after this time **cannot** be accepted. Application opening and closing dates are published on the [Undergraduate Internal Program Transfer](#) page once available, and by filtering for 'IPT' on the [Key Dates](#) page

If approved, you will be advised in writing via your UNSW email and you will need to accept your offer through the UNSW Applicant Portal.

Please Note: Incomplete applications cannot be accepted.

GUIDELINES

Who should use this form?

Undergraduate students who are:

- Under 18 years of age (at the time of application)
- Currently enrolled or on official program leave from UNSW (excludes discontinued, excluded, suspended or lapsed enrolments)
- Domestic (Commonwealth Supported place only) or International

What are the eligibility criteria?

- Weighted Average Mark (WAM) in current program or overall studies at UNSW
- Units of Credit (UOC) completed and/or enrolled in
- 'Good' Academic Standing
- No fee blocks (e.g. outstanding tuition fees)
- Places available in program

What are the conditions?

- One program application per term is permitted and not all programs will be available for transfer in each term
- You must apply within the advertised application period - late applications cannot be considered
- Applications are considered on the basis of information available at the time applications are assessed. There is no provision for considering late results or delaying decisions

NOTE: The eligibility criteria may vary for programs across UNSW and while many coursework programs are available for internal program transfer, programs that may have other selection processes or criteria, e.g. MBBS (undergraduate Medicine), will not be available.

IMPORTANT ADVICE FOR INTERNATIONAL STUDENT VISA HOLDERS

- If your Program Transfer request is successful, you will require a new [Confirmation of Enrolment](#) (CoE) which will automatically be issued to you by International Student Compliance. If you have not received your new CoE by Week 2 of the Term your transfer took effect, please contact International Student Compliance via email internationalstudent@unsw.edu.au.
- If you are under a current Care Arrangement (CAAW) with UNSW, you will need to apply for a new CAAW. Please contact International Student Compliance via email internationalstudent@unsw.edu.au to arrange this.
- 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 and your new CoE is longer, it is your responsibility to check your student visa expiry date on [VEVO](#) and, if required, apply for a Visa Extension from the Department of Home Affairs.

1. PERSONAL DETAILS

Student ID:	Date of Birth:
Family Name:	Given Names:
Student Visa (please tick): Yes* No	*If Yes, please complete the information below:
Country of Birth:	Country of Citizenship:
Passport Number:	Visa Evidence Number:
Postal Address:	
Contact Phone Numbers (day):	(other):

2. PROGRAM TRANSFER DETAILS

CURRENT PROGRAM	
Program Code:	Program Name:
	Plan/Major:
PROPOSED PROGRAM	
Program Code:	Program Name:
	Plan/Major:
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 Term.

Student Signature: _____ **Date:** _____

As you have indicated that you are under 18 years of age, your parent or guardian must sign below:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

*Application forms not signed by the **student and Parent/Guardian** will not be accepted.*

