



Enrolments – Student Administration Services
Pauline Griffin Building (11)
Canberra ACT 0200 Australia
CRICOS Provider Number: 00120C

30.03.07
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Web: www.anu.edu.au/sas/enrolment

[Click here to apply for a Program Transfer](#)

Program Transfer Guidelines

Who should apply?

This form should be completed by students who want to change from one program/degree to another. This form cannot be used to change careers (eg from an undergraduate program to a graduate or research program).

When should this form be submitted?

Transfer applications will be considered and processed before the beginning of the semester/session in which it is to take effect (a transfer will not normally occur for the semester/session you are studying in when you submit the application or retrospectively). The deadlines to submit the form are as follows:

To take effect from Semester 1:	2 nd Friday in December
To take effect from Semester 2:	Last teaching day of Semester 1
To take effect from Summer Session:	17 December
To take effect from Autumn Session:	18 March
To take effect from Winter Session:	17 June
To take effect from Spring Session:	17 September

Applications submitted after these dates will only be accepted at the discretion of Manager, Enrolments and Student Records. Late applicants must provide a letter/email outlining reasons for late submission. If the late application is accepted by the Manager, Enrolments it will incur a non-refundable late fee of \$125 to be paid before the transfer is assessed or processed. Acceptance by the Manager, Enrolments and Student Records does not necessarily indicate a successful application to transfer program.

NOTE: If you wish to transfer your program within the current semester in order to graduate, please contact Enrolments at Enrolments@anu.edu.au or on 02 6125 3339 (option 1) to discuss your situation.

What else do you need to know?

Fees: Transferring your program/degree may result in an increase in tuition fee liability. If you are unsure please contact Enrolments at Enrolments@anu.edu.au or on 02 6125 3339 (option 1) to discuss your situation. Information on course and program fees can be found on the Study@ website at studyat.anu.edu.au

Acknowledgement: You will receive an email from Enrolments to your ANU student email account within 2 weeks of your form having been received acknowledging receipt. Once your transfer has been assessed a second email will be an email informing you of the outcome and any further instructions. In the event of tight turn-around times, you may only receive the second email.

How long will it take for your transfer to be processed? Transfers will normally be processed just prior to the semester/session in which it is to take effect. For example, a transfer to take effect from Semester 2 will normally be processed in late June or early July.

Enrolling in courses after your transfer: If your transfer is approved, we will process it for the semester/session you have requested on the form.

NOTE: If you have enrolled in courses for the semester the transfer is to take effect from and your transfer is approved, these courses will be dropped. You will need to re-enrol in courses for your new degree by the appropriate deadline. Detailed instructions will be outlined to you in the second email you receive if your transfer is approved and processed.

Credit for previous courses: Your previous courses will not be automatically credited to your new program. It is the responsibility of the student to apply for credit of previous studies. An application for credit should be submitted using the following form www.anu.edu.au/sas/forms/credit_application.pdf or from your College Office or Student Administration in the Pauline Griffin Building (11). The form should be submitted to the relevant College Office after you have received notification from Enrolments that your transfer was successful and has been processed.

Government requirements: When you are notified that your transfer has been approved, students are required to complete the following forms as soon as possible:

- **Local Students:** You must complete a new eCAF form on ISIS for your new program/degree.
- **International Students:** You must complete a new Electronic Confirmation of Enrolment form, and submit it to the Office of Policy and Regulation (OPAR).

Students must check their student email account regularly

Official and important University information is sent to student email accounts only

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