



Enrolments – Student Administration Services  
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## [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 <sup>nd</sup> Friday in December
To take effect from Semester 2:	1 <sup>st</sup> Friday in June
To take effect from Summer Session:	2 <sup>nd</sup> Friday in December
To take effect from Autumn Session:	3 <sup>rd</sup> Friday in March
To take effect from Winter Session:	3 <sup>rd</sup> Friday in June
To take effect from Spring Session:	3 <sup>rd</sup> Friday in September

Late applications will only be accepted in exceptional circumstances, with a payment of a \$125 late application fee and the provision of a statement explaining why the late application should be accepted. Acceptance of late applications is at the discretion of the Manager, Enrolments and Student Records. Applications for program transfer will not be accepted after the last Friday of January for Semester 1 transfers or the last Friday of June for Semester 2 transfers. Acceptance by the Manager, Enrolments and Student Records does not necessarily indicate a successful application to transfer program.

#### What else do you need to know?

**Fees:** Students who are considering transferring programs are strongly advised to contact the Fees Office at [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au) to determine which fees they will be liable for. It is your responsibility to let us know if you have any prior learning which may affect your fee rate.

**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](http://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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For further details on transfers, refer to the *Student Enrolment and Administrative Procedures Guide*. Reference copies of the SEAP GUIDE are available at Student Administration Services in the Pauline Griffin Building (11), all College/Faculty/School/Centre offices and on the website [www.anu.edu.au/sas/SEAP\\_guide](http://www.anu.edu.au/sas/SEAP_guide)