



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

SAS 39 12/09/07
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Application for Program Transfer

(Please read the Notes on Page 2)

1. Transfer to take effect from (Undergraduate students may ONLY select Semester 1 or Semester 2)

Semester 1 Semester 2 Summer Session Autumn Session Winter Session Spring Session

2. Personal Details

Family Name: Uni ID: **U**

Given Name: Student Type: Local International

Mailing Address:

Phone (Day):
 Mobile:

State Postcode
 Country if Outside Australia

3. Completion Details

Are you applying to transfer in order to graduate from your new program this semester/year? Yes No

If Yes, when do you intend to graduate? July December Year

Y	Y	Y	Y
2	0		

4. Transfer Request

I wish to Transfer from:

I wish to Transfer to:

Current Program (Degree) Name: New Program (Degree) Name:

5. Student Declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the back of this form and I understand that by transferring to a new program I will be liable for all increases that may occur with my student fees.

Student's signature: Date:

D	D	M	M	Y	Y

COLLEGE STAFF OR DELEGATED AUTHORITY TO COMPLETE (BEFORE SIGNING APPROVAL)

New Program/Plan Code 1: New Program/Plan Code 2 (for combined degrees only):

OFFICE USE ONLY

INTERNATIONAL EDUCATION OFFICE (IEO)

Name (print):
 Signature:
 Date:

D	D	M	M	Y	Y

ENROLMENTS — STUDENT ADMINISTRATION SERVICES

Step 1: (✓ Tick) Sign:
 Step 2:
 Name (print):
 Signature:
 Date:

D	D	M	M	Y	Y

DELEGATED AUTHORITY 1

(✓ Tick one) Approved Not Approved
 Name (print):
 Signature:
 Date:

D	D	M	M	Y	Y

DELEGATED AUTHORITY 2

(✓ Tick one) Approved Not Approved
 Name (print):
 Signature:
 Date:

D	D	M	M	Y	Y

ANU COPY - BLUE

STUDENT COPY - WHITE

Application for Program Transfer

Please read these Notes before completing the form.

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 postgraduate or research program).

When should this form be submitted?

Transfer applications will be considered and processed before the beginning of the next semester/session (a transfer will not occur for the semester/session you are studying in when you submit the application). 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. These applications must include a letter outlining reasons for late submission. If the late application is accepted by Manager, Enrolments it will incur a non-refundable late fee of \$125 to be paid before the transfer is processed.

NOTE: If you wish to transfer your program within the current semester in order to graduate, please contact Student Administration Services (SAS) to discuss your situation.

Where should the form be submitted?

This form must be submitted to Student Administration Services in the Pauline Griffin Building (11).

What else do you need to know?

Fees: Transferring your program/degree will incur an increase in Fees. If you are unsure please contact Student Administration Services in the Pauline Griffin Building (11) to discuss your situation. Information on course and program fees can be found on the Study@ website at <http://info.anu.edu.au/studyat/>.

Acknowledgement: You will receive emails from SAS to your ANU student email account when this form is received. The first will be an acknowledgement email to confirm the application has been received. The second will be an email telling you if your application has been approved, and that the request has been processed.

How long will it take for your transfer to be processed? Transfers will be processed just prior to the semester/session that it is to take effect from. 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. This will be outlined to you in the 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 SAS in the Pauline Griffin Building (11). The form should be submitted to the relevant College Office after you have received notification from SAS 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 ASAP:

- **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 International Education Office.

Students must check their student email account regularly.
Official and important University information is sent to student email accounts only.

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.

