

## APPLICATION FOR INTERNAL TRANSFER

### for POSTGRADUATE and UNDERGRADUATE STUDENTS

This form must be completed when applying to transfer from one program to another program. Please read the *Eligibility Criteria* on the back of this form before submitting your application to Admissions and Enrolments.

This form is not to be used by students studying offshore.

NOTE: No application will be processed unless all details are filled out clearly and the form signed and dated.

**CLOSING DATES FOR APPLICATIONS:** See dates overleaf for Continuing and Commencing students

**PROCESSING TIME:** Allow two weeks from receipt of form at Admissions & Enrolment

#### PERSONAL DETAILS – PLEASE PRINT

#### CURRENT ENROLMENT – PLEASE PRINT

Student Number:

Program Code:

Family Name:

Program Name:

Other Name(s):

Campus:

Date of Birth:

**NOTE:**

*If your transfer application is successful you will be withdrawn from the above program and all enrolments will be dropped.*

Mailing Address:

Postcode:

#### PROGRAM TRANSFERRING TO – PLEASE PRINT

Telephone (Home):

Program Code:

Telephone (Mobile):

Program Name:

Email Address (must be studentmail address only)

Campus:

@studentmail.newcastle.edu.au

Faculty:

#### DECLARATION

I hereby apply for admission in accordance with the Act, By-law, and Rules of the University of Newcastle and declare:

- I have read the policy in regard to Internal Transfers Procedure 000585 at [www.newcastle.edu.au/policylibrary/000585](http://www.newcastle.edu.au/policylibrary/000585)
- I certify that to the best of my knowledge all documentation and information submitted or made available by me to the University, whether in relation to any course of study or otherwise (the "information"), is true, accurate and complete.
- I consent to the collection, storage and disclosure by the Universities Australia (UA) or any UA Member Institution of a record of any such information or any other irregular activity that may be considered to be untrue or misleading in any respect.
- I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.
- I further understand that refusal or failure to sign this declaration, as written, may result in cancellation of my application.

Signed: .....

Date: .....

#### OFFICE USE ONLY

Application Number:		Admit:	Sign:		Date:	
Administrative Officer:		Matriculate:	Sign:		Date:	
		VDIS/TRAP/ Campus Change				
Basis of Admission:		Drop Enrol:	Sign:		Date:	
Assessment:	Eligible <input type="checkbox"/>	Ineligible <input type="checkbox"/>	Tut Calc:	Sign:	Date:	
Cohort Year:		Term Activate:	Sign:		Date:	

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## ELIGIBILITY CRITERIA:

In a limited number of circumstances students may be eligible to transfer to another program at no extra cost. The opportunity is restricted to the following categories:

## CONTINUING STUDENTS:

- Students wishing to transfer from a combined degree to a single degree within the existing combination;

**Note: Teaching degrees are double degrees and do not fit this criteria. Combined law students can only drop the law component.**

- Students wishing to transfer from a single degree that exists within a combined degree, to that combined degree where the degree is not offered through UAC (If it is offered through UAC, the applicant must apply through UAC);
- Students wishing to transfer from a combined law degree program to another combined law degree program;
- Students wishing to transfer from one Engineering specialisation to another Engineering specialisation within the Bachelor of Engineering;
- Students in a combined degree wishing to transfer to another combined degree (not law) where one of the named programs remains the same;
- Students wishing to transfer between an internal and external mode of the program;
- Students wishing to transfer campuses but remain in the same program. Note: Only undergraduate students will be permitted to transfer.
- Students seeking to progress immediately (without interruption to study) to a higher award within a nested postgraduate program.

## Closing Date for Continuing Students:

You must apply three weeks prior to the commencement of the relevant term.

## COMMENCING STUDENTS:

Commencing undergraduate students via UAC **may** be given until the Friday before the commencement of semester to apply for an internal program transfer. The University will consider the request but approval is not automatic.

Approved transfers would depend on whether the substitute program has vacancies, the applicant meets the published cut-off for the substitute program and the applicant meets any special selection criteria for the substitute program.

The opportunity is restricted to the following categories:

- Applicants who gain admission via UAC to one program and wish to change to another program.
- These students must meet the entry requirements (including special selection criteria) for the program and must not have been deemed ineligible by UAC.

## Closing Date for Commencing Students:

You must apply by the Friday before the commencement of semester.

## APPLICATION INSTRUCTIONS:

If your application to transfer is successful your degree name on the online enrolment system will change. It is your responsibility to ensure that you enrol in the correct courses for your new program.

## ASSESSMENT CONDITIONS:

Applications will be processed depending on availability of places and applicants' meeting the program selection criteria. Please note that processing of applications and notification of outcomes may take two weeks. Contact Admissions on (02) 4921 5311 for further information.

## COMMONWEALTH ASSISTANCE FORM (eCAF):

Domestic Students: If your application is approved you will be required to complete a new eCAF as part of your online enrolment in your new program.

## CREDIT:

If you are applying for credit from previous studies completed at this University or another institution, please contact the relevant faculty officer at one of the Student Hubs.

## LODGEMENT OF FORM:

**Submit this form in person to one of our Student Hubs:**

### Callaghan Campus

Hunter Hub, Ground Floor in the Student Services Centre;  
or Shortland Hub, Level 3 in the Shortland Building  
The University of Newcastle, University Drive, Callaghan  
Hours: 8.30am to 6.00pm Monday – Friday

### Ourimbah Campus

Student Hub  
The University of Newcastle  
Chittaway Road, Ourimbah  
Hours: 8.30am to 6.00pm Monday – Friday

### City Precinct

City Hub and Information Common  
University House  
The University of Newcastle  
Cnr King and Auckland Streets, Newcastle  
Hours: 9.00am - 6.00pm Monday – Friday

## Or submit the form by mail to:

Admissions and Enrolments  
Student Services Centre  
The University of Newcastle  
University Drive Callaghan NSW 2308