

INTERNAL TRANSFER APPLICATION FORM FOR INTERNATIONAL STUDENTS



This form must be completed when applying to transfer from one program to another program or between campuses. This form is not to be used by students studying offshore or to transfer to the B Medical Science and Doctor of Medicine.

Please read the **Eligibility Criteria** on the back of this form before submitting your application.

PERSONAL DETAILS

Student Number:		Date of Birth:	
Family Name:		Email Address:	
First Name:			

CURRENT ENROLMENT

PROGRAM TRANSFERRING TO

Program Code:		Program Code:	
Program Name:		Program Name:	
Campus:		Major:	
		Campus:	
		Semester/Trimester:	

STATEMENT OF PURPOSE – See back of form

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 Admissions and Enrolments Procedure Manual at <https://policies.newcastle.edu.au/document/view-current.php?id=237>
- 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 program 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.
- I understand that if I am a sponsored student, or I am studying at the University on a scholarship, that it is my responsibility to inform my sponsor/scholarship provider of any revised study duration, and seek their approval for this change of my program.

SIGNED: _____

DATE: _____

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ELIGIBILITY CRITERIA:

Your application will be assessed on the following criteria:

1. Your qualifications (e.g. including an incomplete degree) that provide a rank equivalent to, or higher than the entrance cut-off for the year in which you are seeking to commence your new program
2. There are vacancies available in the program
3. You meet any other additional admission criteria such as interview, audition etc.

The following scenarios will receive automatic approval:

Program Currently Enrolled in	Transfer To
Any UG combined degree	Single degree within the existing combination. Combined Law programs, students can only drop the law component.
Combined Law degree program	Another combined Law program
Internal/external mode	To the other mode
Combined UG degree	Another combined degree where one of the named programs remains the same
Any degree	Another campus for the same program.
Graduate Diploma, Graduate Certificate	Masters in a nested degree (limited opportunities)
B Engineering (Honours) (any discipline)	B Engineering (Honours) (any discipline)
B Engineering (Honours) (any discipline)	B Computer Science
B Computer Science	B Engineering (Honours) (any discipline)
B Design (Architecture)	B Construction Management (Building) (Honours)

CREDIT:

If you are applying for credit from previous studies completed at this University or another institution, please apply online at: <https://dotnet.newcastle.edu.au/catso/pages/credittransferhome.aspx>

FEES:

Your first approved transfer will be free. Any subsequent approved transfers will incur a \$50 fee for the processing of your eCOE. You will be advised of the fee in your new offer letter and this must be paid before you will be activated in the substituted program.

STATEMENT OF PURPOSE:

Your Statement of Purpose should outline the reasons as to why you are applying for admission to your chosen program and how completion of this qualification will enhance your current and future career prospects in your home country.

LODGING YOUR APPLICATION:

You can lodge your form in person at UON Global or the form can be sent by email.

Email: ia@newcastle.edu.au

Phone: +61 2 4921 6236

CLOSING DATE

Applications must be received two weeks prior to the commencement of the relevant term. Applications received after this time may not be processed.

You are encouraged to submit your application as early as possible as vacancies in programs are not guaranteed.