



Internal Transfer between University Programs (Onshore)

This form is to be used by UniSA students onshore (domestic or international) who wish to transfer to another program within UniSA.

This form is to be lodged no later than 2 weeks prior to the beginning of the relevant study periods. Many internal transfers are assessed as they are received and may fill before the cut off date, therefore it is important to lodge your form as early as possible. Forms lodged after these dates will not be processed until the relevant study period for the next student intake. (Please note that not all programs allow transfers mid year, so your transfer may occur at the beginning of the next calendar year)

Lodgement of this form does not guarantee your internal transfer.

You will be contacted via mail, please ensure the University has your current mailing address via myUniSA.

THE LODGEMENT OF THIS FORM WILL OVERRIDE ANY PREVIOUS FORMS LODGED

Part A: Personal details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mr/Miss/Ms/Mrs:	First name(s):
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Family name:

Date of birth:	Contact No:
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Address details

Address line 1:

Address line 2:

Address line 3:

City / Suburb:	State / Province:
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Country:	Postcode / Zip:
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Are you applying for recognition of study completed in the study program you are transferring from?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you an International Student?: If sponsored, please attach a copy of letter of approval from sponsor	<input type="checkbox"/> Yes, not sponsored <input type="checkbox"/> Yes, sponsored <input type="checkbox"/> No
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Transfer from:

Program code:	Program title:
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Academic Plan/Major	
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Transfer to:

Program code:	Program title:
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Academic Plan (if applicable)	
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Student Declaration (All students to complete)

- I understand that lodgement of this application is not confirmation of approval to transfer between programs

Domestic Students and Commonwealth Supported students only:

- I request Campus Central withdraw me from my former program and classes/courses after the program transfer is completed
- I agree to enrol in my courses and classes for the new program
- If applicable, I will lodge an Application for Course Substitution for Academic Advisement form to transfer courses to the new program (further clarification can be requested from Campus Central)
- I agree to pay any fee that applies to the new program and lodge a new Commonwealth Assistance Form.

International Students only:

- I request Campus Central withdraw me from my former program and classes/courses after the program transfer is completed
- I agree to enrol in my courses and classes for the new program
- If applicable, I will lodge an Application for Course Substitution for Academic Advisement form to transfer courses to the new program (further clarification can be requested from Campus Central)
- I have read, understood and agree to:
 - the content and details of my new program as set out at <http://www.unisanet.unisa.edu.au/programs/>
 - the applicable refund policies as set out at <http://www.unisa.edu.au/policies/policies/academic/A47.asp>
- I accept and agree to pay the fees for my new program as set out at <http://www.unisa.edu.au/international/fees/default.asp>
- I will obtain a Confirmation of Enrolment (CoE) for my new program and lodge this CoE with the Department of Immigration within 14 days
- I am responsible for obtaining a visa that permits me to study in Australia and maintaining valid health insurance for the duration of my new program
- I acknowledge that it is a requirement of my student visa that I maintain satisfactory progress in every program in which I am enrolled

Student Signature: _____

Date : _____

LODGING YOUR APPLICATION

Any special instructions for lodging the form are entered in this row. If there are none then delete the row.
With Campus Central

<u>In person</u>			<u>By post</u>
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building	By fax City East (08) 8302 2466 City West (08) 8302 0590 Magill (08) 8302 4090 Mawson Lakes (08) 8302 3550 Mount Gambier (08) 8735 1460 Whyalla (08) 8647 6082

OFFICE USE ONLY	
Division / School approval	
<input type="checkbox"/> Transfer approved	<input type="checkbox"/> Transfer not approved
Name:	Date:
Signature:	
<input type="checkbox"/> Letter from sponsor attached (if International Sponsored Student), If not attached, please contact international.sponsorship@unisa.edu.au <input type="checkbox"/> N/A	
Date received:	Date processed:
Received by:	Processed by:
International Student Information	
<input type="checkbox"/> Study Plan attached	No. of units credit:
No. of units to complete:	New program start date:
Amount of fees to pay:	New program end date:
Comments:	

OFFICE USE ONLY	
Campus Central	
<input type="checkbox"/> BFS	<input type="checkbox"/> CoE issued / emailed <input type="checkbox"/> N/A
<input type="checkbox"/> Medici updated	<input type="checkbox"/> New CAF completed (if required) <input type="checkbox"/> N/A
<input type="checkbox"/> Student withdrawn from old program	<input type="checkbox"/> Credit reallocated (if required) <input type="checkbox"/> N/A
<input type="checkbox"/> If student is a sponsored International student, advise UI of new program international.sponsorship@unisa.edu.au	<input type="checkbox"/> Form and attachments placed on student's file
Date received:	Date processed:
Received by:	Processed by: