

INTERNAL TRANSFER APPLICATION FORM

For POSTGRADUATE and UNDERGRADUATE STUDENTS



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form must be completed when applying to transfer from one program to another program or between campuses. Please read the **Eligibility Criteria** on the back of this form before submitting your application. This form is not to be used by students studying offshore.

CLOSING DATES: See dates overleaf for Continuing and Commencing students

PROCESSING TIME: Allow two weeks from receipt of form by the University

NOTE: Applications will not be processed unless all details are filled out clearly and the form signed and dated.

Are you an INTERNATIONAL STUDENT? YES NO

NOTE: If YES, a fee may apply. Please see overleaf for more information

PERSONAL DETAILS - PLEASE PRINT		CURRENT ENROLMENT - PLEASE PRINT	
Student Number		Program Code:	
Family Name:		Program Name:	
Other Names(s):		Campus:	
Date of Birth:		NOTE: <i>If your transfer application is successful you will be withdrawn from the above program and all enrolments will be dropped.</i>	
Mailing Address:			
Postcode:		PROGRAM TRANSFERRING TO - PLEASE PRINT	
Telephone (Home):		Program Code:	
Telephone (Mobile):		Program Name:	
Email Address (must be student email address only)		Campus:	
		Faculty:	
	@uon.edu.au	Semester/Trimester	

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
- 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.
- 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: _____

OFFICE USE ONLY

ASSESSMENT			Assessment Outcome	Eligible	Ineligible
Empl ID					
PROCESSING Admin Officer	Sign	Date	ADD APP/APP No		Date
DROP/ENROL	Sign	Date	ADMIT/MATRIC	Sign	Date
TUT CALC	Sign	Date	Term Activate/ COHORT	Sign	Date
VDIS/TRAP/Campus Change	Sign	Date	Confirmation Email	Sign	Date

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ELIGIBILITY CRITERIA:

In a limited number of circumstances students may be eligible to transfer to another program. The opportunity is restricted to the following categories:

CONTINUING STUDENTS:

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

Program Currently Enrolled in	Transfer To
Any combined degree	Single degree within the existing combination. Combined Law programs, students can only drop the law component.
Single degree that exists in a combined degree	To that combined degree, where the degree is not offered through UAC
Combined Law degree program	Another combined Law program
Internal/external mode	To the other mode
Combined 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
B Engineering (any discipline)	B Engineering (any discipline)
B Engineering (any discipline)	B Computer Science
B Computer Science	B Engineering (any discipline)
B Engineering (any discipline)	B Surveying
B Surveying	B Engineering (any discipline)
B Design (Architecture)	B Construction Management (Building)

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 apply for an internal program transfer. The University will consider the request but approval is not automatic.

The opportunity is restricted to the following applicants:

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

Closing Date for Commencing Students:

You must apply by the Friday before the commencement of the relevant term.

APPLICATION INSTRUCTIONS:

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

ASSESSMENT CONDITIONS:

Approval of transfer applications will depend on the availability

of places in the substitute program, and the applicant meeting the published cut-off and any special selection criteria for the substitute program. Please note that the processing of applications and notification of outcomes may take two weeks.

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 Program Officer at one of the Student Hubs.

FEES

International Students: 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.

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 5.00pm Monday – Friday

Ourimbah Campus

Student Hub
 The University of Newcastle, Chittaway Road, Ourimbah
 Hours: 8.30am to 5.00pm Monday – Friday

City Precinct

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

Port Macquarie Campus

A Block, Widderson Street
 Port Macquarie
 Hours: Monday - Thursday: 8:30am - 4:00pm
 Friday: 8:30am - 2:00pm

Or submit the form by mail to:

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

International Students

You can lodge your form in person at any of the above Student Hubs or alternatively you can submit it to the International Office, city or campus locations.

Phone: +61 2 4921 6236
 Fax: +61 2 4960 1766
 Email: ia@newcastle.edu.au