

INTERNAL PROGRAM TRANSFER REQUEST FORM (UNDERGRADUATE)

UNSW



SCIENCE
STUDENT CENTRE

This form should be used to transfer between programs according to the Schedule of Internal Transfers (www.science.unsw.edu.au/current/transfer/index.htm). This form and a copy of your academic transcript must be submitted to the Science Student Centre (Room 128, Robert Webster Building) by **Wednesday 20 December 2006** for a Session 1, 2007 transfer. Students who submit their application after the closing date will be charged a \$100 **non-refundable** processing fee (this charge will be invoiced to your Fee statement).

SECTION 1 - STUDENT INFORMATION

STUDENT NUMBER:

FAMILY NAME: _____ GIVEN NAMES: _____

RESIDENCY: LOCAL ((Aus citizen, NZ citizen, Aus PR) INTERNATIONAL

PHONE: _____ EMAIL: _____

SECTION 2 - TRANSFER DETAILS

YOUR CURRENT PROGRAM

PROGRAM NUMBER	PROGRAM NAME	ACADEMIC MAJOR

PROGRAM YOU WISH TO JOIN

PROGRAM NUMBER	PROGRAM NAME	ACADEMIC MAJOR

It is recommended that students seeking transfer discuss eligibility for transfer credits with the program authority **BEFORE** making an application.

SECTION 3 - REASONS FOR TRANSFER

Why do you wish to transfer?

Have you discussed your transfer with the program authority: YES NO

If yes, please provide details: _____

SECTION 4 - STUDENT DECLARATION

SIGNATURE: _____ DATE: ____/____/____

SECTION 5 – CREDIT TRANSFER (OFFICE USE ONLY)

LIST COURSES APPROVED FOR CREDIT TRANSFER TO NEW PROGRAM

EVERYTHING COMPLETED SO FAR AT UNSW

COURSE CODE	COURSE NAME	UoC	NEW COURSE CODE	NEW COURSE NAME	NEW UoC

MINIMUM NUMBER OF SESSIONS REQUIRED TO COMPLETE NEW PROGRAM: _____

CREDIT TRANSFER APPROVED BY:

NAME: _____ SIGNATURE: _____

SECTION 6 – APPROVAL (OFFICE USE ONLY)

TRANSFER APPROVED

TRANSFER NOT APPROVED

PROCESSED BY:

NAME: _____ SIGNATURE: _____

DISCUSSED WITH STUDENT: YES NO

COMMENTS: _____

DATE RECEIVED BY SCIENCE STUDENT CENTRE: ____/____/____

DATE FORWARDED TO SCHOOL (if applicable): ____/____/____

DATE PROCESSED BY SCHOOL (if applicable): ____/____/____

DATE FORWARDED TO STAR: ____/____/____ SIGNATURE: _____

Forms forwarded to Schools for processing should be returned to the Science Student Centre who will notify students and forward approved forms to Student Administration and Records (STAR) for processing