



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Please mark an **X** where appropriate.

1. This form is only to be used by international students who want to transfer from one Western Sydney University course to another.
2. More information is available in the Course Transfer Policy at westernsydney.edu.au/policy under 'C' in the A-Z policy list.
3. No units or grades can be transferred using this form. If you want to receive credit for some or all of your previous Western Sydney University study you **MUST** apply for Advanced Standing using the *Advanced Standing eForm* after your transfer is approved and you have accepted and enrolled in your new course.
4. Please read the other important information on page 2 before completing this form.

1 - PERSONAL DETAILS

Student ID number

Daytime contact phone number

Email address

Title

Family name

Given name(s)

Course code

Course name

2 - NEW COURSE

Transfer to another course

New course code

Course name

Reason for changing course - attach a statement, if necessary

Do you intend to apply for advanced standing? Yes No

If Yes, please discuss with the Director of Academic Program for your new course (section 3 below).

3 - DIRECTOR OF ACADEMIC PROGRAM APPROVAL

(must be completed by the DAP of the course you are transferring in to before submitting this form)

The student named above has my permission to be considered for admission into the course specified in Section 2 (above). I have discussed potential advanced standing with the student if applicable.

DAP name

DIRECTOR OF ACADEMIC APPROVAL

Signature



SIGN HERE

Date

4 – DECLARATION AND SIGNATURE

I wish to be considered for transfer to the course and/or campus as indicated on this form.

I understand that Western Sydney University reserves the right to vary or reverse any decision regarding my transfer on the basis of incorrect or incomplete information.

I understand that if this application is approved and I accept the offered course, the University will discontinue my enrolment in my current course. I will enrol in my new course in order to be issued a Confirmation of Enrolment (COE) for that course.

I understand that my change of course and if applicable any advanced standing granted as a consequence may affect the duration of my student visa and may require a new visa application. I will contact Australian Immigration to check any Visa implications homeaffairs.gov.au/trav/stud

Student's signature

 SIGN HERE
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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5 – INTERNATIONAL ADMISSIONS OFFICE

After you have received approval from the DAP (Section 3) and signed this form, submit the form to International Admissions via apply@westernsydney.edu.au. If you are successful, International Admissions will issue a new Offer Letter. Once you have accepted your offer, Admissions will direct you to enrol in your new course. You will receive your new Confirmation of Enrolment (CoE) once your offer is accepted.

6 – STUDENT CENTRAL

After you have accepted your new offer, please go to Student Central with this form for a new CoE and for advanced standing information OR submit the form via email to Student Central studentcentral@westernsydney.edu.au. Student Central will discontinue your old course at the same time as issuing your new COE.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS APPLYING FOR A COURSE TRANSFER

Please note:

Section 3 must be completed by the Director of Academic Program of the new course you are applying to enter, before you submit this application.

ADVANCED STANDING

You will receive a new offer letter for the course that you have nominated to transfer to. You will need to accept the new offer. If you want to apply for advanced standing please complete the advanced standing application using eForms/eforms.westernsydney.edu.au

APPLICATION INFORMATION

Closing date

Please submit this completed and signed form **no later** than the end of the current teaching session in order for the transfer to take effect for the next teaching session. For example, if you want to transfer to a new course for Spring Session, you will need to submit the application by the last day of Autumn Session.

Teaching session dates can be found at westernsydney.edu.au/dates

Submitting the form

You can submit your form in person at any Student Central campus office or International Admissions office (Building ES, Parramatta South campus)

OR scan and email to apply@westernsydney.edu.au

OR post to: International Admissions, Western Sydney University, Locked Bag 1797, PENRITH NSW 2751

OFFICE USE ONLY STUDENT CENTRAL

Student advised to contact Australian Immigration to check if there are any visa implications.

New CoE issued

Staff signature

Staff ID number

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 SIGN HERE

Date

D	D	/	M	M	/	Y	Y	Y	Y
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