



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (**X**).

This form is only to be used by international students who want to transfer from one course to another. You will need to meet certain eligibility criteria before any requested changes can be made. If you do not meet these criteria your application will be rejected, even if you have approval from your Director of Academic Program.

More information is available in the Course transfer policy at [westernsydney.edu.au/policy](http://westernsydney.edu.au/policy) under 'C' in the A-Z policy list.

No units or grades can be transferred. If you want to receive credit for some or all of your previous study you will need to apply for Advanced Standing using the Advanced Standing eForm after your transfer is complete.

Please read the other important information on page 2 before completing this form.

## 1 - PERSONAL DETAILS

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

Course code

Course name

## 2 - NEW COURSE

**Transfer to another course** (including change of key program)

New course code

Course name

Reason for changing course:

## 3 - DIRECTOR OF ACADEMIC PROGRAM APPROVAL *(Must be completed by the DAP before submitting this form)*

The student named above has my permission to vary their enrolment as indicated in section 2 (above).

DAP name

Signature

Date

Advanced Standing granted?  Yes (if yes, list the approved units below)  No

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME

## 4 - SEIS INTERNATIONAL LIAISON OFFICER (SILO)

Visa implications have been explained and the student has been advised how to obtain a new Confirmation of Enrolment.

SILO name

Signature

Date

## 5 - 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.

Student's signature

Date



D	D	/	M	M	/	Y	Y	Y	Y
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Date received

## 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
- Director of Academic Program approval does not guarantee that the transfer is processed. If your transfer is completed, you will receive confirmation of this via email
- Section 4 must be completed by an SEIS International Liaison Officer (SILO) before you submit this application. If you are successfully transferred from one course to another, you will need to get a new Confirmation of Enrolment (CoE) from your SILO

## ADVANCED STANDING

### General Information

Advanced standing may be awarded either as specified advanced standing or unspecified advanced standing, or as a combination of both.

Duplicate Units are considered to be advanced standing.

### Undergraduate

The maximum advanced standing that can be granted in an undergraduate course (including double and combined degree courses) is specified in below:

- 160 credit points for a 240 credit point degree (i.e. 66 per cent of the degree)
- 240 credit points for a 320 credit point degree (i.e. 75 per cent of the degree)
- 320 credit points for a 400 credit point degree (i.e. 80 per cent of the degree)

If the advanced standing is to be counted towards a University undergraduate course that is of fewer than 160 credit points in value the student must, irrespective of any advanced standing for which they are eligible, complete half (that is, 50 per cent) of the total number of credit points for the course as an enrolled student of the University. The exception to this is where the advanced standing is specified as part of an articulation pathways agreement or nested course sequence.

### Completed courses

Where an application is made for advanced standing in an undergraduate course on the basis of a completed undergraduate course, the maximum advanced standing granted will not exceed 50 per cent of the total credit points for the course, or courses, to which the advanced standing is to be counted.

### Postgraduate

Students will not be given advanced standing in a postgraduate award for units previously studied in an undergraduate award. An exception will be made for students entering certain professional postgraduate programs, who may be given advanced standing if a case is approved by the Education Committee of Academic Senate.

The maximum advanced standing that can be granted towards a postgraduate program is 50 per cent of the total credit points for the course, except when a student is progressing through a nested course sequence.

## APPLICATION INFORMATION

### Closing date

You will need to submit this 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](http://westernsydney.edu.au/dates).

### Submitting the form

You can submit your form in person at any Student Central or post to:

Enrolments unit  
Western Sydney University  
Locked Bag 1797  
PENRITH NSW 2751