



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.
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)

Current course name

Course code

2 – NEW COURSE

Transfer to another course (including change of specialisation)

New course code

Course name

Reason for changing course – attach a statement, if necessary

Do you intend to apply for advanced standing? Yes No

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

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 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

Date

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 for a new offer letter. You MUST accept your new offer to receive a new CoE (Confirmation of Enrolment).

6 – STUDENT CENTRAL

After you have accepted your new offer, please go to Student Central for a new CoE and for advanced standing information OR submit the form via email to Student Central studentcentral@westernsydney.edu.au

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

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

New CoE issued

Staff ID number

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Staff signature

	SIGN HERE														
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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