

3B - APPROVAL - STUDENT VISA HOLDERS ONLY (must be completed by SILO* before submitting this form)

If you are a student visa holder and you are applying to vary your course for graduation purposes or to change a postgraduate course level, you must have this form signed by a *SEIS International Liaison Officer (SILO) and your Director of Academic Program.

I approve the change for graduation purposes or change of postgraduate course level Yes No

Name

SILO NAME

Signature

X SILO SIGNATURE

Date

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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.

Date received

Student's signature

X SIGN HERE

Date

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IMPORTANT INFORMATION FOR STUDENTS APPLYING FOR A COURSE VARIATION

This form should be used to:

- Change your mode of study or
- Change your home campus or
- Change from a double degree to a single degree or
- Change courses for graduation only or change postgraduate course level
 - from Masters to a Graduate Diploma or Graduate Certificate or
 - from a Graduate Certificate to a Graduate Diploma or
 - from a Graduate Diploma to Masters

Undergraduate students who want to transfer to a course that has a different field of study should go to westernsydney.edu.au/transfer.

Notes for all applicants

Director of Academic Program approval — Section 3A must be completed by your Director of Academic Program (DAP) before you submit this form. If you want to transfer from one course to another, you will need the DAP for your new course to complete section 3A. DAP approval does not guarantee that the requested variation is processed. If your variation is processed, you will receive confirmation.

Changing your mode of study, home campus or from a double degree to a single degree — You are not able to change your mode of study, home campus or from a double degree to a single degree unless you have successfully completed at least one unit of study.

Closing date — If you want to vary your enrolment, this form has to be submitted no later than the Friday of the second week of session. Teaching session dates can be found at westernsydney.edu.au/importantdates.

Submitting the form — You can submit your form in person at any Student Central or post to: Enrolments unit, Building I, Kingswood, Western Sydney University, Locked Bag 1797, PENRITH NSW 2751

Notes for Commonwealth Supported Students

You will be sent an email confirming that your application has been processed. You will need to log onto MyStudentRecords (MySR) and complete the mandatory steps for your new course (if applicable). You must complete a new electronic Commonwealth Assistance Form (eCAF) by the relevant census date for your new course. If you don't do this, your enrolment at Western Sydney University may be cancelled.

Notes for completing students

You may complete this form if you are currently enrolled in enough credit points to reach the minimum required in your course. You must get your DAP to approve your transfer to a new course for graduation purposes. You will also need to complete an online Application to Graduate (through MySR) for the new course.

Notes for student visa holders

If you are successfully transferred from one course to another, you will need to request a new Confirmation of Enrolment (CoE) from Student Central. Student visa holders in Australia can study up to 25 percent of their course by online and/or distance learning but in each compulsory study period, each student must be studying at least one unit that is not by online or distance mode.