REQUEST FOR TRANSFER CAMPUS FORM
– FOR CONTINUING STUDENTS ONLY
(AFTER COMPLETING ONE SEMESTER OR MORE OF THE SAME COURSE

THIS FORM MUST BE COMPLETED BY:

A) International student   B) Coordinator at current campus   C) Coordinator at receiving campus

NOTE: If changing course, student must complete a new international application form.
This form is to be submitted four weeks prior to the end of a semester.

SECTION A – PERSONAL DETAILS - To be completed by the student

Given Name/s: [   ]   Surname: [   ]

Student Reference Number: [   ]

Address: [   ]

[   ]

Telephone [   ]   Email [   ]

I wish to transfer campus from [   ] to [   ]

Reason for Transfer

[   ]

Signature [   ]   Date (DD/MM/YYYY) [   ]

SECTION B – TO BE COMPLETED BY COORDINATOR AT CURRENT CAMPUS

Please tick ☑ where appropriate:

Academic Performance   ☐ Satisfactory   ☐ Not Satisfactory

Attendance Record   ☐ Satisfactory   ☐ Not Satisfactory

☐ Student aware of any fee difference   ☐ Student aware of course mapping at new campus

Other comments on student

[   ]

Name [   ]

Signature [   ]   Date (DD/MM/YYYY) [   ]

(INTERNATIONAL COORDINATOR)

INTERNAL USE ONLY

SECTION C – TO BE COMPLETED BY COORDINATOR AT RECEIVING CAMPUS

Decision ☐ Approved ☐ Not Approved

Comments

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Name

Signature [   ]   Date (DD/MM/YYYY) [   ]

(INTERNATIONAL COORDINATOR)

CAMPUS TRANSFER PROCESS (FOR CONTINUING STUDENTS)

NOTE: For change of course (continuing students) a new application is required

TRANSFER PROCESS	
STEP	**ACTION**
1	Student completes 'section A' and submits an 'Application to Transfer campus form to the International Student Coordinator at current campus
2	The Coordinator completes 'section B' and sends form to the receiving Campus Coordinator together with any supporting documents
3	The receiving Campus Coordinator completes 'section C' and sends form to the International Admissions or Compliance Officer (IAO or ICO)
4	If request is approved the IAO or ICO will send the student a new offer letter. If not approved the student is advised by e-mail
5	The IAO or ICO maintains and keeps official student transfer records in TRIM

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