

This form is to be used by transnational students who are actively enrolled in an offshore program, and who wish to transfer to the equivalent or similar program provided in Adelaide. This form is also to be used by transnational students who are actively enrolled in an offshore program which has a requirement of attending Adelaide for program completion.

The completed form is to be lodged with your local administration office

Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

UniSA email address:

Country of birth:

Country of citizenship:

Financial support

Is your financial support:

- Private
 Sponsored (Government)
 Sponsored (Employer)

Please attach supporting documentation.

Agent details (if applicable)

Name of agency:

Contact name:

Contact telephone:

Transfer from:

Program code:

Program title:

Academic Plan (if applicable)

Transfer to:

Program code:

Program title:

Academic Plan (if applicable)

Student Declaration (if transfer approved based on satisfying relevant entry criteria)

- I understand that lodgement of this application is not confirmation of approval to transfer between programs
- I request to be withdrawn from my former program and classes/courses after the program transfer is approved and completed
- If my application is accepted, I agree to enrol in my courses and classes for the new program
- I have read, understood and agree to:
 - the content and details of my program as set out at <http://programs.unisa.edu.au/public/pcms/>
 - the applicable refund policies as set out at <http://www.unisa.edu.au/policies/policies/academic/A47.asp>
- I accept and agree to pay the fees for my new program as set out at <http://www.unisa.edu.au/international/study>
- I am responsible for obtaining a visa that permits me to study in Australia and maintaining valid health insurance for the duration of my new program
- I acknowledge that it is a requirement of my student visa that I maintain satisfactory progress in every program in which I am enrolled

Student Signature:

Date:

OFFICE USE ONLY	
Local administration office	
Date received:	Date sent to UniSA:
Division / School approval	
Date received:	Received by:
<input type="checkbox"/> Transfer approved	<input type="checkbox"/> Transfer not approved
Name of staff member authorising application:	
Signature:	Date:
Date processed:	Processed by:
Please note that an unconditional offer can only be issued for confirmed credit (course substitution). If the student wishes to have the provisional credit included in the offer letter they will be issued a conditional offer which they can accept upon successfully completing the courses.	
<input type="checkbox"/> Study Plan provided to UniSA International	<input type="checkbox"/> First tuition payment required
<input type="checkbox"/> Full Academic Record attached	<input type="checkbox"/> Confirm Credit/Course Substitution
<input type="checkbox"/> Special notes to go on the offer (please enter below or attach additional documentation if applicable):	
Institution ID:	Cohort:
Date forwarded to UniSA International:	
UniSA International- Offer	
<input type="checkbox"/> Student details entered into Apply Online by RCO	<input type="checkbox"/> Offer letter created by AO
<input type="checkbox"/> Offer Letter, Study Plan, Acceptance and Payment form sent to Partner (cc to Transnational Administration) AO	
UniSA International- Acceptance/ Non-acceptance	
<input type="checkbox"/> Offer Not Accepted	
<input type="checkbox"/> Non-accepting student files returned to Transnational Administration	
<input type="checkbox"/> Offer Accepted	
<input type="checkbox"/> OSHC received (plus 1 st tuition payment if required) RAO	<input type="checkbox"/> OSHC (plus 1 st tuition payment if required) receipted RAO
<input type="checkbox"/> COE sent to Partner (cc to Transnational Administration) RAO	<input type="checkbox"/> Accepting student files sent to Campus Central RCO
Campus Central	
<input type="checkbox"/> Student withdrawn from Offshore program	<input type="checkbox"/> Term activation/loan election updated to new program
<input type="checkbox"/> Residency data updated	
<input type="checkbox"/> Credit transferred to new degree	<input type="checkbox"/> Internal credit processed
Comments:	
Date received:	Date processed:
Received by:	Processed by: