



Internal Transfer between University Programs (Onshore)

This form is to be used by onshore UniSA students (domestic or international) who wish to transfer to another UniSA program, including transfer to a lower level program.

This form is to be lodged no later than 2 weeks before the beginning of the relevant study period.

Please note: Applications for internal transfer into programs that require student registration with a registration board must be received no later than 6 weeks prior to the beginning of the relevant study period. Approval of internal transfer is conditional upon student registration being approved by the board.

Please note:

- Lodgement of this form does not guarantee your internal transfer
- Not all programs allow internal transfers mid year, so your transfer may occur at the beginning of the next calendar year
- Internal transfers are assessed as they are received and places may fill before the cut off date; therefore it is important to lodge your form as early as possible.
- Applications lodged after the cut off date will not be processed until the relevant study period for the next student intake.
- You will be contacted via mail. Please ensure the University has your current mailing address on myUniSA.

Please refer to University policy A-18 [Selection and entry to programs](#) for more information about internal transfer between programs.

Part A: Personal details

Student ID: <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	
Date of birth:	Contact No:

Address details

Address line 1:	
Address line 2:	
Address line 3:	
City / Suburb:	State / Province:
Country:	Postcode / Zip:
Are you applying for recognition of study completed in the study program you are transferring from?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an International Student? If sponsored, please attach a copy of letter of approval from sponsor	<input type="checkbox"/> Yes, not sponsored <input type="checkbox"/> Yes, sponsored <input type="checkbox"/> No
Do you require all future enrolments to be transferred to your new program and authorise Campus Central to process on your behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Transfer from:

Program code:	Program title:
Academic Plan (if applicable)	

Transfer to:

Program code:	Program title:
Academic Plan (if applicable)	

Student Declaration

Domestic and Commonwealth supported students

- I understand that lodgement of this application is not confirmation of approval to transfer between programs
- I request Campus Central withdraw me from my former program and classes/courses after the program transfer is approved and completed
- I agree to enrol in my courses and classes for the new program
- If required , I will lodge an Application for Credit form to transfer courses to the new program. Further information can be obtained from Campus Central.
- I agree to pay any fee that applies to the new program and lodge a new Commonwealth Assistance Form.

International Students

- I understand that lodgement of this application is not confirmation of approval to transfer between programs
- I request Campus Central withdraw me from my former program and classes/courses after the program transfer is approved and completed
- I agree to enrol in my courses and classes for the new program
- If required, I will lodge an Application for Credit form to transfer courses to the new program . Further information can be obtained from Campus Central)
- I have read, understood and agree to:
 - the content and details of my new program as set out at <http://www.unisanet.unisa.edu.au/programs/>
 - 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/fees>
- I will obtain a Confirmation of Enrolment (CoE) for my new program and lodge this CoE with the Department of Immigration and Citizenship (DIAC) within 14 days
- 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:

LODGING YOUR APPLICATION

With Campus Central

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building
111 Nicolson Avenue
Whyalla Norrie SA 5608

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8647 6082

OFFICE USE ONLY	
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:
Date returned to Campus Central:	
International Student Information	
<input type="checkbox"/> Letter from sponsor attached (if International Sponsored Student), If not attached, please contact international.sponsors@unisa.edu.au	<input type="checkbox"/> N/A
<input type="checkbox"/> Study Plan attached	No. of units credit:
No. of units to complete:	New program start date:
Amount of fees to pay:	New program end date:
Comments:	

OFFICE USE ONLY	
Campus Central	
<input type="checkbox"/> BFS	<input type="checkbox"/> CoE issued / emailed <input type="checkbox"/> N/A
<input type="checkbox"/> Medici updated	<input type="checkbox"/> New CAF completed (if required) <input type="checkbox"/> N/A
<input type="checkbox"/> Student withdrawn from old program	<input type="checkbox"/> Credit reallocated (if required) <input type="checkbox"/> N/A
<input type="checkbox"/> If student is a sponsored International student, advise UI of new program international.sponsors@unisa.edu.au	<input type="checkbox"/> Form and attachments placed on student's file
Date received:	Date processed:
Received by:	Processed by: