

**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)

## SECTION C - TO BE COMPLETED BY COORDINATOR AT RECEIVING CAMPUS

**Decision**  Approved  Not Approved

Comments

Name

Signature  Date (DD/MM/YYYY)

## **CAMPUS TRANSFER PROCESS (FOR CONTINUING STUDENTS)**

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

<b>TRANSFER PROCESS</b>	
<b>STEP</b>	<b>ACTION</b>
<b>1</b>	Student completes 'section A' and submits an 'Application to Transfer campus form to the International Student Coordinator at current campus
<b>2</b>	The Coordinator completes 'section B' and sends form to the receiving Campus Coordinator together with any supporting documents
<b>3</b>	The receiving Campus Coordinator completes 'section C' and sends form to the International Admissions or Compliance Officer (IAO or ICO)
<b>4</b>	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
<b>5</b>	The IAO or ICO maintains and keeps official student transfer records in TRIM

All the information on this form is truthful and accurate to the best of my knowledge

Yes      No

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