



INTERNAL TRANSFER APPLICATION

Please allow ten working days from lodgement with the Faculty of Arts and Social Sciences Office for this application to be processed.

Applications to Transfer your candidature must be received by December 15 for transfers for semester 1, 2012 and 30 June for semester 2 transfers. International Students should apply to the International Office. Check the resolutions of your degree for a transfer clause, if there is no transfer clause in your degree you will need to reapply through UAC.

When applying to transfer your candidature you need to apply for a credit transfer at the same time. Please complete an 'Internal Credit' application form and submit it with this transfer request.

SECTION A: STUDENT TO COMPLETE

Name: _____ SID:

Current Award Course: _____

University Email: _____ Telephone: _____

SECTION A: STUDENT TO COMPLETE

PLEASE SELECT WHICH TRANSFER REQUEST, FROM THE OPTIONS BELOW, APPLIES TO YOU:

- I am in a Named Arts Degree (ie Media and Communications or Advanced Honours) and wish to transfer into the Bachelor of Arts.

Current Degree	Transferring Into
<i>Bachelor of</i> _____	<i>Bachelor of Arts</i>

- I am in a combined degree* and wish to abandon my combined degree and transfer into the Bachelor of Arts.

Current Degree	Transferring Into
<i>Bachelor of</i> _____ / <i>Bachelor of</i> _____	<i>Bachelor of Arts</i>

* Students enrolled in the Bachelor of Education (Secondary: Humanities and Social Sciences)/ Bachelor of Arts can only transfer to the BA at the end of their second year.

If you are a previous International Student now applying for a Commonwealth Supported Place;

- I am currently enrolled in a degree offered by the Faculty of Arts and Social Sciences
- I am now applying for a Commonwealth Supported Place (CSP)
- I have provided my visa documentation to the Student Centre and my status has been changed from International Student to Local Student.

Please complete student declaration over the page

SECTION B: STUDENT TO COMPLETE

Student Declaration:

- If requested, I can supply confirmation of my UAI and previous transcripts (for studies taken at an institution other than Sydney University).
- I understand that completion of this form does not constitute an offer of transfer.
- I understand that I may be offered a HECS Commonwealth Supported or Local Fee-paying Place and that I will need to fill out new enrolment forms at the Faculty Office before my transfer takes effect.
- I understand that, if approved, I may need to fill out a new Commonwealth Assistance Form (CAF) for my new degree.
- I certify that I have read and understand the instructions on this form.
- I certify that all the information supplied by me on this form is complete and correct.

Student Signature: _____ **Date:** _____

SECTION C: FACULTY TO COMPLETE

- Internal Transfer approved and processed by Faculty
- Student advised to apply through UAC
- New enrolment form ordered
- Internal credit form submitted

Comments: _____

Staff Signature: _____ **Date:** _____