

INTERNAL PROGRAM TRANSFER 2009



- Please read the Law School Transfer guidelines overleaf before completing the Internal Program Transfer application.
- Please complete Sections A to G of the form. Students seeking approval for **credits for the non Law component** of the new program will need to **have Section E Credit Transfer completed and signed by the new Non-Law Faculty or School.**
- On time Closing dates: Semester 1 transfers – Last Friday in January
Semester 2 transfers – Friday after S1 results
Faculty of Law accepts late Internal Program Transfer application up to **the Friday of Week 0 of the semester** in which the transfer is to be effective. You can submit the form to Faculty of Law Student Services in person or fax to + 61 2 9385 1774. Applications received after the late closing date will be processed for the following semester.
- All correspondence will be sent to your UniMail account.

SECTION A: PERSONAL DETAILS

Student name: _____ Student ID: _____

Daytime contact telephone number: _____

Residency: Local (Australian Citizen, NZ Citizen, Australian PR) International
If Local, current fee liability: Commonwealth Supported Place Domestic Fee Paying

SECTION B: TRANSFER DETAILS

Your current program:

Program code	Program name

Program you wish to transfer to:

Program code	Program name

I intend to seek credit for Non-Law courses. Yes No
If yes, please seek approval from the new Non-Law Faculty and complete Section E overleaf.

SECTION C: REASONS FOR TRANSFER

SECTION D: STUDENT DECLARATION

I acknowledge that I have read and followed the instructions provided above and overleaf. I understand and accept the conditions of this Internal Program Transfer.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

ATTENTION: Student Administration and Records

Transfer **Approved** Transfer **Not Approved**
Effective Semester: S ___ 200___ Reason: _____

For International students only: Total UOC required to complete the new program: _____ uoc
Expected semester of completion for new program: S _____ Yr _____

Comments: _____

Student Services Officer Signature _____ Date _____

SECTION E: CREDIT TRANSFER**COURSES APPROVED FOR CREDIT TRANSFER TO NEW PROGRAM****Law Component**

All Law courses completed so far to be **credited towards the new program.**

Non Law Component

If you are seeking credit for non Law courses for the new program, please request the new non Law Faculty or School to complete the table below for credits to be granted:

Non-Law course codes for which credit is granted			

Total Non-Law UOC exempt: _____ Total UOC of new non Law component: _____

Approved by new non Law Faculty or School:

Name: _____ Signature _____

School & Faculty: _____ Date _____

SECTION F: FOR INTERNATIONAL STUDENTS ONLY

UOC required to complete Law component: _____

UOC required to complete new non Law component: _____

Total UOC required to complete new program: _____

SECTION G: INTERNAL PROGRAM TRANSFER GUIDELINES AND INFORMATION FOR LAW SCHOOL

- Students must have undertaken a minimum of one semester of study in their current program to be eligible for Internal Program Transfer.
- Students can use this form for the following program transfers:

Program Code	Program From	Code
4790, 4791	B Laws (Full-time), B Laws (Part-time)	Internal Transfer between these programs is possible via Faculty of Law Student Services Office. Note Students enrolled in 4791 (P/T) must complete a minimum of 48 uoc at UNSW before applying to transfer to 4790 (F/T)
4703, 4705*, 4707, 4733, 4744, 4760, 4761, 4763, 4764, 4765, 4770, 4776, 4780, 4785	Combined Law	Internal Transfer between these programs is possible via the Faculty of Law Student Services Office. Students wishing to revert to the single non-law program must seek approval from the Faculty Office of the program in which they wish to continue. *Please note that 4705 (Architecture/Law) is no longer available as an option for students transferring from other Combined Law programs.

- If you are a Commonwealth Supported or Assisted student (including upfront student contribution payers, HECS-HELP and FEE-HELP), you will be required to complete a new 'Request for Commonwealth Support and HECS-HELP' or 'Request for FEE-HELP' application for your new program of study. Please log into myUNSW, click *Commonwealth Govt. Forms* under *Financials* to access the form.

Failure to complete the appropriate form will result in your program transfer being **cancelled**.

- You will be notified via email to your UniMail account the outcome of your Internal Program Transfer application.
- **International Students:** Student Central will notify the International Student Compliance & ESOS Management Unit of any approved transfer for International student visa holders to facilitate the issuing of new eCOEs. For information on the issue of your new eCOE, please email International Student Compliance & ESOS Management Unit at esos@unsw.edu.au.

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