



If you are an offshore student please refer to this link:

<http://i.unisa.edu.au/campus-central/Student-Forms/offshore-student-forms/>

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. The approval process varies between our four divisions and between programs. All students are notified in writing regarding the outcome of their application in time to begin studies in the relevant study period.

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 email. Please ensure you check your student email, via myUniSA.

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

Part A: Personal Details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):								
Family name:									
Date of birth:	Contact No:								
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?									<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Sponsored student?									<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Sponsor?									
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



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

Select one of the following	
<input type="checkbox"/> Transfer to a new program	
Program code:	Program title:
Academic Plan (if applicable)	

Part B: Student Declaration
<p>Domestic and Commonwealth supported students</p> <ul style="list-style-type: none"> I understand that lodgement of this application is not confirmation of approval to transfer between programs or the combining of degrees. 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. <p>International Students</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> the content and details of my new program as set out at: http://programs.unisa.edu.au/public/PCMS/ the applicable refund policies as set out at: http://w3.unisa.edu.au/policies/policies/ I accept and agree to pay the fees for my new program as set out at: http://www.unisa.edu.au/Study-at-UniSA/Fees-and-finance/International-students/ I will be given a Confirmation of Enrolment (CoE) for my new program and I will lodge this CoE with the Department of Immigration and Border Protection (DIBP) 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. If the transfer is to a lower AQF level program (e.g. Master to Graduate Diploma), I must apply for a new student visa regardless of the end date of my current student visa. I acknowledge that it is a requirement of my student visa that I maintain satisfactory progress in every program in which I am enrolled. <p>Student Signature: _____ Date: _____</p>

LODGING YOUR APPLICATION			
With Campus Central			
<u>In person</u>		<u>By post</u>	
City East Campus Central Level 3 Playford Building	City West Campus Central Level 2 Jeffrey Smart Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5001
Mawson Lakes Campus Central Ground Floor C Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building 111 Nicolson Avenue Whyalla Norrie SA 5608	<u>By email</u> City East City West Magill Mawson Lakes Whyalla Mount Gambier
			campuscentral.cityeast@unisa.edu.au campuscentral.citywest@unisa.edu.au campuscentral.magill@unisa.edu.au campuscentral.mawsonlakes@unisa.edu.au campuscentral.whyalla@unisa.edu.au campuscentral.mtgambier@unisa.edu.au



OFFICE USE ONLY	
Campus Central	
<input type="checkbox"/> Student meets internal transfer criteria	<input type="checkbox"/> Tracked onto SharePoint
<input type="checkbox"/> Campus Central/ ISO to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing	
Date received:	Date Sent to Division:
Received by:	
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"/> Study Plan attached	No. of units credit:
No. of units to complete:	New program start date:
Amount of fees to pay: (for CC to complete)	New program end date:
Comments:	
Campus Central	
Check:	For International students only
<input type="checkbox"/> Medici updated	<input type="checkbox"/> If student is a sponsored International student, advise UI of new program international.sponsors@unisa.edu.au
<input type="checkbox"/> Student withdrawn from old program	
<input type="checkbox"/> New CAF completed (if required) <input type="checkbox"/> N/A	<input type="checkbox"/> CoE issued / emailed <input type="checkbox"/> N/A
<input type="checkbox"/> Form and attachments placed on student's file	<input type="checkbox"/> Credit reallocated (if required) <input type="checkbox"/> N/A
Date received:	Date processed:
Received by:	Processed by: