



## Request to change from Offshore to Onshore

*Offshore use only*

This form is to be used by Offshore students who are actively enrolled in an offshore program, and who wish to transfer to the equivalent or similar program provided onshore in Adelaide. This form is also to be used by offshore students who are actively enrolled in an offshore program which has a requirement of attending Adelaide for program completion.

The completed form is to be lodged with your Partner Administration Office.

### 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:				UniSA email address:					
Country of birth:				Country of citizenship:					

### Home Address

Address line 1:									
Address line 2:									
Address line 3:									
City / Suburb:				State / Province:					
Country:				Postcode / Zip:					

### Financial Support

Is your financial support:	<input type="checkbox"/> Private <input type="checkbox"/> Sponsored (Government) <input type="checkbox"/> Sponsored (Employer)								
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*Please attach supporting documentation.*

### Agent Details (if applicable)

Name of agency:									
Contact name:				Contact telephone:					

### Transfer from:

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

### Transfer to:

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

*Continue to page 2 for the Student Declaration*



### Student Declaration (if transfer approved based on satisfying relevant entry criteria)

- I understand that lodgement of this application is not confirmation of approval to transfer between programs
- I request to be withdrawn from my former program and classes/courses after the program transfer is approved and completed
- If my application is accepted, I agree to enrol in my courses and classes for the new program
- I have read, understood and agree to:
  - the content and details of my program as set out at <http://programs.unisa.edu.au/public/pcms/>
  - 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/study-at-unisa/fees-and-finance/international-students/>
- 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
- I am a genuine student and I intend to obtain a successful education outcome and stay in Australia temporarily
- I confirm that I have sufficient financial resources to pay for travel, tuition and living expenses for myself and any dependents for the duration of my stay in Australia. I understand that if I obtain work in Australia this is considered an opportunity for social interaction and not as a source of income.
- I confirm that I have read and understood
  - the [Guidelines on Genuine Temporary Entry](#) ; and
  - the [Guidelines on Living Costs and Evidence of Funds](#)

Student Signature:

Date:

### LODGING YOUR APPLICATION

This application is to be lodged through your Partner Administration Office

### OFFICE USE ONLY

Partner Administration Office

Date received:

Date uploaded to Collaborate™:



<b>Division / School approval</b>	
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:
<b>Please note that an unconditional offer can only be issued for confirmed credit (course substitution). If the student wishes to have the provisional credit included in the offer letter they will be issued a conditional offer which they can accept upon successfully completing the courses.</b>	
<input type="checkbox"/> Study Plan provided to UniSA International	<input type="checkbox"/> First tuition payment required
<input type="checkbox"/> Full Academic Record attached	<input type="checkbox"/> Confirm Credit/Course Substitution
<input type="checkbox"/> Special notes to go on the offer (please enter below or attach additional documentation if applicable):	
Institution ID:	Cohort:
Date forwarded to UniSA International:	
<b>UniSA International-Offer</b>	
<input type="checkbox"/> Student details entered into Apply Online by RCO	<input type="checkbox"/> Offer letter created by AO
<input type="checkbox"/> Offer Letter, Study Plan, Acceptance and Payment form sent to Partner (cc to Transnational Administration) AO	
<b>UniSA International-Acceptance/Non-acceptance</b>	
<input type="checkbox"/> <b>Offer Not Accepted</b>	
<input type="checkbox"/> Non-accepting student files returned to Transnational Administration	
<input type="checkbox"/> <b>Offer Accepted</b>	
<input type="checkbox"/> OSHC received (plus 1 <sup>st</sup> tuition payment if required) RAO	<input type="checkbox"/> OSHC (plus 1 <sup>st</sup> tuition payment if required) receipted RAO
<input type="checkbox"/> COE sent to Partner (cc to Transnational Administration) RAO	<input type="checkbox"/> Accepting student files sent to Campus Central RCO
<b>UniSA Office: Student and Academic Services (SAS)</b>	
<input type="checkbox"/> Student withdrawn from Offshore program	<input type="checkbox"/> Term activation/loan election updated to new program
<input type="checkbox"/> Residency data updated	
<input type="checkbox"/> Credit transferred to new degree	<input type="checkbox"/> Internal credit processed
Comments:	
Date received:	Date processed:
Received by:	Processed by: