



# Undergraduate Course Transfer Application

## CONDITIONS AND INSTRUCTIONS

**THIS FORM IS FOR UNDERGRADUATE STUDENTS INTENDING TO TRANSFER TO ANOTHER COURSE OR CAMPUS. THIS INCLUDES FROM A DOUBLE DEGREE TO A SINGLE DEGREE**

1. Conditions apply to Course Transfers; please refer to the General Course Rules Section 6.13-6.23 Variation of Course via [https://documents.uow.edu.au/about/policy/uow058680.html#P236\\_15265](https://documents.uow.edu.au/about/policy/uow058680.html#P236_15265) for further information.
2. Limitations apply to credit transfers and are subject to academic approval. Please refer to the Credit for Prior Learning Policy via <https://documents.uow.edu.au/about/policy/uow189823> for more information.
3. Check Faculty specific requirements as outlined below.

### **BUSINESS**

You must have completed a minimum of 24 credit points in your current degree. Applications will be accepted up until the end of week 2 of the commencement session. Applications made from week 3 will be held until the release of results for that session.

### **LAW, HUMANITIES AND THE ARTS**

#### **School of Humanities and Social Inquiry**

You must have completed a minimum of 24 credit points in your current degree and have attained a WAM of at least 65. Applications will only be accepted after the release of results for a session and until the end of week 2 of the commencement session.

#### **School of Law**

Transfer is only permitted for Autumn session commencement. Students must have completed a minimum of 48 credit points in their existing degree and attained a Weighted Average Mark (WAM) of at least 70 to be eligible to transfer. Applications will be ranked according to WAM and available places allocated according to rank. A WAM of 70 alone will not guarantee a course transfer.

#### **School of the Arts, English and Media**

Transfer is only permitted for Autumn session commencement (with the exception of the Bachelor of Communication and Media). To be eligible, you must have completed a minimum of 24 credit points in your existing degree and have attained a WAM of at least 65.

Bachelor of Performance – In addition to the above, students will also need to successfully complete an audition.

Information regarding auditions and any additional requirements for transfer into a Law, Humanities and the Arts degree can be found at [www.uow.edu.au/law-humanities-the-arts/current-students/lha-central/course-transfer-procedure/](http://www.uow.edu.au/law-humanities-the-arts/current-students/lha-central/course-transfer-procedure/)

### **SCIENCE, MEDICINE AND HEALTH**

#### **School of Medicine and School of Nursing and Midwifery**

Applications for transfer into School of Medicine and School of Nursing and Midwifery programs are only accepted for two (2) weeks after the release of session results. Normally a transfer will take effect from Autumn of the following year; however, applications for Spring session commencement may be considered following consultation. All transferring students must contact SMAH Central for more information on the application requirements.

### **SOCIAL SCIENCE**

Applications should be made using the Course Transfer form and lodged with the Faculty Central in either Building 23 or 41. Be sure to include any additional documentation. Further information can be found at [uow.edu.au/social-sciences/current-students/course-transfers/](http://uow.edu.au/social-sciences/current-students/course-transfers/)

4. Complete all relevant sections of this form.
5. Attach a copy of your SOLS enrolment record to this application.
6. Return your completed form to the relevant Faculty by the required date.

**Business:** [business-enquiries@uow.edu.au](mailto:business-enquiries@uow.edu.au) or Business Central, Building 40

**Engineering & Information Sciences:** [eis-enquiries@uow.edu.au](mailto:eis-enquiries@uow.edu.au) or EIS Central, Building 4

**Law, Humanities and the Arts:** [lha-enquiries@uow.edu.au](mailto:lha-enquiries@uow.edu.au) or LHA Central, Building 19

**Science, Medicine and Health:** [smah-students@uow.edu.au](mailto:smah-students@uow.edu.au) or Student Hub 41, Building 41

**Social Science:** [ssc@uow.edu.au](mailto:ssc@uow.edu.au) or Student Hub 41, Building 41

Once submitted, applications may take between one (1) and four (4) weeks to process. Students will receive a SOLS notification once complete. Successful applications will become effective at the commencement of the following session (where applicable).

## TUITION FEE INFORMATION

Students who transfer from one course to another are liable to pay the fee prescribed for the new course that year. These fees may be different to the previous fee rate. For more information regarding the University of Wollongong Tuition Fees please visit. These fees may be different to the previous fee rate. For more information regarding UOW tuition fees please refer to [uow.edu.au/student/finances/](http://uow.edu.au/student/finances/)



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**PERSONAL DETAILS**

Student number:	First name:	Last name:
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**CURRENT COURSE DETAILS**

Current course name:	Major:
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Campus:	Course code:
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**COURSE TRANSFER DETAILS**

New course name:	Course Code:
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Campus:	Major:
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Transfer commencement session (and year):	Minor:
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**SPONSORED STUDENTS ONLY**

This section applies to international students who have an approved, official agreement between their sponsor and UOW, and does not refer to private sponsorship arrangements.

Sponsored students are responsible for obtaining their sponsor's approval for any change to their program, and must provide a new Financial Guarantee that has been approved by their sponsor.

Sponsored students will not be able to enrol until they have a new Financial Guarantee for the course program.

**Financial guarantee attached:** Yes / No

**Sponsor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENT CHECKLIST AND DECLARATION**

- I have read and understood the instructions on page 1 of this form
- I have attached a printed version of my SOLS enrolment record to this form
- I understand that if my transfer is approved, I will be liable to pay the fees for the new course that year, and these fees may be different to my previous fees.
- I understand that credit transfers for previous subjects completed are subject to limitations and approval.
- (International Sponsored Students only) – I have obtained my sponsor's approval and attached a new financial guarantee from my sponsor

**I acknowledge that I have read and have accepted the terms outlined in this form.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEAD OF STUDENTS ASSESSMENT**

Approval:	Yes / No
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Date:
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Approvers Name:
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Approvers Signature:
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**OFFICE USE ONLY**

Sponsored:	Yes / No
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Billing Type:
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CSS Scheme:
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