

General application to transfer to a Non-restricted Course or a Restricted Course from the list below

End of Year Application



This form is for undergraduate students, currently enrolled at Murdoch University, who wish to transfer to a non-restricted course. See the note below for the form applicable to some restricted courses.

Applications close at 4.30pm on the last Friday in November

Lodge completed and signed forms at The Student Service Centre, Chancellery Building, Level 2.

All course transfers appear on your academic transcript

This form is NOT to be used:

- to add/delete a Major or Minor. This can be done through Unit Sets in Myinfo
- for applications to amend course details for Animal Science, Chiropractic Science, Health Sciences (Chiropractic), Nursing and Nursing (Conversion), Psychology and Veterinary Biology; Education or Law; for these courses use the appropriate Application for Restricted Course form available at <http://www.oss.murdoch.edu.au/>
- for applications to any 4th year course including Honours, Diplomas, Certificates and Postgraduate courses. Please see the Prospective Students' and Admissions Centre for the appropriate form

ALL STUDENTS - PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THIS FORM

- Correspondence regarding applications will be by email. Please ensure your details are correct on Myinfo
- If you are in receipt of benefits from Centrelink, it is your responsibility to advise them if you change your course
- Changing your course may affect your advanced standing, which will be reviewed by the Accreditation Officer
- Changing your course may require you to submit a new Request for Commonwealth Support (HECS-HELP or FEE-HELP) form if you are a Commonwealth supported student (not applicable for International fee-paying students). You will be advised if you need to submit a form when the transfer is processed
- If you 'swap' your enrolment between first and subsequent Majors e.g. from Bachelor of Science in Biomedical Science with a second Major in Molecular Biology to Bachelor of Science in Molecular Biology with a second major in Biomedical Science, this is a course transfer and will appear on your academic transcript
- **International students:** If you are an **international** student and you change your course of study, you **must** notify the Department of Immigration and Citizenship (DIAC) within 14 days of the course change. As soon as your course change has been processed, please contact Murdoch International for advice regarding your student visa requirements. In most cases DIAC will only note the change of course, but in some cases they may require you to process a student visa for the new course of study – this is usually if the duration of the new course is longer, or shorter, than the previous course.

Fees

- If you are a full fee-paying student (International or Domestic but NOT Up-front Commonwealth Supported), changing your course will change your fees to the current International or Domestic fee approved for the new course

NB: Restricted Courses – Do not use this form for the restricted courses listed below:

For transfer to the courses listed below use the specific Application to transfer to a Restricted Course form available at www.oss.murdoch.edu.au/

BEd Primary and BEd Secondary and joint degrees with Education Primary and Secondary, including Early Childhood and Primary and 2yr Graduate Qualifications. Grad Dip Ed primary and Secondary

Bachelor of Chiropractic
Bachelor of Nursing
Bachelor of Psychology; BPsychology with Honours
Bachelor of Veterinary Biology

Bachelor of Laws and joint degrees with Law and Juris Doctor

Personal Details

Student number	<input type="text"/>	Date of birth	<input type="text"/>
Title	<input type="text"/>	Student Names	<input type="text"/>
Email address	<input type="text"/>		

Please ensure your email details are correct on Myinfo as notification of completion of the course transfer will be by email. It is anticipated that all transfers will be completed by the beginning of semester. Any enquiries regarding the progress of this application should be directed to enrolments@murdoch.edu.au

Are you an International student?

 Yes No

Non-restricted course transfers Units and Activities

Students applying for general (unrestricted) course transfers are reminded to enrol in the units they intend to study in the **new** course and to select their activities for these units as appropriate. While best endeavours will be made to ensure selected activities are retained when the course is transferred, this is not guaranteed and some adjustments may need to be made to activity enrolments.

Restricted course transfers Units and Activities

Students applying for restricted course transfers are advised to enrol in the units they intend to study, and appropriate activities, on the assumption their application for the restricted course may be **unsuccessful**. These units can be changed when advised that the application is successful. However, activities may be limited, see acknowledgement below.

Restricted course transfers acknowledgement

I acknowledge that, due to the restricted nature of the course I am applying for and timing of applications being processed, I will be unable to enrol in units for the new course until the transfer has been approved and processed. I, therefore, understand that there may be some limitation in the activities remaining available to me for this new course.

Signature Date

Which course are you applying to enrol in next semester?

Check the on-line handbook for the course code and title. Include the Major applicable for the course and any other Majors you are currently enrolled in that you wish to keep with the new course :

eg Course: B1137 Bachelor of Arts in English
Major for course: English
Additional Major(s): History, Sociology
Minor(s): Politics

New Course - Code and Title:	<input type="text"/>
Major for course:	<input type="text"/>
Additional Major(s): (if applicable)	<input type="text"/>
Minor(s): (if applicable)	<input type="text"/>

Which campus are you applying to attend?

Are you intending to complete the requirements for a double degree?

 Yes No

1st degree 2nd degree

Please note for a double degree, you will be enrolled in one course only, which may be your currently enrolled course, and the major for the second course will be added to your record, together with a graduation check note to the effect that you are completing a double degree.

Signature Date

You will be advised by email when your application has been processed. It is anticipated this will be before the start of semester. Enquiries to enrolments@murdoch.edu.au

For Selection Committee use only

 Application approved Application not approved

Reason for non-approval

(to be advised to student)

Authorised Signature Date