

APPLICANT INFORMATION

WHO SHOULD USE THIS FORM ?

This form is to be used by students wishing to transfer from their UTS course to another UTS course, for the purpose of graduating from the course to which they are transferring to. This process involves withdrawing enrolment in the previously enrolled course. Only those students falling into one of the following categories should complete this form:

- Double/Combined award students transferring to a Single award course – withdrawing from one; graduating from the other e.g. B Bus/B Laws to B Bus (graduating) and B Laws (withdrawing)
- Students articulating 'down' to a lower level award and graduating e.g. Masters to Grad Dip/Grad Cert in articulated programs
- Single award student transferring to another closely related single award program or to an exit only program from the same faculty, where they qualify immediately in the new course for graduation, for example a B Sc (Applied Physics) to B Sc (graduating), or Bachelor of Laws to Bachelor of Laws (Honours).
- Double award students wishing graduate from one course and continue in the other (split awards)

All other internal course transfer applicant types (i.e. where graduation is not a condition of the transfer arrangements) may apply for an Internal Course Transfer-Continuing through My Student Admin or lodge a new application via UAC, this is dependent on the course you are transferring to.

WHEN SHOULD I LODGE AN APPLICATION FOR COURSE TRANSFER?

Applications are assessed for the first available conferral date. Applications should be lodged in the session prior to the session you intend to graduate.

WHEN CAN I EXPECT TO HEAR THE OUTCOME OF THIS APPLICATION?

Providing there are no outstanding results, it will take approximately three weeks after the official results release of the current session. If you are aware of any outstanding results within your academic history, please contact the relevant faculty to resolve those results at the earliest possible opportunity. You will be informed of the application outcome via an email notification to your UTS email.

WHAT HAPPENS TO MY 'OLD' COURSE AND SUBJECT ENROLMENT WHEN MY APPLICATION TO TRANSFER IS PROCESSED?

By completing this form, you are indicating to the Director of Student Administration Unit that you wish to withdraw from your current course because you have satisfied the requirements of a different award program from which you now wish to graduate. Any enrolled subjects associated with the 'old' course will be withdrawn as a result of processing your application.

HOW ARE FEES AFFECTED BY ANY COURSE TRANSFER APPROVAL?

There are no fee implications for students transferring courses for the purposes of graduating only, if you are approved to continue with proposed course (split awards), fees will be calculated from the year you are admitted in the new course.

WHERE DO I LODGE MY APPLICATION FOR COURSE TRANSFER FORM?

You should lodge your completed application to an online enquiry via **ASK UTS**.

APPLICATION FORM

This application to transfer is for the purpose of graduation only. I am not required to undertake any further studies in the course to which I am transferring in order to be eligible to graduate: ☐ Yes ☐ No

PERSONAL DETAILS

Family Name:	Student ID:
Given Names:	
Contact (daytime) phone:	Email address:

COURSE DETAILS

Current Course Name:	Current Course Code:
Proposed Course for Graduation	
Course Name:	Course Code:
Intended major:	Major Code:
Intended sub-major:	Sub-major Code:
Proposed Continuing Course: In addition to graduating from one component of my current course, I am wishing to continue studies in the following course:	
Course Name:	Course Code:

Law Undergraduate: If you are continuing with law degree, please indicate if you are planning to do Practical Legal Training in continuing course
 Yes ☐ No ☐

GRADUATION INFORMATION

Formal Name: Please check your Formal Name in the personal details tab of [My Student Admin](#). This is the name that will appear on your graduation documents.

I confirm my Formal Name is correct and that I understand this is the name that will appear on my graduating documents. **OR**

My Formal Name is **not** correct and I will submit a [Change of Student Details form](#).

My eEquals

UTS will automatically issue certified authentic digital versions of official academic record (Transcript, Testamur and Australian Higher Education Graduation Statement) to graduating students via [My eEquals](#), a secure, online platform.

All graduating students will still receive a hard copy testamur.

If you **do not** want your academic records to be issued digitally you must opt out. Please read through the information found at UTS [My eEquals](#) & the [UTS privacy](#) before making your decision.

I confirm I would like to **opt out** from receiving my digital documents. I understand this means I will not be able to access my graduation documents digitally and that I may need to pay an administrative fee if I change my mind at a later date.

STUDENT SIGNATURE

I agree my course will be conferred in the next available conferral date.

Name:	Signature:	Date:
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