

Internal Course Transfer Application Form

This form is to be used by all students who are currently enrolled at Monash University Malaysia and wish to transfer to another course within Monash University Malaysia.

For Monash University Australia and Monash University South Africa students who wish to transfer to Monash University Malaysia, please fill in the application for direct admission form available at <http://www.monash.edu.my/study/apply/>.

Please do not use this Internal Course Transfer Application form.

Internal course transfer policy

This University policy can be viewed at: <http://www.policy.monash.edu/policy-bank/academic/education/admissions/admission-coursework-courses-units-of-study-policy.html>

Internal course transfer is subject to a competitive selection process. The level of performance required for a successful application is set by the School managing the course. It may vary from year to year. Check the School website for the minimum level of performance required to apply.

Credit transfer

If your application is successful, you may be eligible for credit toward your new course. Complete the section on credit transfer if you wish to apply for credit.

Please attach the following together with the application form:

A certified photocopy of original transcripts of non-Monash results (ALL pre-u, tertiary studies or equivalent etc)

Notification of internal course transfer

An offer/reject letter will be sent to you. You will be advised on enrolment arrangements once your transfer has been approved. You **MUST** be enrolled in your current course while waiting for notification on the outcome of your application. For details of re-enrolment, please contact your current School.

Closing Dates

Closing dates for course transfer applications vary. You should refer to the following web page for relevant school/faculty closing dates: <http://www.monash.edu.my/study/apply/internal-course-transfer>.

Fees

Fee schedules are subject to change each year. Information for the fees can be found at <http://www.monash.edu.my/study/undergraduate/fees> or contact Finance.

Lodgement of applications

Applications should be submitted to:

Course Management Office
(Of the new course you are applying to)
Monash University Malaysia
Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan, Malaysia

Privacy statement

The protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via <http://www.monash.edu.my/>.

RECEIVED

Please retain this copy as proof that the School has received your application

Student Name:

Student ID:

Internal Course Transfer Application Form

Section A Personal Details										
Student ID:	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table>									
Family name:	_____									
Given Names:	_____									
Telephone (home):	_____	Telephone (mobile):	_____							
Are you an International Student? (please tick):	<input type="checkbox"/> *Yes	<input type="checkbox"/> No	*Passport No.: _____							
Section B Current Course Details										
Please indicate below details of your current course.										
Course code		Major/specialisation								
Are you currently on any Scholarship? <input type="checkbox"/> **Yes <input type="checkbox"/> No <i>** If yes, please consult Finance on any implication.</i>										
Section C Internal Transfer Details										
Course code	Name of course you are applying to transfer into	Major/specialisation								
Section D Details of Previous Study										
Institution	Name of qualification/course	Year of completion								
Notes: Not required if it relates to a Monash University qualification. Undergraduate students attach certified copy of original transcripts of non-Monash results (ENTER, VCE or equivalent Year 12, tertiary studies or equivalent).										
Section E Reasons for applying for internal course transfer – student statement										

Section F Details of Previous Study/Experience for which credit is sought								
Photocopy this page if you need to record additional courses/units								
Previous study			School approval					
Unit code	Unit title	Year completed	Specified credit? Y/N	Unspecified credit? Y/N	Exemption? Y/N	Credit declined? Y/N	Monash Unit code	Authorising signature

Section G Applicant's Declaration

I declare that the information provided by me is true and complete. I authorise Monash University Malaysia to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I acknowledge that Monash University Malaysia reserves the right to vary or reverse any decision regarding admission on the basis of incorrect or incomplete information. If my application to transfer is successful and I enrol in the course I grant permission to the relevant School to discontinue me from my previously enrolled course.

Signature: _____ Date: _____

For Course Management Office Use Only

Approved
 Rejected
 Authorised Staff: _____
 Date: _____

Comments:

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Application Keyed-in Date: _____

For Admissions Office Use Only

Application Keyed-in Date: _____
 (If new course code created)

Offer/Reject Letter Sent Date: _____