This guide contains information for current Monash students applying for a Course or Campus Transfer using a new online course transfer application process.

Before starting your application:

- Read all the information and instructions on the Course or campus transfer website.
- Check the courses on offer for transfer and eligibility requirements for entry.

  a) Have you met the minimum WAM/average mark?
  b) Have you met the prerequisite units?
  c) Check any specific course transfer entry requirements, and are there any restrictions on the course offering?
  d) Will you need to include particular documents with your application?
  e) If you are unsure, seek course advice from the faculty.

Recommended browsers: Chrome & Firefox (Not supported: Internet Explorer and Edge).
Recommended devices: PC, Mac, iPhone & Android
1. Login to the Student Application

**Applying for Course or Campus Transfer:**

**Step 1:** Go to [Course or campus transfer](#) website.

**Step 2:** Enter your Monash student email address and your password in the highlighted fields. Click **Sign In**.

**Note:** You must be a current Monash student to access the courses on offer for transfer website.
Step 3: Review each of the tab for important information:

- **Before you begin**
  - Click on **View courses open for transfer application** link to check the courses on offer.
  - Click on the relevant **Faculty** to see courses on offer for transfer. Locate your preferred course for transfer and click on **Course details**.
  - Check the offering location/s and **entry requirements** which will include details such as the minimum mark and any restrictions on your current course enrolment (faculty, course or location).
  - Click on the link below ‘How to apply, outcomes and notification’ link to return back back to the **Course or campus transfer** website.
1. Login to the Student Application

Applying for Course or Campus Transfer:

Step 3a: Review the next tabs:

- **What you’ll need**
  - you can apply for up to 3 preferences
  - consider to request credit to be assessed from any previous study including at Monash
  - ensure you have all supporting documents e.g. official transcripts if requesting credit from another institution

- **How to apply**
  - note that you can only submit **one** application with 3 preferences
  - choose your first preference carefully as this will be assessed as priority
  - ensure the other two preferences are in the right order

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**Before you begin**

- You can apply for a maximum three course preferences in one application
- You can only submit one application – so think carefully about the order of your preferences
- You’ll be made one course offer, which will be your highest eligible preference

**What you’ll need**

- Up to three course preferences
- The reason you’re applying for a course transfer
- Whether you want a credit assessment on your completed Monash units
- Whether you want credit from external studies – be prepared with your transcripts and previous unit synopsis
- Documents to support your application such as personal statements, resume/CV

**How to apply**

When your application is in DRAFT status, you can:
- add, delete or change the order of preferences
- change the response to your questions
- add or delete documents

When your application is in SUBMITTED status, you:
- will be able to track your application assessment
- won’t be able to make changes to your application

Don’t submit your application until you have finalised your preference selection and documentation.

*Course transfer application quick reference guide (pdf, 9.85 mb)*
Step 3b: Review the last tab **After you apply** on how to track the progress of your application after you submit it.

**Note:**
- there are separate instructions for each student cohort
- [FAQs](#) on course transfer with ask.Monash

Step 4: Go to the **How to apply** tab, click on the **Apply for a course transfer** button to commence your course transfer application.
Step 5: Once you have signed in using your Monash authcate, you will be directed to the student application page.

Step 6: Check ‘My Profile’ on the right panel to make sure it has your correct information.

Note:

Read these information carefully as they will assist you in completing your application:

- ‘Important Dates’
- ‘Important Links’
- ‘Top FAQs for Course Transfers’
Step 7: Enter the course name or course code you would like to transfer into. Select the course from the list by clicking on it.

Tip: To change your selection clear the text and type another course name or course code and select it.
**Step 8:** Select your intended **Specialisation/Major** from the drop down list (if this applies).

If you have selected a double degree, you need to enter a second specialisation/major.

**Step 9:** Select the **Campus**.
Step 10: Click on the **Add to my preferences** button to add this as one of your three preferences.

**Tip:** You can simply repeat this process to add two more preferences.

**Note:** You may select up to **three** preferences.

Click on the arrows or you can drag and drop to change the order of your preferences.

Click on the **trash can** to delete a preference.
Step 11: Enter the reason you are applying for your preference(s) in the highlighted field.

**Note:** Click on reason for applying for more information.

**Tip:** It is recommended that you include a reason for each course preference, e.g:

1. (Course name)
   Reason

2. (Course name)
   Reason

3. (Course name)
   Reason
**Step 12:** Select whether you want to have your completed Monash units assessed for credit. Yes will be the default option or select No.

**Step 13:** Select whether you want to have your credits from external institutions assessed for credit. Click Yes or No.

**Note:** Click on Recognition for Prior Learning and read this information carefully as it will help you with your credit assessment.
**Step 14:** Enter details of the prior learning you wish to receive credit or exemption for in the highlighted textbox.

**Note:** You will have to provide supporting documentation for the prior learning you want to receive credit for. For example, Academic transcripts, Unit synopsis, Personal statement, Position title, Letter from employer, Current CV, Professional development certificate.

- If you are applying for credit for your studies at Monash you don’t have to provide an academic transcript.

**Step 15:** Upload any supporting documentation for your application

**Note:** You can not upload files larger than 30MB and you can upload image, PDF, ZIP and DOC files.
Step 16: Read the Declaration carefully and click the checkbox to complete it.

Step 17: If you are still unsure of your preferences or the order of your preferences click Save draft to save the application as a draft. You can return to your application at any time prior to the closing date to submit your application.

If your application is complete, click Submit and you will be asked to confirm your application submission.

Step 18: Once you have read the confirmation and you are ready to submit your application, you can click on Submit.
Note: You will see a confirmation of your course transfer application submission. An email notification will also be sent to your Monash student email address.

Step 19: Click Next and you will be directed to a quick survey page. You can view our privacy statement before providing your input feedback which will be anonymous.

Step 20: Click Submit and you will be directed to your application progress page. You will see any files you had uploaded with your application and a notification of the outcome release date.

You can login to your course transfer application progress page to check on the progress and you will also receive email notifications at each stage of the application:
- We have received your application
- Your application is being reviewed
- Your application has been assessed and outcome is available

Your application for course transfer will be assessed shortly after your submission. You will be notified of an outcome on the outcome release date dd mm yyyy.