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?
  b) Have you met the prerequisite units?
  c) Check any specific course transfer entry requirements - will you need to include particular documents with your application?
  d) If you are unsure, seek course advice from your faculty.

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

**Step 1:** Go to [Courses on offer for transfer](#) website.

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

**Step 3:** Click **Sign In**.

**Note:** You must be a current Monash student to access the courses on offer for transfer website.
1. Login to the Student Application

Step 4: Scroll down and click on the relevant Faculty to see courses on offer for transfer.

Step 5: Locate your preferred course for transfer and click on Course details.
1. Login to the Student Application

Step 6: Click on the Apply button to commence your course transfer application.

Applying for Course or Campus Transfer:

Business
Course code: B2000
Bachelor degree

The world of business is challenging, fast-paced and constantly evolving. From finance to food, engineering to entertainment, every industry needs people with business skills. Whether you’re interested in working for a large corporation, managing a business or becoming an entrepreneur, you need to know how to thrive in a competitive business landscape. In this course you will develop broad business knowledge and acquire expertise in your chosen area of business practice. With 10 majors to choose from and 10 double-degree options on offer, you will have genuine diversity and depth of choice in your business studies at Monash.

Comprehensive and flexible, the Bachelor of Business offers you a range of options to help you develop the skills you’ll need to have a successful business career. We’re all about choice, offering you more majors to provide genuine diversity across all areas of business. Whether you’re creative, people-focused or have a passion for numbers, in business there is something for everyone.

Enhance your learning experience at Monash through a range of co-curricular activities that develop your critical thinking, communication and negotiation skills. These activities also increase your employment opportunities through:

- Internships with leading companies and brands
- International exchange programs with one of our 160 partner universities around the world
- Leadership and professional development programs
- Networking opportunities with business leaders

A degree from an internationally recognised business school such as Monash will make you employable across the globe. It gives a broad range of career options in fields such as accounting, economics, marketing, management, sports, consulting, information technology, government, health care, international business and taxation.
Once you have signed in, you will be directed to the student application page.

**Note:**
Check ‘My Profile’ on the right hand side to make sure that it has your correct information.

Read the ‘Important Information’, ‘Please Note’ and ‘Important Dates’ carefully as they will assist you in completing your application.

**Important Information**
Use this application if you are
- a current Monash student and want to change your course from one Monash coursework degree to another
- and/or change to a different Monash campus

**Please Note:**
- You can apply for a maximum 3 course preferences in 1 application
- You can only submit 1 application
- If you are eligible you will be offered a place in your highest preference course only
- The order of your preferences is very important and should be thought through carefully
- Make sure you have uploaded all relevant documents prior to submission
- Don’t rush your application
- Don’t wait for any outstanding results or if you are scheduled for a deferred/supplementary exam.

Selection for internal course transfer is competitive and meeting the minimum requirements does not guarantee entry. Places are offered based on academic performance, availability, and the strength of the applicant pool.

**Important Dates**
2. Add Course(s) to your application

Applying for Course or Campus Transfer:

Step 7: Enter the course name or course code you want assessed for transfer. Select your preferred 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.

Type course code or course name

Bachelor of Business

B2000 - Bachelor of Business

B2028 - Bachelor of Business and Bachelor of Media Communication

B2007 - Bachelor of Business Administration

B2017 - Bachelor of Business and Bachelor of Information Technology

B2035 - Bachelor of Business and Bachelor of Banking and Finance

B2037 - Bachelor of Business and Bachelor of Marketing
Step 8: Select your **Specialisation/Major** from the drop down list (if this applies).

Step 9: Select your **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 up to two more preferences.

Note: You may select up to three preferences.

Click on the arrows to change the order of your preferences.

Click on the 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, eg:

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: Click Submit and you will be asked to confirm your application submission.

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

Step 18: Once you have read the confirmation and you are ready to submit your application, you can click on Submit.
6. Confirmation of application submission

**Note:** You will see a notification of the submission of your course transfer application.

An email notification of this will also be sent to your Monash student email address.

**Step 19:** Click **Close** and you will be directed to an application progress page.

---

**Your application has been submitted**

Thank you for submitting a course transfer application. We will assess your application. You will be notified of the outcome on 10th December 2018. An email has been sent to your Monash student email address.

---

**Your application progress #8952**

- **We have received your application**
  - Submitted on 31-08-2018 11:11am
  - Preference 1: B2000 - Bachelor of Business
    - International business
    - CAULFIELD
  - Preference 2: B2005 - Bachelor of International Business
    - International business
    - CITY
  - Preference 3: B2046 - Bachelor of Business Administration and Bachelor of Arts
    - PENINSULA

- **Your application is being reviewed**

- **Your application has been assessed.**