



## Internal course transfer application form (coursework only)

### Who should use this form?

Use this form if you're currently enrolled in a coursework degree at Monash and wish to apply to transfer to another coursework degree at Monash.

Transfers are only available between like courses, for example, from bachelor degree to bachelor degree.

The exception being if you're a **Diploma of Tertiary Studies** student, then you need to use this form to apply for a degree course.

### Don't use this form if you're:

- a Monash College student
- completing the final semester of your current undergraduate course and wish to apply for another undergraduate course. In this case, you need to apply as a new student. For details, see [Monash admissions](#)
- enrolled in a master's by research or doctoral degree - you should seek advice from your faculty or [Monash Graduate Education](#) about a degree transfer.

### Internal course transfer policy

Internal course transfer is subject to a competitive selection process. Applicants must meet the course requirements. The level of performance required for a successful application is set by the faculty managing the course. This may vary from year to year. Check your managing faculty's website for the minimum level of performance required to apply.

The University policy can be viewed at: [Admission to Coursework Courses and Units of Study Policy](#)

### Credit transfer

If your application is successful, you may be eligible for credit towards your new course. To apply, complete the section on credit transfer.

### Fees

If you transfer campuses but remain in the same course, (no change of course code), your fees are charged in Australian dollars (AUD) at the continuing rate relevant to the year you started (with yearly variable fee adjustments).

If you transfer to a different course, (change of course code) with or without transferring campuses, you're considered a new student in a new course. Your fees will be charged in Australian Dollars (AUD) at the rate relevant to the year you start the new course.

### International transfer

If you remain in the same course but transfer from an offshore Monash campus to an Australian campus, (no change of course code), your fees are charged in Australian Dollars (AUD). This is at the continuing rate of the Australian based course, (with yearly variable fee adjustments) relevant to the year you started the course offshore.

### Outcomes and notification

The faculty will notify you of the outcome of your application including credit transfer (if applicable), how to accept your offer and how to enrol.

You must be enrolled in your current course while waiting for the outcome of your application, otherwise you may be charged a late re-enrolment fee. For details on re-enrolment, please contact your current faculty.

### HECS-HELP forms

If you're eligible for a Commonwealth Supported Place (CSP) you must complete a new HECS-HELP form to access HECS-HELP.

### FEE-HELP forms

If you're eligible for FEE-HELP, you'll need to complete a new form to access FEE-HELP.

### International students

Where an internal course transfer is approved, we'll email you a new Confirmation of Enrolment and addendum to a written agreement with Monash. The Department of Education and Training will be advised of any change to your course enrolment.

### Diploma of Tertiary Studies students

If you are in a Diploma of Tertiary Studies, you must include the stream you're currently studying when filling out Section B of this form.

### Submitting applications

Submit your application at the faculty that manages the course. Check the relevant course entry in the [University Handbook](#) for details of the managing faculty.

### Closing dates and more information

For more information including closing dates, see the [course or campus transfer](#) web page.

### Privacy statement

The information on this form is collected for the purposes of assessing your application for internal course transfer. If you do not complete all questions on this form it may not be possible for the application to be assessed. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu)

|   |
|---|
| <b>RECEIVED</b>   |
| <b>Please keep this copy as proof that your application has been submitted</b>  |
| Student ID number <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |



## Section A Personal details

**Note:** the faculty will contact you using your Monash student email address.

|  |   |
|--|---|
| Student ID number:   | <input type="text"/>  |
| Family Name:   | Given Name(s):  |
| What is your citizenship/residency type?                   | <input type="checkbox"/> Domestic<br><input type="checkbox"/> International student on a student visa<br><input type="checkbox"/> International student not on a student visa |
| If you are on a student visa, what is your visa sub-class? |   |

## Section B Current Monash University course and scholarship details

| Course code   | Course title | Major/specialisation | Course Location |
|---|--------------|----------------------|-----------------|
|   |              |                      |                 |
| <b>Diploma of Tertiary Studies stream</b> (if applicable):  |              |                      |                 |
| Are you receiving a scholarship for your current Monash University course? <input type="checkbox"/> Yes <input type="checkbox"/> No |              |                      |                 |

## Section C Details of the course you are applying for

| Course code | Course title | Commencing year and semester | Major/specialisation | Course location |
|-------------|--------------|------------------------------|----------------------|-----------------|
|             |              |                              |                      |                 |

Are you applying for a CSP?                     Yes                     No  
 Are you applying for a full-fee place?       Yes                     No  
 What will be your attendance type?         Full-time             Part- time  
 What will be your mode of study?            On-campus (IN)     Off- Campus Learning (Ex)     Mixed mode (MM)

## Section D Details of previous study

| Institution | Name of qualification | Year of completion |
|-------------|-----------------------|--------------------|
|             |                       |                    |

**Undergraduate students:** attach an original or certified copy of transcripts for non-Monash results (ATAR, VCE or equivalent Year 12)

**Postgraduate students:** attach an original or certified copy of transcripts of results from relevant non-Monash postgraduate study

## Section E Reason for applying for internal course transfer – student statement

