

## Transfer between Registered Teaching Locations

### **International Student Application Form**

#### **Notes**

- This form is to be completed by currently enrolled Federation University Australia international students wishing to transfer Teaching Locations. To change both teaching locations and program, you are required to complete a new application form via Studylink Online application system.
- 2. You **MUST** <u>read</u> and <u>understand</u> the 'Transfer Between Teaching Locations' procedure before completing this form which is located at: http://policy.federation.edu.au/learning and teaching/compliance/standard 7/ch02.php
- 3. You MUST have a valid Visa for study and appropriate Health Cover.
- 4. You should have NO outstanding fees owing to Federation University Australia.

#### **Instructions**

- You must contact the New Teaching Location before lodging the transfer application form.
- This application must be lodged prior to 1<sup>st</sup> Day of enrolment. (Orientation Week).
- 3. Read and Complete Sections 1 to 3 of this form using **BLOCK LETTERS** and tick ✓ boxes and Blue or Black Pen.
- Read and Check to ensure you understand and meet ALL <u>Criteria for</u> Applications
- Check fees for the new Teaching Location

- 5. You must also attach as part of the application for transfer:
  - A letter detailing the reasons for transfer and how you will benefit from the transfer.
  - Where applicable, a copy of the documentary evidence referred to in the letter of application e.g. if for family reasons evidence of the relationship.
  - Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

7. Return completed form and submit it with supporting documentations:

#### By Email:

internationaladmissions@federation.edu.au (if you are studying at a Federation University campus)

#### In Person:

(if you are studying at a partner teaching location)

Student Administration office at your current teaching location

### **SECTION 1: Personal and Contact Details**

Federation Student ID Number:						Gender:				
Surname/Family name:										
Given Names:						Date of Birth:				
Phone Number:				Email:						
Address:										
					Suburb/ To	own/City:				
State			Postcode:		Country:					
Visa Type:	Student :	Other (Please specify class type and subclass numbers):								
SECTION 2: Academic Details										

Program Code:

Program Name:

Strand/Major/Minor:

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Current Teaching location:				New Teaching	Location:							
Effective from (Semester/ Year):				•								
Supporting Documents Attache	d:											
Reasons for Location Change Re	equest:											
SECTION 3: Declaration												
<ul> <li>I declare that I have read the in acknowledge that the provisio</li> </ul>						•		•				
- I agree to release and indemni	fy the University and	d its officers, em	ployees	s, agents, partners	and contracto	ors from and	d against	any liability,				
claim, action, demand, loss or information.	expense (including l	egal costs) arisir	ng out o	f or in any way co	nnected with t	he provisior	n of incor	rect				
- I hereby apply for Transfer between Teaching Location and acknowledge that I have read and understood the University's 'Transfer between Teaching Location' procedure.												
<ul> <li>If I have been awarded sponsors accepted to transfer to a new te</li> </ul>		vill be required to	obtain	a new letter of app	roval from my s	sponsor befo	ore I am e	ligible to be				
- I am required to have valid Over			the full	duration of my stu	dy and that I wi	ll be required	d to exter	nd my cover if				
the duration of the new progran	Texterius past my cu	rrent cover.										
Student Signature:	Date:											
Office Hee Only												
Office Use Only								rea				
	Approved											
Current Teaching location		d, Please prov	ide the	reason:								
approval: (Partner/International Compliance)												
Nominated officer name:				Signature:		ı	Date:					
International Authorization:	☐ Deed of Variation letter has been issued ☐ PRISMS has been updated											
Student HQ/CUP Processing:	Cohort Vear			Enrolment NSI added								
Student Foo					,	•						
Student Fee												
Transfer fee posted												
Name:		Signature:				1	Date:					
- P.	•	è										