

## 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.***

***If you are an international student holding a student pass, you are strongly advised to consult the International Student Pass Office to ensure you are clear about the impact on your current student pass prior to lodging your application.***

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 at your Monash email account. 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 internal course transfer applications can be viewed at: <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  
(The School you wish to apply 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

Monash Student ID Number 

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Family name \_\_\_\_\_

Given Names \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Are you an International Student? (please tick) Passport No.: \_\_\_\_\_

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Nationality: \_\_\_\_\_

### Section B Current Course Details

Please indicate below details of your current course.

Course code	Course title	Major/specialisation
<b>Diploma of Higher Education Studies stream</b> (if applicable): <input type="checkbox"/> Science <input type="checkbox"/> Arts <input type="checkbox"/> Business <input type="checkbox"/> IT		

Are you currently on any Scholarship? 

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, please consult Finance on any implication.

### Section C Internal Transfer Details

Course code	Course title	Major/specialisation

### Section D Details of Previous Study

Institution	Name of qualification/course	Year of completion

Note: 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.

Sign : \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	<b>Authorised Staff:</b>	<b>Date</b>
Comments			
Application Keyed in Date			
<b>For Admission Office Use Only</b>			
Application Keyed in Date (If create new course code)			
Offer/Reject letter sent Date			