

## Internal Course Transfer Application Form

***This form is to be used by all students who are currently enrolled at Malaysia campus and wish to transfer to another course within Malaysia campus.***

*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/application-form>. 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 (via Monash email). 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**

<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 Department.

### **International Students (on campus)**

Prior to lodging your application, you are required to first consult with **International Student Pass** staff on your student pass matter.

### **Lodgement of applications**

Applications should be submitted to:

Course Management Office  
(Of the new course you are applying to)  
Monash University Malaysia  
Jalan Lagoon Selatan  
47500 Bandar Sunway  
Selangor Darul Ehsan, Malaysia

### **Privacy statement**

The information on this form is collected for the purposes of assessing your application for Course Transfer. If you do not complete all questions on this form, it may not be possible for the application to be assessed by the enrolling faculty. 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, please contact the University Privacy Officer:

[privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

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) 


 Yes    Passport No.: \_\_\_\_\_  


 No

**Section B Current Course Details**

Please indicate below details of your current course.

Course code	Name of current course	Major/specialisation

Are you currently on any Scholarship? 


 Yes  


 No

If yes, please consult Finance Department on any implication.

**Section C Internal Transfer Details**

Course code	Name of course you are applying to transfer into	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**


