

## 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.***

*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. 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 course transfer applications vary. You should refer to the following web page for relevant school/faculty 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.

### **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 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										
Student ID:	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									
Family name:	<hr/>									
Given Names:	<hr/>									
Telephone (home):	<hr/>	Telephone (mobile): <hr/>								
Are you an International Student? (please tick):	<input type="checkbox"/> *Yes	<input type="checkbox"/> No *Passport No.: <hr/>								
Section B Current Course Details										
Please indicate below details of your current course.										
Course code		Major/specialisation								
Are you currently on any Scholarship? <input type="checkbox"/> **Yes <input type="checkbox"/> No <i>** If yes, please consult Finance on any implication.</i>										
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								
<b>Notes:</b> 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										

