

# COURSE TRANSFER APPLICATION

## Application Deadline:

- Deadline for January Intake: End of study week 5, September Intake (TR3) of the previous academic year.
- Deadline for May Intake (TR2): End of study week 5, January Intake of the same academic year.
- Deadline for September Intake (TR3): End of study week 5, May Intake (TR2) of the same academic year.

**A nonrefundable administration fee of S\$218 (9% GST for 2024) (nett) will be charged for every application.** It is recommended that you have a consultation with the Enrollment team prior to paying administration fee and submission of this application to check the possibility of the requested change.

## 1. PERSONAL DETAILS

Student number (8 digit number): \_\_\_\_\_ Nationality: \_\_\_\_\_  
Family name: \_\_\_\_\_ Given name: \_\_\_\_\_  
Email address (JCU email ID) \_\_\_\_\_@my.jcu.edu.au  
Contact no.: \_\_\_\_\_

Are you below 18 years old: Yes  No

If yes, please add a statement'

I \_\_\_\_\_ parent/legal guardian consent to this application to be processed.

Parents authorization:

## 2. COURSE INFORMATION

### Current Course & Major

Course title: \_\_\_\_\_ Major: \_\_\_\_\_

Minor: \_\_\_\_\_

### Proposed Course

Course title: \_\_\_\_\_ Major: \_\_\_\_\_

### Study Period to take effect from

Study Period:

(please select from the drop-down list)

Year: \_\_\_\_\_

## 3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorisation unless a valid legal request has been made.

Student's signature: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

### IMPORTANT

Please note that applications submitted after the above due date MAY NOT be processed in time for the upcoming Study Period.

## 4. RETURN DETAILS

Please complete the form electronically and email the completed form to [studentaffairs-singapore@jcu.edu.au](mailto:studentaffairs-singapore@jcu.edu.au) for processing. Do ensure that all the required fields are duly completed. Incomplete form will delay the process of your application.

**Note: No hardcopies form will be accepted and processed.**

## 5. QUALIFICATION INFORMATION BY STUDENT AMBASSADOR

The student submitted a new highest qualification, comparing with the previous assessment.

No. Please proceed to step 6.

Yes. Please provide more details. Highest qualification/s: \_\_\_\_\_

Seeking Credit Exemption: \_\_\_\_\_ Attached copies of subject details for which credit exemption is requested\*

Sighted the original/notarised certificate and transcripts

English Language: JCUS Placement test IELTS score \_\_\_\_\_ TOEFL \_\_\_\_\_ Other \_\_\_\_\_

ELPP Entry level: \_\_\_\_\_ Comments \_\_\_\_\_

Existing qualification/s: \_\_\_\_\_

University / Institute listed/not listed in AEI/UK Naric.Details: \_\_\_\_\_

Work History to be considered as one of the entry criteria.

Provided original Certified Copies of the reference letter/s from the employer/s

**Processed by Senior Executive / Executive, Student Ambassador:**

**Date:**

**6. RECOMMENDATION BY Senior Executive of Enrolments / Assistant Manager of Enrolments / Manager of Enrolments / AHs /HoDD**

Accepted for \_\_\_\_\_ program with the following details:

Number of subjects required to study: \_\_\_\_\_ Duration: \_\_\_\_\_

Subjects exempted (if any): \_\_\_\_\_

Direct Entry, specify reasons: \_\_\_\_\_

Conditional Offer – (ELPP level is subject to the second placement test on Campus) (Upon fulfilling the English language requirements) (Upon sightings of original/notarized certificate and transcripts)

Remarks: \_\_\_\_\_

Rejected Remarks: \_\_\_\_\_ Recommended to: \_\_\_\_\_

**Recommendation by Senior Executive of Enrolments / Assistant Manager of Enrolments /Manager of Enrolments:**

**Approval by Senior Director of AASP / Manager of Enrolments / AHs /HoDD:**

**Date:**

**Date:**

**7. APPROVAL BY CAMPUS DEAN (For student with academic progression issue and for application with advanced standing required AHs/HoDD's assessments)**

Rejected \_\_\_\_\_ Recommended to \_\_\_\_\_

Accepted with conditional offer for \_\_\_\_\_ program. Please indicate condition/(s): \_\_\_\_\_

English Language Preparatory Program. Levels to be completed: \_\_\_\_\_

Accepted with unconditional offer for \_\_\_\_\_ program. Number of subjects: \_\_\_\_\_

**Name and signature of Campus Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**8. ACTIONS TO BE TAKEN BY STUDENT ADMINISTRATION**

Change of fee plan \_\_\_\_\_ Re-generation of contract \_\_\_\_\_

Other, please specify: (Example: Re-module subject details) \_\_\_\_\_

**Contract checked for compliance and completeness:**  
(Name and signature)

**Date:**