

This form is for undergraduate students, currently enrolled at Murdoch University, who wish to transfer to another course, add/remove a major, or add/remove a minor. **All course transfers appear on your academic transcript.**

This form is NOT to be used for:

- applications to amend course details for Animal Science, Chiropractic Science, Psychology and Veterinary Biology; Education or Law. Use the specific form for these courses.
- application to any 4<sup>th</sup> year course including Honours, Diplomas, certificates and Postgraduate courses. Please see the Prospective Student Centre for the appropriate form.

**Applications close at 4.30pm on the last Friday in November.**

**Submit forms through the Central Student Administration,  
Chancellery Building, Level 2**

### PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM

- pending a decision on your application you should re-enrol in your existing course prior to the re-enrolment deadline to hold your place for next year
- If you are requesting a transfer to a restricted course (listed below) the Selection Committee will have access to your academic record. As demand for places is competitive, you should attach a statement to this form outlining why your entry into a restricted course should be approved (no more than 500 words). For example, if you have any Fail results on your academic record, you should outline the circumstances for your poor academic performance and why those circumstances will not apply to your future performance
- Correspondence regarding applications will be by e-mail
- If you are in receipt of benefits from Centrelink, it is your responsibility to advise them if you change your course
- Changing your course may affect your advanced standing. If your application is approved, your advanced standing will be reviewed

### Fees

- If you are a full fee paying student (International or Domestic), changing your course will change your fees - you will pay the fee approved for the new course for the year of commencement in the new course.

### Restricted Courses

- Bachelor of Chiropractic
- Education
- BA, BSc, or other Bachelor/BEd (Initial)
  - Secondary BEd (Initial) Primary
  - Grad Dip Ed (Secondary)
  - Grad Dip Ed (Primary)
- Bachelor of Engineering (and joint combinations)
- Bachelor of Law (and joint combinations)
- Bachelor of Marine Science
- Bachelor of Multimedia
- Bachelor of Psychology
- Bachelor of Technology Engineering
- Bachelor of Veterinary Science
- Bachelor of Nursing
- Bachelor of Animal Science

### DO NOT use this form for

- Animal Science
- Chiropractic Science
- Education
- Law
- Nursing
- Psychology
- Veterinary Biology

## Personal Details

Student number  Date of birth

Title  Given Names  Surname

Email address

(Notification regarding this application will be by email. Please ensure your details are correct on the student records system)

## Notes

- check with your Division student administration office concerning the requirements if you are intending to complete a double degree (minimum 96 points) rather than a double major
- changing your course requires you to submit a new Request for Commonwealth Support (HECS-HELP or FEE-HELP) form if you are a Commonwealth supported student (not applicable for International fee-paying students)

Are you an International student?  Yes  No

Are you a Domestic fee-paying student?  Yes  No

## Which course are you applying to enrol in next year?

(Check the on-line handbook for the course code and title) Do not complete this question if you are staying in your current course and simply adding new major(s) or minor(s)

## Which campus are you applying for next year?

(Students admitted to Rockingham or Peel campus are not permitted to transfer to courses at South Street campus until they have completed a minimum of 18 points at Rockingham or Peel, unless approved by the Program Chair)

Murdoch (South Street)  Rockingham  Peel

Are you adding Major(s) or Minor(s) only?  Yes  No

(If you confirm Yes the major(s) or minor(s) you indicate below will be added to your current course)

## Which major(s) do you wish to be enrolled in next year?

## Which minor(s) do you wish to be enrolled in next year?

Student signature

Date

## For Selection Committee use only

- Application approved  
 Application not approved

Reason for non-approval

(to be advised to student)

Authorised Signature

Date