

COURSE TRANSFER APPLICATION

Application Deadline:

- Deadline for SP51: End of study week 5, SP53 of the previous academic year.
- Deadline for SP52: End of study week 5, SP51 of the same academic year.
- Deadline for SP53: End of study week 5, SP52 of the same academic year.

A nonrefundable administration fee of S\$216 (8% GST for 2023) and 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: _____ Year: _____
(please select from the drop-down list)

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 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: