

# 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\$214 (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 :  
Are you below 18 years old: Yes No Parents authorization:  
Email address (JCU email ID) @my.jcu.edu.au  
Contact no. :

## 2. COURSE INFORMATION

### Current Course & Major

Course title : Major :  
Minor :  
Are you required to show cause for this course? (please tick where appropriate) Yes No  
If yes, have you submitted a Statement of Reason form? (please tick where appropriate) Yes No

### 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 wilfully 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 ADMINISTRATION

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 \_\_\_\_\_

<input type="checkbox"/> ELPP Entry level: _____	Comments _____
<input type="checkbox"/> Existing qualification/s: _____	
<input type="checkbox"/> University / Institute listed/not listed in AEI/UK Naric.Details: _____	
<input type="checkbox"/> Work History to be considered as one of the entry criteria.	
<input type="checkbox"/> Provided original Certified Copies of the reference letter/s from the employer/s	

<b>Processed by Senior Executive / Executive, Student Administration:</b>	<b>Date:</b>
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**6. RECOMMENDATION BY Senior Executive of Enrolments / Manager of Enrolments / AHs / HoDD**

<input type="checkbox"/> Accepted for _____ program with the following details :
<input type="checkbox"/> Number of subjects required to study: _____ <input type="checkbox"/> Duration : _____
<input type="checkbox"/> Subjects exempted (if any): _____
_____
<input type="checkbox"/> Direct Entry, specify reasons: _____
<input type="checkbox"/> Conditional Offer – ( <input type="checkbox"/> ELPP level is subject to the second placement test on Campus) ( <input type="checkbox"/> Upon fulfilling the English language requirements) ( <input type="checkbox"/> Upon sightings of original/notarized certificate and transcripts)
<input type="checkbox"/> Remarks: _____
_____
<input type="checkbox"/> Rejected Remarks: _____ Recommended to: _____

<b>Name and signature of Director of AASP / Manager Enrollments /AHs / HoDD:</b>	<b>Date:</b>
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**7. APPROVAL BY CAMPUS DEAN**

<input type="checkbox"/> Rejected	<input type="checkbox"/> Recommended to _____
<input type="checkbox"/> Accepted with conditional offer for _____ program. Please indicate condition/(s):	
_____	
<input type="checkbox"/> English Language Preparatory Program. Levels to be completed : _____	
<input type="checkbox"/> Accepted with unconditional offer for _____ program. Number of subjects: _____	
<b>Name and signature of Campus Dean:</b> _____	<b>Date :</b> _____

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

<input type="checkbox"/> Change of fee plan	<input type="checkbox"/> Re-generation of contract
<input type="checkbox"/> Other, please specify: (Example: Re-module subjects details) _____	

<b>Contract checked for compliance and completeness:</b> (Name and signature)	<b>Date:</b>
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