# Internal Course Transfer Form

This form must be completed if you want to change your course of study and/or mode of study at the University of Westminster. Once fully completed, it must be emailed to the [Library and Student Centre](mailto:studentcentre@westminster.ac.uk). **Transfers are only permitted** **within certain periods - you must read the guidance notes on the final page before completing this form.**

**Part 1 - STUDENT to complete**

|  |  |  |
| --- | --- | --- |
| 1. Student ID number |  | |
| 2. First name |  | |
| 3. Surname |  | |
| 4. College/School |  | |
| 5. Reason for transfer |  | |
| 6. Last date of attendance |  | |
| 7a. Current course of study |  | |
| 7b. New course of study *(if applicable)* |  | |
| 8a. Current mode of study |  | |
| 8b. New mode of study *(if applicable)* |  | |
| 9. Have you contacted the Library and Student Centre for guidance? | |  |
| 10. Are you on overseas student on a student visa? | |  |

**11. Student Declaration**

I confirm that I have spoken to the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) about any, [tuition fee liability](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy), [Student Finance England funding eligibility](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding), any other [fee or financial implications](https://www.westminster.ac.uk/current-students/university-life/student-finance), and any [visa implications](https://www.westminster.ac.uk/international/visas-and-advice/visas) (if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| Type name |  | Date |  |

**Part 2 - CURRENT COURSE LEADER to complete**

**12. Current Course Leader Declaration**

I confirm that the student has discussed their request to change course/mode of study and this has been approved.

|  |  |  |  |
| --- | --- | --- | --- |
| Type name |  | Date |  |

**Part 3 - NEW COURSE LEADER** **to complete only if student is changing course**

|  |  |
| --- | --- |
| 13. Conditions of transfer (e.g. must pass all modules this year) | |
| 14. Entry Level |  |
| 15. Start date |  |

|  |  |
| --- | --- |
| 16. Module Transfers | |
| Module Code | Module Title |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| All Level 4 Modules |  |
| All Level 5 Modules |  |

17. Module Choices - Course Leader: please ensure that an approved module choice form is included.

**18. New Course Leader authorisation**

I confirm that the student has discussed their request to change course/mode of study and that this has been approved. I have enclosed an approved module choice form.

|  |  |  |  |
| --- | --- | --- | --- |
| Type name |  | Date |  |

***Office Use Only:***

*This form must be processed and retained by the Campus Registry Office.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***For Visa students only. I have contacted Visa Compliance and they have approved this change.*** | | |  |
| ***All documentation has been received and this transfer has been approved.*** ***Credit transfer arrangements have been agreed and the student’s record has been updated.*** | | |  |
| ***A module choice form was required and has been received and the student record updated.*** | | |  |
| ***Processed by:***  Type name & Role |  | Date |  |

**Internal Course Transfer Form - Guidance Notes**

**Undergraduate Course Transfers** ([Academic Regulations: Section 17 Framework for Undergraduate Students](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations))

* Course Transfer for new students: Normally within the first two weeks of the academic year.
* Course Transfer for continuing students: Normally at the end of the academic year.
* Mode of Study change: Normally only before the start of an academic year.

**Postgraduate Course Transfers** ([Academic Regulations: Section 18 Framework for Postgraduate Students](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations))

* Course Transfer for new students: Normally within the first two weeks of the academic year.
* Course Transfer for continuing students: Normally at the end of the academic year.
* Mode of Study change: Normally only before the start of the next semester.

**Process (If you are only changing mode of study then (c) and (d) do not apply)**

1. Student Completes Part 1 and emails the form to CURRENT Course Leader.
2. CURRENT Course Leader completes Part 2 and emails the form back to the student.
3. Student emails form to NEW Course Leader.
4. NEW Course Leader completes Part 3 and emails the form back to the student.
5. Student submits the completed form to the [Library and Student Centre](mailto:studentcentre@westminster.ac.uk).

**Part 1 - STUDENT completes**

1. Your Student ID number is the 8-digit number on your ID card and also on your [Student Record profile](https://authn.westminster.ac.uk/logon/LogonPoint/tmindex.html).

2. Your first name as registered on [My Student Record](https://www.westminster.ac.uk/current-students/support-and-services).

3. Your surname as registered on [My Student Record](https://www.westminster.ac.uk/current-students/support-and-services).

4. Select your College/School from the drop down list *e.g. DCDI-Architecture & Cities*.

5. Select reason for the transfer e.g. Internal Course Transfer, Mode of Attendance change.

6. Enter the last date you attended the course, or the last date you plan to attend.

7a. Enter your CURRENT course of stud*.*

7b. Enter the NEW course of study that you want to transfer to (if applicable).

8a. Enter your CURRENT mode of attendance *e.g. Full time, part time etc.*

8b. Enter the NEW mode of study that you want to transfer to (if applicable).

9. You must contact the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) to find out if there are any fee or funding implications or if your status within the University could be affected by your course transfer.

10. If you are studying on a visa, you must contact the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) to find out if your visa status will be affected by your transfer. You CANNOT transfer until the visa team has confirmed you are eligible.

11. **Before you submit this form** please make sure you have sought academic advice and have contacted the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) to discuss any, [tuition fee liability](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy), [Student Finance England funding eligibility](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding), any other [fee or financial implications](https://www.westminster.ac.uk/current-students/university-life/student-finance), and any [visa implications](https://www.westminster.ac.uk/international/visas-and-advice/visas) (if applicable). Email this form to your current Course Leader to complete Part 2.

**Part 2 - CURRENT COURSE LEADER completes**

12. Enter your name and date on the form if you approve the request. Email the form to the student.

**Part 3 - NEW COURSE LEADER completes if student is changing course**

13. List any conditions the student must meet before they may transfer to the new course/mode of study.

14. Enter the level of course/mode of study that the student will be joining.

15. Enter the date the student will start on the new course/mode of study. **(See guidance at the top of this page)**.

16. Module transfers: The module will show in the student’s new course of study and will count towards their final award. Where specific modules need to be transferred, they must all be listed. If all modules from a level are being transferred select ‘*yes’* against ‘*ALL Level 4 modules*’ or ‘*ALL level 5 modules*’.

18. Please make sure that an approved module choice form for the next academic session is included. **(This can be obtained from your Campus Registry Office)**.

19. Please make sure you have discussed the course transfer with the student and you are happy to accept them onto the course/mode of study. Enter your name and date the form. Email the form back to the student.