**Registry, Academic Services Application to Transfer Degree Programme**

Undergraduate Students

**Ensure you seek advice from your Personal Tutor before speaking to the Admissions Tutor for the programme to which you wish to transfer.**

Applicants must have demonstrated that they meet the academic criteria and requirements for the new Programme. The application must be approved and signed by both the School/Department you are leaving, and the School/Department you are transferring to (unless you have already been withdrawn from the School/Department that you are leaving).

Applications should be made as early as possible in the academic year. Applications submitted after the second week of the academic year may have to satisfy approval conditions before entry to the new programme.

If you are taking a Joint Honours programme in the College of Arts and Law you must also have approval of the Senior Tutor for these programmes.

If your transfer is approved, the Student Loan Company will be notified of the change. You should check with the Student Loan Company that they will continue to give you financial support on the new programme.

Transferring degree programme may affect your tuition fee liability. If you would like information regarding the financial implications for your transfer, please email <tsa@contacts.bham.ac.uk>

In order to ensure that we update your timetable as soon as possible we will require you to confirm any changes to the modules you are taking following your transfer to your new programme. You are advised to speak to the School you are joining in order to complete the form accurately.

Please be advised that if you are transferred from Joint Honours to Single Honours programme in Year 1, you will be required to submit your WHM choices to ensure you are undertaking the correct amount of credits.

After approval by your School or Department, it is your responsibility to ensure that this form is handed in to Student Information Team in the Student Hub, Aston Webb C Block (R7 on the campus map) OR posted to Taught Student Administration, Registry, University of Birmingham, Edgbaston, Birmingham, B15 2TT.

If your transfer is approved you will be able to see the update on the student portal at <http://www.my.bham.ac.uk/> under ‘My Programme, Registration’.

**Section A – Student**

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| **Name:** | **Student ID number:** |
| **Programme of study:** | **Year of Study:** |
| **Email Address:** | |

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| --- | --- | --- | --- |
| **Current Programme:** | **Programme Year:** | **Banner Code:** | **Programme End Date:** |

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| --- | --- | --- | --- |
| **New Programme:** | **Programme Year:** | **Banner Code:** | **Programme End Date:** |

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| **Reasons for Transfer** | **Effective date of Transfer:**  **………./………/………** |
| **Please confirm how the previous and new programmes combined support your career aspirations (to be completed by Tier 4 students only):** | |

**Please complete the below table to confirm the modules you will be registered for on your new programme. If this has not yet been confirmed, please contact your new department.**

*(It is important to enter the correct information as this will impact the information that you will see on your timetable)*

**Postgraduate Loan (PGL) Administered by Student Finance England**

Do you receive a: (Please tick) **Student Support Number (SSN):**

(e.g. BRMM01234567X)

Student Maintenance Loan 

Tuition fee Loan  ………………………………..

Birmingham Grant/Scholarship 

………………………………….

**If you are transferring at the start of the next academic year, will you be completing your current year?** YES/NO *(Delete as applicable)*

If no, you will need to apply for a Leave of Absence, please refer to the Code of Practice on Leave of Absence procedures (<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>)

Please complete the Leave of Absence Application Form in addition to the Programme

Transfer Form: <https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx>

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| **Modules to be taken on new programme:** | **Subject module code:** | **Course module code:** |
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**Student Signature: Date:**

**International Students and Tier 4 visa holders:**

If you are an international student and hold a Tier 4 (General) student visa for the purpose of full-time study in the UK, you will need to contact the International Student Team (IST) to check if you are required to make a new visa application for this change of course based on guidance provided by UK Visas and Immigration. The IST will check your visa and confirm whether you have enough time left on your current visa to finish your new course. If you don’t have sufficient time left on your visa, the IST will advise you about making a new application. Your transfer cannot be processed until your visa has been checked by the IST. All UK Higher Education Institutions are legally required to report any such changes of course to UK Visas and Immigration.

**Information issued by the IST relating to the possible visa implications for Tier 4 visa holders is available to view here:**

<https://intranet.birmingham.ac.uk/student/international/current/Tier-4-General-Student-Visa/academic-progression.aspx>

Declaration: I have read the above guidance for Tier 4 students relating to the possible visa implications of transferring my programme, and wish to go ahead with the transfer:

** *tick box***

**To be completed by all International Students:**

**Do you currently hold a Student Visa?**

Yes  No  Not Applicable 

**Please submit a photocopy of your current passport photo page and visa with your application form (if this is a Biometric Resident Permit please submit a copy of both sides of this card).**

Copy of passport and visa attached: 

**The transfer request cannot be processed unless these documents are received. All international students with any category of visa permissions are required to attach these documents.**

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| **Transfers to selected Undergraduate Masters programmes can only be processed once an ATAS clearance certificate has been obtained from the Foreign and Commonwealth Office. Please see the FCO web site for details on which subjects are ATAS required and how to apply:** <hhttps://www.gov.uk/academic-technology-approval-scheme> | | | | |
| **ATAS required (see above)** | **YES** |  | **NO** |  |
| **New ATAS clearance obtained** | **YES**    **Please attach copy of new ATAS certificate** |  | **NO** |  |

**Postgraduate Loan (PGL) Administered by Student Finance England**

Do you receive a: (Please tick)

**Postgraduate Loan (PGL)**  **Student Support Number (SSN**):

(e.g. BRMM01234567X)

………………………………..

**If you are transferring at the start of the next academic year, will you be completing your current year?** YES/NO (Delete as applicable)

**If no, you will need to apply for a Leave of Absence, please refer to the Code of Practice on Leave of Absence procedures** (<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice>)

**Please complete the Leave of Absence Application Form in addition to the Programme**

**Transfer Form:** <https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx>

**Section B – School you are leaving**

**To be completed by the School you are leaving:**

**I hereby authorise the transfer of the above student** (signature not required if the transfer follows withdrawal or academic failure)

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| **Signed:** |  |
| **Job Title:** | **Date:** |

**The School have removed the module registrations which the student will no longer be taking**

(Please tick box) 

*(It is important that the old modules are removed through BIRMS so that timetabling information is kept up - to - date)*

**Section C – School you are joining**

**To be completed by the School you are joining:**

**Conditions of transfer:**

**I hereby authorise the transfer of the above student to this department:**

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| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |

**Joint Honours - I hereby authorise the transfer of the above student to this department:**

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| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |

**The following section applies to Tier 4 visa holders only (and must be completed for all Tier 4 students):**

Under UKVI immigration rules international students may change their programme of study, however, whether they can continue to study on their current visa or if they need to apply for a new visa depends on the correlation between their previous and proposed study. Please therefore provide academic confirmation of the following. The information provided will be held with the student’s Tier 4 records and provided to UKVI in the event of a Tier 4 audit.

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| --- | --- | --- | --- |
| 1. | Is the new programme related academically to the previous programme? | Yes | No |
|  | If yes, can you explain how? | | |
|  | Is the new programme part of the same subject group as the previous programme? | Yes | No |
| 2. | If yes, can you explain how? | | |
| 3. | Does the new programme involve a deeper specialisation of the previous programme? | Yes | No |
|  | If yes, can you explain how? | | |

**The new programme must also support the student’s career aspirations.**

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| Following conversations with the student, can you confirm how the previous and new course combine support the students career aspirations |
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**Section D- International Student Team (applies to International Students only)**

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|  | **Outcome of assessment (please tick the relevant option** |  |
| 1. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) there are no visa implications for the student; and  (b) the student has been emailed and advised accordingly. |  |
| 2. | I have assessed the programme transfer and checked the visa documentation and can confirm:     1. the student will need to leave the UK and apply for a new Tier 4 visa from outside the UK; and 2. (b) the student has been advised by email and provided with detailed guidance on how to obtain a New CAS for Tier 4 visa purposes |  |
| 3. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) the student is eligible to extend their visa from inside the UK; and  (b) the student has been emailed and advised accordingly. |  |
| 4. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) the new course will finish earlier which will result in the students current Tier 4 visa being curtailed, once the student completes the new course of study;  (b) the student has been advised by email and advised regarding the curtailment |  |

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| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |