

Registry, Academic Services

Application to Transfer Degree Programme

For Postgraduate Taught/Lifelong Learning 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the School/Department you are leaving, and the School/Department you are transferring to (unless you have already been withdrawn from the School/Department that you are leaving).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. If your application is submitted after the second week of the start of the new programme, you may be required to take a leave of absence for the remainder of the current academic session and commence the new programme at the start of the next academic year. This does not apply if you wish to transfer to a programme related to your previous programme of study, where work that you have already completed can be counted towards your new programme (e.g. transferring from the Postgraduate Diploma to the equivalent Masters programme).

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.

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 www.my.bham.ac.uk under 'My Programme, Registration'.

Section A - Student

Name:	Student ID Number:
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Email Address	Telephone Number:
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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: /...../.....
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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)

Modules to be taken on new programme:	Subject module code:	Course module code:

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/ssd/pgt-loa>

Postgraduate Loan (PGL) Administered by Student Finance England

Do you receive a: (Please tick)

Postgraduate Loan (PGL)

Student Support Number (SSN):
(e.g. BRMM01234567X)

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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 Students Advisory Service (ISAS) to check if you are required to make a new visa application for this change of course. The reason for this is that UK Visas and Immigration have issued new guidance and if you do not have enough time on your visas to complete your new course you will need to make an application to extend your visa. The International Students Advisory Service (ISAS) 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 ISAS will advise you about making a new application. **Your transfer cannot be processed until your visa has been checked.** All UK Higher Education Institutions are legally required to report any such changes of course to UK Visas and Immigration.

Information issued by the ISAS, relating to the possible visa implications for Tier 4 visa holders is available to view:

<https://intranet.birmingham.ac.uk/as/student-services/international/visas/studentvisas/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 you extended your visa in the UK you will have a pink Biometric Resident Permit – please submit a copy of both sides of this card. Your programme transfer will not be processed unless these supporting documents are received****

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.

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: <https://www.gov.uk/academic-technology-approval-scheme>

ATAS required (see above)	YES		NO	
New ATAS clearance obtained	YES		NO	
	Please attach copy of new ATAS certificate			

I confirm that I have read and understand the information on this form and attach all required documentation, including copies of my Passport, Visa and ATAS Certificate (if applicable)

Student Signature:	Date:
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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)

Signed:	Full name of Authorised Signatory:
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

Conditions of transfer:

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

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

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

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

Section D- International Students Advisory Service (applies to International Students only)

ISAS-I have checked the visa documentation and confirm that there are no visa implications that require further discussion with this student:

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