# **Registry, Academic Services**

# **Application to Transfer Degree Programme**

## **Undergraduate Students**

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| For additional information, hover over the **highlighted** words or phrases |

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| **Section A** is to be completed by the student. **Section B** is to be completed by the School that you are leaving and **Section C** by the School that you are joining. |

### **Section A - Student**

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| 1. **Name:** Click or tap here to enter text. 2. **Student ID:** Click or tap here to enter text. 3. **University email address:** Click or tap here to enter text.   **Current Programme:**   1. **Title of current programme:** Click or tap here to enter text. 2. **Which year of your programme are you currently in?** Choose an item. 3. **Current programme end date:** Click or tap to enter a date.   **New Programme:**   1. **Title of new programme:** Click or tap here to enter text. 2. **Which year of the new programme will you be entering?** Choose an item. 3. **Reason for transfer:** Click or tap here to enter text. 4. **Effective date of transfer:** Click or tap to enter a date. 5. **If you are transferring at the start of the next academic year, will you be completing your current year?**   Yes  No  If **no** to Question 11, 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](https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx) in addition to the Programme Transfer form.   1. **Are you an overseas student?**   Yes  No  If **yes,** complete the section titled ‘To be completed by overseas students’.  If **no**, continue to the section titled ‘To be completed by home students’. |

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| **To be completed by overseas students:** |
| If you hold a Student route (previously Tier 4) 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 the IST. All UK Higher Education Institutions are legally required to report any such changes of course to UKVI.  **For further information issued by IST on the possible visa implications for Student route visa holders, please read the** [**Academic Progression**](https://intranet.birmingham.ac.uk/student/international/visa-information/academic-progression.aspx) **page.**   1. **Declaration: I have read the above guidance for Student route visa holders relating to the possible visa implications of transferring my programme and wish to go ahead with the transfer.**   Yes   1. **Please confirm how the previous and new programmes combined support your career aspirations:** Click or tap here to enter text. 2. **Do you currently hold a Student route visa?**   Yes  No  Transfers to selected Undergraduate Masters programmes can only be processed once an ATAS clearance certificate has been obtained from the Foreign Commonwealth Office. Please see the [FCO website](https://www.gov.uk/guidance/academic-technology-approval-scheme) for details on which subjects are ATAS required and how to apply.   1. **Is an ATAS certificate required for the new programme?**   Yes  No   1. **If yes to Question D, has the new ATAS certificate been obtained?**   Yes (please attach a copy of your ATAS certificate)  No  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by home students:** |
| 1. **Do you receive a:** (select all that apply)   Student maintenance loan  Tuition fee loan  Birmingham grant/scholarship  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by all students:** |
| **Declaration:** I confirm that I have read and understand the information on this form, and attach all required documentation, including ATAS certificate (if applicable).  **Student signature (print name):** Click or tap here to enter text.  **Date:** Click or tap to enter a date. |

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| **End of Section A. Student section completed.**  You will now need to submit to your form to your current School/Department for approval.  If the School that you are joining is different from the School that you are leaving, you are responsible for getting Section C completed by the joining school. |

**Section B – To be completed by the school that you are leaving**

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| **This section is to be completed by the programme director of the school that the student is leaving.**  **I hereby authorise the transfer of the above student** (signature not required if the transfer follows withdrawal or academic failure)   1. **Signature (print name):** Click or tap here to enter text. 2. **Full name of authorised signatory:** Click or tap here to enter text. 3. **Job title:** Click or tap here to enter text. 4. **Date of signature:** Click or tap to enter a date. 5. **Effective date of transfer:** Click or tap to enter a date.   It is important that old modules are removed through BIRMS so that timetabling is kept up to date.   1. **I can confirm that the school have removed the module registrations which the student will no longer be taking:**   Yes  **End of Section B** |

**Section C – To be completed by the school that you are joining**

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| **This section is to be completed by the programme director of the school that the student is joining.**   1. **Conditions of transfer:** Click or tap here to enter text. 2. **Programme code to transfer onto:**   **I hereby authorise the transfer of the above student:**   1. **Signature (print name):** Click or tap here to enter text. 2. **Full name of authorised signatory:** Click or tap here to enter text. 3. **Job title:** Click or tap here to enter text. 4. **Date of signature:** Click or tap to enter a date. 5. **Is the student an overseas student?**   Yes  No  **If yes, please complete the section titled ‘Student Route Visa Questions’**  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. Therefore, please provide academic confirmation of the following. The information provided will be held and provided to the UKVI as part of the student’s file in the event of a Student route audit. |

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| **CAL Joint Honours:** |
| **I hereby authorise the transfer of the above student to this department:**   1. **Signature (print name):** Click or tap here to enter text. 2. **Full name of authorised signatory:** Click or tap here to enter text. 3. **Job title:** Click or tap here to enter text. 4. **Date of signature:** Click or tap to enter a date. |

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| **Student Route Visa Questions** |
| 1. **Is the new programme related academically to the previous programme?**   Yes  No   1. **If yes, can you explain how?**   Click or tap here to enter text.   1. **Is the new programme part of the same subject group as the previous programme?**   Yes  No   1. **If yes, can you explain how?**   Click or tap here to enter text.   1. **Does the new programme involve a deeper specialisation of the previous programme?**   Yes  No   1. **If yes, can you explain how?**   Click or tap here to enter text.   1. **The new programme must also support the student’s career aspirations. Following conversations with the student, can you confirm how the previous and new course combined support the student’s career aspirations?**   Click or tap here to enter text.  **End of Section C** |

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| **End of document** |