**Good to know:**

1. The form must be used in conjunction with the online guidance[[1]](#footnote-1) and all relevant sections completed prior to being returned to your nearest Infopoint.
2. Changing your programme can have an impact on the student finance you receive. You should tell your finance provider about your plans once you have submitted this form.
3. Please make sure your details are up to date in MyUWE before submitting this form, as we will use your registered contact details if we need to speak to you.
4. Although we will always do our best to accommodate your request, all transfers are subject to approval and cannot be guaranteed.

***Section A:* *About you***

Name:………………………………………………………………………………. Student Number:……………………

Do you require a visa to study at UWE: YES / NO

Do you intend to complete the academic year on your current programme? YES / NO

Note: Students with a tier 4 visa must complete their current year to the best of their ability before a transfer will be considered.

S

***Section C:* *Why you want to transfer* (please tick all that apply) *If you are an international student this is part of your visa requirements.***

|  |  |
| --- | --- |
| Course not suitable | Dissatisfaction with course |
| Career change/change of mind | Academic failure |
| Other (please provide further details below) |  |

*To help us understand more about what you would like to achieve by transferring please set out below, in your own words, why you would like to change programme.*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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***Section B:* *About your new Programme***

What Programme do you wish to transfer to?.............................................................................

What is the Programme Code?…………………….. (You can search for it at <http://goo.gl/tVBuBc>)

What year of study do you wish to transfer to (e.g. level 2)? ………………………………………………….

When do you want to start your new Programme?…………………………………………………………………

Do you wish to change the way you study e.g. full time (FT) to part time (PT)? YES / NO

If “YES”, how do you want to study in the future?.................................

Note: Students with a tier 4 visa may only study full time

***Section D:* *Discussing the transfer with your new Programme Manager***

*This section does not need to be completed if you wish to transfer to year 1 of a new programme but you may still find it beneficial to make contact with the new Programme Manager.*

*If you want to transfer into any year other than the first year you must arrange to speak with the Programme Manager for the programme you want to transfer to and complete this section with them.*

Is this a change to the primary target within the student’s existing primary award? YES / NO

Do you approve the transfer into your programme? YES / With Conditions / NO

If “with conditions” what conditions must the student meet? …………………………………………………….. ………………………………………………………………………………………………………………………………………………………

Can the student accredit any of their current modules to the new programme? YES / NO

If so what modules:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

What modules should the student take on the new Programme?

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Signature: Print name:

***Section E:* *UWE tracking (internal use only)***

Date form received in Infopoint:………………………………….

Form Sent to: Admissions / International Student Team/ Student Support Advisers

Student meets requirements? YES / NO

Date Processed by above: ………………………………………….

Processed by (Print name) ……………………………………………. Signature: ……………………………………………….

Form Sent to: Admissions / SAT on……………………………………by……………………………………………….

Form sent to SAT on…………………………………………………..by……………………………………………..

|  |  |
| --- | --- |
| **Student Support Advisers/Admissions** | **Student Admin Team** |
| Handled by: | Handled by: |
| Date notified transfer unsuccessful or OMC updated: | Date OMC Updated (y1-y1) only: |
| **Note:** Student Advisers should create contact record where contact has taken place. | Date ISIS Updated: |
|  | Date COC Processed: |
|

***Section E: Student Confirmation***

*Please sign and date below to confirm the information above is correct to the best of your knowledge and that you still wish to transfer.*

Signature: ………………………………………………….. Print name:…………………………………………….

1. See <http://www1.uwe.ac.uk/students/academicadvice/changingdirection/changingprogrammeswithinuwe.aspx> [↑](#footnote-ref-1)