



THE UNIVERSITY OF
MELBOURNE



Application for Internal Transfer

This form is to be used by local and international students enrolled in a graduate program offered by Melbourne Business School who wish to transfer to another program offered by Melbourne Business School.

Students enrolled in a graduate program offered by another Faculty cannot use this form, and are instead required to apply for admission online via my.unimelb.edu.au

Eligibility and Application Deadlines

Please check the transfer application deadlines and eligibility requirements online before submitting an application:

fbe.unimelb.edu.au/students/mbs/course-planning/changing-courses

Submit your application in person or by email to MBS:

Melbourne Business School
Level 4, 198 Berkeley Street
The University of Melbourne
Victoria, Australia 3010

Email: fbe-aso@unimelb.edu.au

Telephone: (+61 3) 8344 1670

Privacy Statement

The University of Melbourne's privacy policy with regards to student information can be viewed at:
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

1. Personal details

Student Number:

Local Student International Student

Type of visa (*International students only*):

Please circle

Title: Mr Miss Ms Mrs Other _____

Family name: _____

Given names: _____

2. Contact details

Preferred Contact Address (within Australia):

Street: _____

Suburb/Town: _____

Postcode: _____

State: _____

Other contact details:

Home phone: _____

Work phone: _____

Mobile phone: _____

Email: _____@student.unimelb.edu.au

3. I am currently enrolled in:

Name of the degree/ program you are enrolled in:

Duration, full-time equivalent (e.g. 1.5 years, 2 years)

4. I wish to transfer to:

Name of the degree/ program you are applying to transfer to:

Duration, full-time equivalent (e.g. 1.5 years, 2 years)

5. Reason for transfer

6. Employment experience

If you are applying for entry to the Master of Enterprise or the Master of Supply Chain Management you must provide a CV outlining details of your education and work experience and a work reference letter as evidence of having met the minimum entrance requirements;

Before a work reference letter can be accepted, it must:

- Be presented on official company letterhead
- Be dated and signed by a superior within your company
- Clearly state the length of employment – preferably outline commencement date and, if applicable, termination date.
- State the mode of employment — i.e. full-time or part-time (including the number of hours per week if part-time).
- Include information on the specific nature of duties performed.

7. Additional information

- Course transfer is competitive and approval is subject to:
 1. The applicant meeting program entry requirements; and
 2. The availability of places in a program.
- Transfer applications are processed *after* final results release dates each semester. Students are notified of the outcome of their application by email, during the winter and summer breaks.
- Successful applicants must accept their offer before the expiry date in order to secure a place in the program.
- Applicants must accept their offer via their **university email account** only.

Commonwealth Supported Places (CSP)

Commonwealth Supported Places are not available across all programs offered by Melbourne Business School. If you are currently enrolled in a CSP, you may not be able to retain your place when you transfer to a new program.

8. Declaration / Authorisation

I declare that the information that I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct. I acknowledge that the University may terminate my enrolment if I have misrepresented or failed to fully and completely state my academic record and my attendance at other tertiary educational institutions attended by me, and that this termination may take place at any stage during the tertiary program I undertake. I authorise the University to obtain official records with respect to me from other tertiary educational institutions attended by me and to seek other relevant information about me.

Applicant's Signature

Applicant's Name

Date

Additional Comments:

Office Use Only

MBS Weighted Average Mark

%

Approved

Not Approved

Credit

Exemption

Academic Program Director's signature

Date

Deputy Dean's signature

Date