



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](http://my.unimelb.edu.au)

## Eligibility and Application Deadlines

For the latest information on transfer eligibility and application deadlines visit: [mbs.unimelb.edu.au/students/course-planning/changing-courses](http://mbs.unimelb.edu.au/students/course-planning/changing-courses)

Submit your application by email to Melbourne Business School:

Email: [fbe-aso@unimelb.edu.au](mailto: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

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### 6. Scholarships

I am currently in receipt of a University Scholarship:

No

Yes. If yes, please indicate which scholarship: \_\_\_\_\_

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IMPORTANT: If you are currently receiving a University scholarship, please note that an application to transfer courses does not mean your scholarship will automatically be applied to your new course.

## 7. 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.

## 8. Additional information

- Course transfer is competitive and approval is subject to the availability of places in each program and students meeting the entrance requirements of the intended course.
- Notification of outcome: Applications are processed after the final results release date each semester. Students are notified of the outcome of their application by email during the winter/summer breaks.
- Successful students must accept their transfer before the offer expiry date in order to secure a place in the offered program.
- Students may only accept an offer to transfer via their university email account.

## 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.

Additional Comments:

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## 9. 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.

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Applicant's Signature

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Applicant's Name

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Date

### Office Use Only

MBS Weighted Average Mark \_\_\_\_\_ %

Approved

Not Approved

Credit

Exemption

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Academic Program Director's signature

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Date

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Deputy Dean's signature

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Date