Application for Internal Transfer

This form is to be used by **Faculty of Business & Economics students** who are enrolled in a **graduate** course offered by the Melbourne Business School (MBS) and wish to transfer to another course offered by MBS.

Eligibility

Please ensure you read the eligibility criteria before applying:
https://mbs.unimelb.edu.au/students/course-planning/changing-courses

Checklist

- ☐ I have successfully completed at least one semester of study.
- ☐ I have more than one semester (62.5pts) remaining to complete my degree.
- ☐ I am in good academic standing in my current course.
- ☐ I have completed undergraduate studies in a discipline required for entry.
- ☐ If applicable, have achieved the required GMAT/GRE results for entry into the course.

Deadlines

Semester 1, 2027
Closing Date -

Semester **2, 2027**
Closing Date -

Submission

fbe-aso@unimelb.edu.au
Late submissions will not be accepted

Privacy Statement The University of Melbourne's privacy policy regarding student information available at: http://www.unimelb.edu.au/unisec/privacy/studentinfo.html

*** Transfers are not possible mid-year/semester 2** for courses that only have one intake at start year; Master of Economics, Master of Applied Econometrics, Master of Actuarial Science or Master of Commerce (Actuarial Science). Applications to transfer will only be accepted for these courses for semester 1.

Students who are already admitted to the Master of Finance (MC-FINANCE) or Master of Finance (Enhanced) (MC-FINENH) can submit a request to transfer between these two courses. Students in any other MBS course who wish to transfer into the MC-FINANCE or MC-FINENH **or** the Master of Entrepreneurship **must submit an application.**

1. Personal Details

Title (Ms, Mr, Other):

First Given Name:

Family Name:

Student ID:

☐ International Student ☐ Domestic Student

Type of visa (International Students Only):

2. Contact details

Mobile:

UoM **Student** Email:

3. Scholarships

I am currently in receipt of a University Scholarship:

☐ No ☐ Yes If yes, please indicate which scholarship:

IMPORTANT: If you are currently receiving a University scholarship an application to transfer courses does not mean your scholarship will automatically be applied to your new course. You will need to be re-assessed for eligibility.

4. I am currently enrolled in:

Name of the degree/course

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

5. I wish to transfer to:

Name of the degree/course*

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

* Mid-year/Semester 2 transfers are **not** possible for Economics, Applied Econometrics, Actuarial Science or Master of Commerce (Actuarial Science).

6. Reason for transfer

7. 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.

8. 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.

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.

Applicant's Signature:

Please print & sign this form, scan as pdf, and email to fbe-aso@unimelb.edu.au

Applicant's Name:

Date:

Office Use Only

Credit

Exemptions

MBS WAM %

☐ Approved ☐ Not Approved

Academic Program Director's signature

Date

Additional Comments:

Associate Dean (Teaching & Learning) signature

Date