

Course Transfer FAQ's

1. I've recently started my BA but I think I may have chosen the wrong course. What can I do?

It can take a little while to settle into any new course and start to enjoy it. It may be worth you speaking to your Course Tutor in the first instance. There may other factors such as adjusting to your new life in London; accommodation or personal issues that are affecting your studies.

You can also speak to -

- your Course Administrator
- the Counselling and Health Service to talk through whether you are on the wrong course or if there are other factors affecting how you are feeling about your course. You can call 020 7514 6251 or request an appointment on <https://artslondon.wufoo.eu/forms/counselling-appointment-request-form/>
- contact a Student Adviser for information and advice about any funding or immigration implications to your course change on 020 7514 6250 or <https://www.arts.ac.uk/students/student-services/student-advice-service>

Be proactive in finding a solution and talk to one or more of the above at the earliest opportunity. Make sure you fully understand how changing your course may affect your student loan or visa.

2. I've taken advice but I really want to change course now. My friend is doing BA Fashion and I would like to study on her course.

Students may *request* to change course but a transfer is *not guaranteed* and will depend on you meeting all the admission requirements (including English Language level where applicable), and there being space on the new course.

3. When can I transfer?

Normal points of transfer for undergraduates are at the end of the 'Introduction to Study in HE unit' and the application to transfer must be made by the end of Term 1. In-year transfers will not be considered after this point. Students can also request to transfer at the end of the first academic year and requests to do so must be made before the end of the summer term.

4. I've nearly finished my first year but I would like to change my course. Can I still do so?

Transfer requests for the end of the academic year must be submitted before the end of the Summer Term. *n.b. Transfers will not be accepted into the final year of an undergraduate course.* It is very important that you successfully complete your current year of study or your request for transfer will be rejected. If you are a Postgraduate student, you should contact your course team for advice as transfers between courses are more unusual.

5. I'm an international student – will it affect my visa?

If you are an International student holding a Tier 4 visa there will be visa implications if you transfer course. You must seek advice from a Student Adviser on 020 7514 6250 or <http://artslondon.wufoo.com/forms/w7w5a7/> and speak to your college Immigration Compliance Administrator (ICA) to confirm your eligibility especially if a possible transfer may result in a potential further year of study.

<https://www.arts.ac.uk/study-at-ual/academic-regulations/student-regulations/attendance-policy/guidance-for-tier-4-students>

ual:

Should you need more time to complete your studies than you have remaining on your current visa, you will not be allowed to renew your visa in the UK. If the transfer is agreed you will therefore be required to return home to renew your visa.

6. Where do I get the application form to transfer?

You can download this from the Course Transfer website.

You must read the notes that accompany the application form before completing it.

<https://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/course-transfer>

7. What parts of the form do I need to complete and what do I do with it when I have completed it?

You need to complete Part 1 of the form which includes your contact details and your reason for your transfer request. Don't forget to sign and date your form.

Once you have completed all the details in Part 1, you are advised to take a copy of it and then pass to your Course Administrator at your current college. If you are an International Student, speak to your Immigration Compliance Administrator (ICA) before doing so.

8. Do I still have to attend my current classes?

Yes. You must continue to attend your current course as there is no guarantee your course transfer request will be approved. In addition, you must successfully complete all your current course units or your request to transfer will be rejected.

9. When will I hear if my request is successful?

We expect the process to take three to five weeks to complete so continue to attend your current course and ensure you regularly check your UAL emails as all correspondence will be via UAL email.

You will be contacted by the new course administrator to arrange an interview/portfolio review if there is space on the new course and you have met all the entry requirements. Make sure you are prepared for your interview and have done sufficient research on the new course. Please arrive on time for the appointment as it may not be possible to reschedule.

10. I've just been told I can transfer at the beginning of the Spring Term/new academic year. What happens now?

If your request is approved, you will be contacted by the new course administrator via your UAL email. Make sure you respond to your emails promptly and read all the information you are sent regarding arrangements for the new course including materials and timetabling.

11. I've just been told my request to transfer has been rejected, what can I do?

If it is not possible for you to be offered a place on your ideal course, you may wish to discuss your options with your current course team, Student Services, your Programme Director or Dean. You should continue to attend your current course in the meantime.