

## Course Transfer Request

**Step 1: Please make your initial enquiry to your current programme administration team.**

**Step 2: Please complete Part 1 of the application form and return it to the Student Administration/Information Office. You are advised to keep a copy for your records.**

*Please note: All correspondence relating to this request will be sent to your registered UAL email address. Please make sure you check it regularly.*

## UAL Course Transfer Request Policy

The University is committed to supporting you to fulfil your creative potential, to succeed on your course and to have a positive learning experience. Being on the right course is an important aspect of well-being and the UAL student experience.

Students may **request** to change from the course on which they are enrolled to another course offered by the University. A transfer is **not** guaranteed however. To note –

- Normal course admission requirements and availability of places applies
- All assessed units must be successfully completed if a transfer is to be considered
- International students must check the visa requirements for the 'new' course before applying

Points of transfer are at the end of Term 1/Block 1 (depending on your course structure) in the first year or at the end of the academic year. Transfer requests made at the start of the course (Year 1) must be submitted before the end of Term 1. Transfer requests for the end of the academic year must be submitted before the end of the Summer Term. Any requests to change course prior to enrolment, or within the first three weeks of term must be sent to the admissions office. You cannot transfer into the final year of study.

Please note: the process could take up to four weeks to complete, **please allow sufficient time for this**. You **must** continue to attend all timetabled classes for your current course whilst awaiting a decision.

## Help and Advice

You can contact student services for all queries relating to funding or visas/immigration.

Email: [student.services@arts.ac.uk](mailto:student.services@arts.ac.uk)

Telephone: 0207 514 6250

If you are a Tier 4 student please contact your international compliance administrator:

College	Email
CCW	<a href="mailto:ccw.attendance@arts.ac.uk">ccw.attendance@arts.ac.uk</a>
CSM	<a href="mailto:tier4@csm.arts.ac.uk">tier4@csm.arts.ac.uk</a>
LCF	<a href="mailto:tier4@fashion.arts.ac.uk">tier4@fashion.arts.ac.uk</a>
LCC	<a href="mailto:tier4@lcc.arts.ac.uk">tier4@lcc.arts.ac.uk</a>

**Part 1 – Student to complete**

**Please read the accompanying guidance before completing this form**

**You must complete all the details below and don't forget to sign and date it:**

Immigration status: <input type="checkbox"/> Home/EU Student  <input type="checkbox"/> International Student <i>Students on Tier 4 General Student Visas must complete <b>Part 4</b> of form. Transfer requests are subject to approval from the ICA.</i>	Fees and Funding:  <input type="checkbox"/> Please tick to confirm you are aware of the possible fees and funding implications (including scholarships) of transferring your studies.
Student ID:	Current Course:
Given Name(s):	Current College:
Surname:	Year of Study:
UAL email address:	Course Leader:
Contact telephone:	Personal Tutor:
Correspondence Address:	
Course/year transferring to:	
College transferring to:	
Reason for transfer request:  <i>(provide as much information as possible)</i>	
Date of request:	
Signed:	

**Return form to Programme Administrator for processing. Please note your transfer is not finalised until you receive written confirmation from your Programme Administrator confirming outcome.**

**Part 2 A: Current Programme Administrator to complete:**

Programme Administrator name:

Date form received:

Immigration compliance checks completed:

- Approved
- Declined

Immigration check completed by:

Immigration notes:

Tick to confirm student referred to Student Services for funding advice

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Credits achieved:

Assessments pending:

Unit board date:

**Part 2 B: New Programme Administrator to complete:**

Meeting arranged for new Course Leader for work review/interview

Student informed of meeting  Date of Meeting.....

**Part 3 completed by new Course Leader**

***Complete section below if transfer is approved and Part 3 is completed***

Transfer approved: YES/NO Date of Approval.....

Fee to be charged (once confirmed with previous administrator):

New Course: £.....

Old Course: £.....

Funding Team informed (if applicable) Date.....

ICA informed (if applicable) Date.....

Student informed of decision Date.....

Please Update Student Records System (follow system process document) with outcome and scan form and upload to Student Records System.

### Part 3: New Course – Course Leader

Name of Course Leader:		Date of Meeting:	
Outcome:	<ul style="list-style-type: none"> <li>• Transfer request agreed <input type="checkbox"/></li> </ul>		
	<ul style="list-style-type: none"> <li>• Proposed date of Transfer:</li> </ul>		
	<ul style="list-style-type: none"> <li>• Transfer request declined <input type="checkbox"/></li> </ul>		
Reasons:			
Comments by Course Leader: <i>(if applicable)</i>			
Course Credit Framework (CCF) Checks:	<ul style="list-style-type: none"> <li>• Course Credit Framework compatible: YES/NO</li> </ul>		
	<ul style="list-style-type: none"> <li>• Other conditions/requirements:</li> </ul>		
	<ul style="list-style-type: none"> <li>• English Language requirement checked: YES/NO/N/A</li> </ul>		
APEL Form completed <input type="checkbox"/>			
Approved by Programme Director: Name..... Date..... Signed.....			
<b>Return form to Programme Administrator for processing and final confirmation to student.</b>			

**Part 4: To be completed by Tier 4 students only:**

We will use the information on this form to consider whether your transfer request can be supported within the current UK immigration rules. We may request further information.

**In the table below, you must complete the details of ALL courses studied in the UK, including the current course you are studying, previous courses and any courses you did not complete.**

Dates of Study		Dates of Visa If your visa was curtailed (cancelled) please tell us the revised end date, if known.		Name of UK Educational Institution and full title of course studied Please include English language courses	Level of Study e.g. BA, MA please include the NQF level if known (see next page for guidance). For English language courses, please include the CEFR level, if	Type of Visa E.g. Tier 4 General, Tier 4 Child, Student Visitor, Short Term Student, Student visa pre-March 2009, any non-study visa. Please attach a copy of the relevant visa stamp, vignette (sticker) or Biometric Residence Permit
Start Date (dd/mm/yy)	End Date (dd/mm/yy)	Start Date (dd/mm/yy)	End Date (dd/mm/yy)			

**Please answer the following questions as fully as possible. Your answers will assist us to determine if the course you wish to transfer to represents academic progression from your previous course.**

1. Why are you interested in leaving your current course?
  
2. What modules, pathways, optional projects or self-initiated projects are you working on during your current course?
  
3. How do you intend to use the skills and knowledge you have learned on your current course on the new course?
  
4. How will the new course develop and enhance the skills you have gained on the current course?
  
5. How will the two courses combine to help you achieve your eventual goals or career?