

# Registry, Academic Services

## Application to Transfer Degree Programme

### For Undergraduate Students

**You must seek advice from your Personal Tutor, before making a formal application through the Admissions Tutor for the Programme to which you are seeking entry.**

Applicants must have demonstrated that they meet the academic criteria and requirements for the new Programme, and the application must be approved and signed by the **both** the 'losing' and 'receiving' School or Department (unless you have already withdrawn from the 'losing' school)

Applications should be made as early as possible in the academic year. Applications submitted after the second week of session may have to satisfy approval conditions before entry to the new programme.

If you are taking a Joint Honours programme in the Schools of Historical Studies and Humanities you must also have approval of the Senior Tutor for these programmes.

If your transfer is approved your Local Authority will be notified of the change. You should check with the LA that they will continue to give you financial support on the new programme.

**Please note: If you are a visa student, your right to remain in the UK may be affected by a programme transfer. All UK institutions are now legally required to report any changes in a visa student's registration status to the UK Border Agency. You are advised to seek further advice from International Students Advisory Service (Aston Webb Building, R.7 on campus map) prior to submitting your request to transfer. Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.**

**You should then complete this form and return it to Undergraduate Students Records, Aston Webb Building, C Block, University of Birmingham, Edgbaston, Birmingham, B15 2TT (R.7 on the campus map).**

If your transfer is approved you will be able to see the update on the student portal at [www.my.bham.ac.uk](http://www.my.bham.ac.uk) under My Programme, Registration and you will also receive a confirmation email from Student Records.

#### Section A - Student

<b>Name:</b>	<b>Student ID Number:</b>
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<b>Current Programme</b>	<b>Year</b>	<b>UCAS Code</b>	<b>Banner Code</b>
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<b>New Programme</b>	<b>Year</b>	<b>UCAS Code</b>	<b>Banner Code</b>
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<b>Reasons for Transfer</b>	<b>Effective date of Transfer:</b>  ...../...../.....
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If you are transferring at the start of the next academic year, will you be completing your current year? YES/NO (*Delete as applicable*)

If no, you will need to apply for a Leave of Absence, please refer to the Code of Practice on Leave of Absence procedures [www.as.bham.ac.uk/code/loa.pdf](http://www.as.bham.ac.uk/code/loa.pdf). Please complete the Leave of Absence Application Form in addition to the Programme Transfer Form [www.as.bham.ac.uk/faq/forms/ugleaveofabsence.pdf](http://www.as.bham.ac.uk/faq/forms/ugleaveofabsence.pdf)

**Funding Information**

Do you receive a: (*Please tick*)

- Student Maintenance Loan
- Tuition Fee Loan
- Birmingham Grant/Scholarship

**Student Support Number (SSN):**  
(e.g. BRMM01234567X)

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**Student Signature:**

**Date:**

**Section B – School you are Leaving**

**To be completed by the School you are leaving:**

Please specify any conditions (non medical for the student's return):

**I hereby authorise the transfer of the above student** (signature not required if the transfer follows withdrawal for academic failure)

<b>Signed:</b>	<b>Full name of Authorised Signatory:</b>
<b>Job Title:</b>	<b>Date:</b>

**Section C – School you are joining**

I hereby authorise the transfer of the above student to this department

<b>Signed:</b>	<b>Full name of Authorised Signatory:</b>
<b>Job Title:</b>	<b>Date:</b>

**Joint Honours - I hereby authorise the transfer of the above student to this department**

<b>Signed:</b>	<b>Full name of Authorised Signatory:</b>
<b>Job Title:</b>	<b>Date:</b>

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**To be completed by Student Records:**

<b>Database amended:</b>	...../...../.....
<b>Confirmation email sent to student (if necessary)</b>	...../...../.....

<b>Name:</b>	<b>Signature:</b>
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