

**This form must be completed by:**

- A. the international student applying for transfer
- B. the international customer experience coordinator at student's current TAFE NSW location.

**Section A – Student details**

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Family name: Given name/s:

International student number: Email:

Address:

Telephone: Mobile:

Course/Package you want to transfer to:

Intake/Year: TAFE NSW Location:

Reason for transferring into the course:

I understand that if this application to transfer to another course at TAFE NSW is successful then my enrolment in the current course will be canceled.

I have also read the Visa implications of requesting this change and understand my obligations.  
For more information see: <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>.

Student signature

Parent/Guardian signature (If student is under 18 years old)

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

**Section B** – to be completed by International Customer Experience Coordinator at the student's current TAFE NSW location

**Status of current course enrolment:**

Academic Performance	Satisfactory	Not satisfactory
Attendance Record	Satisfactory	Not satisfactory
Teacher has been informed of the change	Yes	No

Other comments on student:

Decision:      Approved      Not approved

Full name:

Coordinator's signature:      Date (DD/MM/YYYY):

**Process: Transfer to another course**

1. The student must complete Section A and submit the Transfer into Another TAFE NSW Course form to the international customer experience coordinator at the student's current TAFE NSW location.
2. The international customer experience coordinator must complete Section B and send the form to the International Conversion and Admissions team.
3. If the request is approved, the International Conversion and Admissions team will assess the application and send the student a new offer letter. If entry requirements are not met, the student will be advised via email.
4. The International Conversion and Admissions team maintains and keeps official student transfer records in MFCM/TRIM.

**Please send the completed form and supporting documents to International Customer Experience Coordinator.**