

**This form must be completed by:**

- A. International student**
- B. International Customer Experience Coordinator at current campus**
- C. International Customer Experience Coordinator at receiving campus**

**Note:** If changing course, student must complete a new international application form. This form is to be submitted four (4) weeks prior to the end of a semester.

**Section A - Student details**

Family name:	Given name/s:
International student number:	Email:
Address:	
Telephone:	Mobile:
I wish to transfer campus from:	to
Reason for transfer:	
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 current campus**

Academic Performance	Satisfactory	Not satisfactory
Attendance Record	Satisfactory	Not satisfactory
Student aware of any fee difference	Yes	No
Student aware of course mapping at new campus	Yes	No
Other comments on student:		

Full name:

Coordinator's signature:

Date (DD/MM/YYYY):

## **Section C** – to be completed by International Customer Experience Coordinator at receiving campus

Decision:      Approved      Not approved

Comments

Full name:

Coordinator's signature:

Date (DD/MM/YYYY):

## **Campus transfer process**

1. Student completes Section A and submits the Transfer of TAFE NSW Location form to the International Customer Experience Coordinator at current campus.
2. The International Customer Experience Coordinator completes Section B and sends form to the Customer Experience Coordinator at the receiving campus, together with any supporting documents.
3. The Customer Experience Coordinator at the receiving campus completes Section C and sends form to the International Conversion and Admissions Team.
4. If request is approved, the International Conversion and Admissions team will send the student a new offer letter. If not approved, the student is advised by e-mail.
5. The International Conversion and Admissions team maintains and keeps official student transfer records in MFCM/TRIM.

**Student must complete Section A and send the form to their International Customer Experience Coordinator.**