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| **TRANSFER REQUEST FORM** |
| **Prior to completing this form, you must:** |
| * Obtain permission from both your current Programme Leader and the Programme Leader of the course you wish to transfer to (both Programme Leaders will be required to sign this form)
 |
| * Ensure that you are fully aware of any implications regarding your **fees and funding,** please seek advice from the Student Finance team via the Ask Herts service
 |
| * **If you are studying on a Student Visa additional information is needed – see section 3 of this form**
 |
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| Sections 1, 2 & 3 | To be completed by the STUDENT *(****section 3 for Student Visa holders only****)* |
| Section 4 | To be completed by the CURRENT Programme Leader |
| Section 5 | To be completed by the NEW Programme Leader |
| Section 6 | To be completed by the NEW Student Administration office |
| **SECTION 1: STUDENT DETAILS** *(to be completed by the student)* |
| ID Number: |
| First Name:  | Surname:  |
| Email Address:  | Phone Number:  |
| Do you intend to complete the current year? | YES | NO |
|  | Tick here | Tick here |
| ***If no*** *-* please complete a ***‘Request for a temporary break in study’*** form and seek advice from your Programme Tutor and Student Finance regarding the implications of taking a temporary break in your studies. |
| **SECTION 2: COURSE TRANSFER DETAILS** *(to be completed by the student)* |
| **Details of the course you want to move FROM (as displayed on your student record):** |
| Course Code:  | Course Instance:  |
| Course Name:  | Last date of attendance:  |
| **Details of the course you want to move TO:** |
| Course Code:  | Course Instance:  |
| Course Name:  |
| Have you reviewed the Course Fact Sheet and the Programme Specification for the new course? | YES | NO |
| Tick here | Tick here |
| Have you received comprehensive advice and guidance regarding your change of course from an academic member of staff? | YES | NO |
| Tick here | Tick here |
| *Declaration - I confirm that I have taken the necessary advice from my Programme Leader, Student Finance, and the Student Immigration Team (Student visa holders) and wish to proceed* |
| **Student Signature:**   | **Date signed:**  |
| **SECTION 3: STUDENT VISA HOLDERS ONLY** *(to be completed by the student)* |
| Enter the expiry date of your student visa (date/month/year)  | Enter date here |
| **Justification Statement***Home Office Immigration Rules only permit a course transfer under certain circumstances. This statement will form part of your student record and will be made available to the Home Office on request. You must answer all 3 questions otherwise your request will be returned to you unapproved.** 1. **1. Why do you want to transfer?**

**2. Is the new course related to the previous course? If so, how?****3. Does your previous course and the new course in combination support your genuine career aspirations? If so, how?**  |
| Please tick to confirm that you have read the following information on Ask Herts, and are fully aware that transferring course may impact on any future UK visa applications: <https://ask.herts.ac.uk/post-study-work-visa>  | Tick here |

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| **SECTION 4: ACADEMIC APPROVAL** *(to be completed by CURRENT programme leader)* |
| I give permission for the student to transfer to a new course of study  | YES | NO |
| Tick here | Tick here |
| **Current Programme Leader name:** | **Signature:** | **Date signed:** | **Date effective:** |
|  |  |  |  |
| **SECTION 5: ACADEMIC APPROVAL** *(to be completed by NEW programme leader)* |
| **For Student Visa holders only:** **Please review the Justification Statement in Section 3 above and tick boxes 5a and 5b below:** |
| 5a. I confirm that the new course is connected to the previous course (e.g., part of the same subject group or involves deeper specialisation). | YES | NO |
| Tick here | Tick here |
| 5b. I confirm that the previous course and the new course in combination support this student’s genuine career aspirations. | YES | NO |
| Tick here | Tick here |
| **For ALL students:** |
| I give permission for the student to transfer to a new course of study  | YES | NO |
| Tick here | Tick here |
| Will any of the credits the student has already achieved count towards the new programme? | YES | NO |
| Tick here | Tick here |
| ***If yes****,* complete an ‘APCL Recording Form B for Tutor and Board’ to record this credit and attach to this form. |
| **New Programme Leader name:** | **Signature:** | **Date signed:** | **Date effective:** |

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| **SECTION 6: CHECKLIST FOR NEW PROGRAMME ADMINISTRATION TEAM***(to be completed by the new programme administrator team)* |
|  | **YES** | **NO** |
| Is a DBS check required?If yes, enter below the date the DBS was actioned (date/month/year) | Tick here | Tick here |
| Does the student intend to finish the current year (see section 1)?If no, ensure student has completed a ‘request for a temporary break in study’ form and dormant status has been applied. | Tick here | Tick here |
| Is the student carrying any credits from the previous course (see Section 5)?If yes, please ensure that the Academic has completed and attached the ‘APCL Recording Form B for Tutor and Board’ form. | Tick here | Tick here |
| Will any of the credits the student has already achieved count towards the new programme?*If yes,* complete an ‘APCL Recording Form B for Tutor and Board’ to record this credit and attach to this form. | Tick here | Tick here |
| **Additional checklist for Student Visa holders only:** Please refer to appendix A of the “Overview – Transfers” how to guide for guidance on how to complete this checklist, and only sign below to approve the transfer once you are satisfied the checklist condition are met. If you have any questions, please contactSITCompliance@herts.ac.uk.**Please note P&T will not process any transfer requests for Student Visa holders if this checklist has not been completed and approval signed for below** |
|  | **YES** | **NO** |
| 6a. Is the new programme the same or a higher RQF level? | Tick here | Tick here |
| 6b. What is the new course end date – please enter the date (date/month/year) |  |
| 6c. Can the student complete their new course within the period of their current student visa? | Tick here | Tick here |
| 6d. Is an ATAS certificate needed for the new course? | Tick here | Tick here |
| 6e. Has the student completed the Justification Statement in Section 3? | Tick here | Tick here |
| 6f. Has the new Programme Leader completed Sections 5a&b and signed to approve the transfer? | Tick here | Tick here |
| **New SRA/Programme Administrator name:** | **Signature:** | **Date signed:** | **Date effective:** |
| **If immigration checks 6a,6b, 6c or 6d fail, do not sign for transfer approval, instead please send the form to** **SITCompliance@herts.ac.uk** |

**Please ensure that you email copies of all relevant forms to the previous Administrator using the email addresses below:**

Schools of Business, Education, Humanities and Law DHadmin@herts.ac.uk

Schools of Creative Arts and Engineering, Physics & Computer Science – HHadmin@herts.ac.uk

Schools of Health & Socialwork and Live & Medical Science – ICAdmin@herts.ac.uk

LTIC (inc. UH Online & LTI) - AskUHOnline@herts.ac.uk

CPU (inc. UK & Overseas franchises) - Cpuadmin@herts.ac.uk