

COURSE TRANSFER FORM

This form should be completed by the student in conjunction with the Course Directors of **both** courses. Please note that transfer requires Faculty Office approval. The completed form should be returned as appropriate to:

- | | | | |
|----|-------------|---|------------------|
| a) | Belfast | – | Student Services |
| b) | Coleraine | – | Faculty Office |
| c) | Jordanstown | – | Faculty Office |
| d) | Magee | – | Faculty Office |

FACULTY STAMP

(Please note forms not stamped by Faculty will be returned)

PERSONAL DETAILS

(This section must be completed)

Forename: _____

Surname: _____

I.D Number: _____ DOB: _____

Address: _____

University email address: _____ Personal email: _____

Source of Fees (Self, LEA, Employer etc.) Please specify: _____

Student Support Number if applicable: _____

UCAS/Programme code: _____

PLEASE NOW COMPLETE DETAILS ON REVERSE OF FORM

FOR OFFICIAL USE

Student Administration Only:

Database updated by: _____

Date: _____

CoC submitted if applicable: _____

Fees notified if MOA is amended: _____

REGISTRY STAMP

ORIGINAL COURSE DETAILS

Course Title: _____

Course code & Year: _____ UCAS code: _____

Campus & Faculty: _____

Mode of Attendance: _____

Course Duration: _____

Date of leaving original course: _____

Course Director Signature: _____ **Date:** _____**NEW COURSE DETAILS**

Course Title: _____

Course code & Year: _____ UCAS code: _____

Campus & Faculty: _____

Mode of Attendance: _____

Course Duration: _____

Date of entry to new course: _____

Expected date of completion of new course (e.g June 2015) _____

Please indicate if modules previously completed contribute towards the final award of the new course: Yes/No

Course Director Signature: _____ **Date:** _____

I can confirm the student has been admitted to the course: _____

SIGNATURE OF APPROVALHead of Faculty Administration (or nominee) : _____ **Date:** _____**MODULE DETAILS**

TO BE DELETED		TO BE ADDED	
Module code	CRN code	Module code	CRN code

Student signature: _____ **Date:** _____