

Instructions:

1. This form is to be completed by candidates who wish to transfer from one HDR program to another.
2. Supporting documentation must be submitted with this form. The supporting documentation that is required is outlined in section 2 of the HDR Candidature instruction.
3. The form and supporting documentation must be submitted to the School HDR Administrator in the school of the proposed HDR program.

Section 1. Name and details

Student ID:

Family Name:

Given Name:

Program Name:

Program Code:

School:

Section 2. Proposed program of enrolment

Program Name:

Program Code:

School:

Section 3. Student visa information (international candidates studying in Australia only)

Visa type:

Student

Other:

(Please specify class type and subclass number)

Are you currently covered by Overseas Student Health Cover (OSHC)?

Yes

Provider name:

Membership Number:

Date:

No

Have you been awarded a scholarship or sponsorship?

Yes

No

If you are a sponsored candidate, you must provide an offer letter for the new program to your Sponsor. You will also need to provide evidence of change approval (i.e. Financial Guarantee) before we can process your acceptance and issue you with an eCoE.

Have you attached a copy of the photo page of your current passport to this form?

Yes

No

Important visa information:

- If you are on a student visa and you are changing visa subclasses, you will be required to apply for a new student visa with the Department of Immigration and Border Protection (DIBP). For further information visit www.immi.gov.au
- If your student visa expires before your maximum completion date in the new program, you will need to apply for a new student visa.

Section 4. Declaration (All candidates)

I understand and accept that:

- It is my responsibility to check the website for the fees (where relevant) that apply to the new program/plan. International students: www.international.rmit.edu.au/info/programfees.asp
- The new program/plan fee may differ from the OLD program/plan fee and the NEW program/plan may have a different program/plan structure.
- The University will admit me into the new program/plan detailed on this form and cancel or update my enrolment from my previous Higher Degree by Research program.

- I must enrol into my new program/plan before the relevant census date and if there are any course changes, I will vary my enrolment in line with the requirements of my new program/plan before the relevant census date.
- (International students) by submitting this form nominating my program/plan change, I accept the new program/plan under the conditions of my previous acceptance. If applicable, the university will cancel my previous eCoE and issue me with a new eCoE and I give permission to RMIT University to check my visa status using the Department of Immigration and Border Protection (DIBP) Visa Electronic Verification Online (VEVO) System.
- (International students) I am required to have valid Health Cover for the full duration of my study and that I will be required to extend my cover if the duration of the new program extends past my current cover.
(International students) if I have been awarded sponsorship or scholarship, I will be required to obtain a new letter of approval (i.e. Financial Guarantee) from my sponsor before I am eligible to be accepted into the new program/plan, receive a new eCoE or enrol.

Candidate signature:

Date:

Section 5. School endorsement

Research methods completed in current or previous HDR program: Yes* No

**School must complete submit the [appropriate credit transfer paperwork](#) to the ARG once candidate enrolls in new program*

School will be providing a tuition fee scholarship for the new program: Yes* No

**School must submit a 'partial tuition fee scholarship application'*

Proposed senior supervisor

Name:

Signature:

Date:

Dean/Head of School

Name:

Signature:

Date:

Section 6. School of Graduate Research

Approved by Dean, SGR Yes No

International candidates studying in Australia

Revised maximum completion date:

New offer issued

New eCoE issued

Candidate, supervisors, HDR Coordinator and HDR Administrator will be advised of the application outcome via email once the application has been approved and processed by SGR.