



This form is for current Murdoch Law students wanting to change to another Law course.

If you are not a current Murdoch Law student and would like to transfer into Law

**The Student Centre**

1300 687 3624

[studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au)

## Who can submit this application?

You can submit this form if you are:

- A current undergraduate Murdoch law student in a single Bachelor of Laws wanting to change to a combined Bachelor of Laws/Bachelor of Criminology, Business, Arts, etc. course
- A current undergraduate Murdoch law student in a combined Bachelor of Laws/Bachelor of Criminology, Business, Arts, etc. course wanting to change to the single Bachelor of Laws.

You cannot submit this form if you are:

- Not currently enrolled in a Murdoch undergraduate Law course. Please apply via [MyAdmissions](#).
- A current undergraduate Murdoch law student wanting to change to the Bachelor of Laws (Graduate Entry). Please apply via [MyAdmissions](#).

## Are there any entry requirements?

As you are already a Murdoch Law student, there are no additional entry requirements. The Academic Chair may contact you to meet and discuss an Academic Performance Plan if there are concerns about your current academic performance.

If you are a student visa holder, you will be asked to complete an International Study Plan with your new Academic Chair and proof of your OSHC before a new Confirmation of Enrolment (CoE) is issued.

## When should this application be submitted by?

You will need to submit your application by the processing deadline to be transferred before the start of semester. See the [Changing your course or major page](#) for the deadlines and processing windows.

## How do I submit this application?

Read the full terms and conditions and complete the details on page 2. Save a copy of the document and send it to [studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au) or lodge it via [MyAnswers](#).

## Term and Conditions

- Course, major, co-major and minor combinations for your chosen course are available as per the current [Handbook](#). Your nominated combination must not exceed the total credit points for the course or exceed the maximum allowable combination as per the current Coursework Regulations.
- Unless specified by the Academic Chair, you will be transferred to the current version of the course or major you have requested as per the The Handbook.
- All *completed* Law units (passed and failed) will be transferred over to the new course as Duplicate units. They will impact the GPA and Completion Rate for your new course.
- Any previously completed non-law units will be added to your new course as Advanced Standing if applicable.
- By applying for a course transfer you are acknowledging you understand that the change may:
  - increase your course duration and therefore any related fees.
  - affect your Centrelink benefits, sponsorship or scholarship eligibility, or student visa duration.
  - change the amount of advanced standing awarded to you.
- Applications received after the processing deadline will not be actioned until the next processing window.
- The Academic Chair will review your transfer application to re-assess your advanced standing.

### For Domestic Students:

- Commonwealth Supported Place students are required to complete a new Commonwealth Assistance Form once the course transfer has been processed. This must be completed before the Census Date or your course will be cancelled.

## Term and Conditions (continued)

### For Domestic Students (continued):

- If you are deferring your Student Services and Amenities Fees (SSAF) to an SA-HELP loan you will need to complete the form again under your new course before the Census Date. SA-HELP forms are not automatically transferred to your new course.
- By opting to change course you acknowledge that your Commonwealth Supported fee rate will change to the current fee rate (at time of processing) as per Federal Government legislation.
- Domestic Students will be required to pass at least 50% of units attempted under their current course to maintain access to any Commonwealth Support under the Government's Job Ready Graduate Package. More information on the requirement can be found [here](#).

### For Student Visa Holders:

- After you have applied, and if you are approved, you will be sent an International Study Plan form to complete with your new Academic Chair. This will be used to determine the duration of your new course. Your application will not be processed until a completed International Study Plan has been submitted and you provide proof of OSHC for the duration of the plan.
- You will be issued a new CoE with a different CRICOS code if your application is approved. This will be issued to you by the International Admissions team before the transfer is processed. No action is required by you.
- By opting to change course you acknowledge that your fee rate will change to the [current year's course fee rate](#) (at time of processing).

## Transfer Request

Student Number

Given Names

Surname

I am a:

Domestic student

International Student Visa Holder\*

International non-Student Visa Holder

*\*Student Visa Holders will be asked to complete an International Study Plan with their Academic Chair after submitting this application. The study plan is needed before a new Confirmation of Enrolment can be issued or the transfer processed.*

### Changing FROM:

Course Code:

Course Title:

Primary Major:

Second Major:

Co-Major or  
Minor(s):

### TO:

### Student Declaration:

By submitting this form, I acknowledge that I have read and understood the terms and conditions of this transfer.

Student Signature: (type full name if unable to sign)

Date:

This form is best viewed  
and saved in  
Adobe Acrobat Reader.