nmit
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REQUEST FOR INTERNAL TRANSFER
(International Students Only)

Student Number

This form is for use by international students applying to change their course.

Surname

Given Name(s)

Street Address

Suburb Post Code

Email address

New course requested

Course Name Course Code

Current course

Course Name Course Code

STUDENT - REASON FOR CHANGING COURSE

use back of form if more space is required

Student declaration

- ☐ *I understand that a $200 administration fee applies if I am granted permission to change my course of study*
- ☐ *I understand that a I must pay any additional tuition fees applicable to my new course of study*

Student Signature **Date** D D / M M / Y Y Y Y

Forward this form, together with copies any documentation to support application to:

International Office, Northern Melbourne Institute of TAFE, 20 Otter St. Collingwood, 3066

OFFICE USE ONLY

Transfer approved by: Signature:

- ☐ ***Administration Fee paid***
- ☐ ***Additional tuition fee paid (if applicable)***
- ☐ ***New teaching department notified***
- ☐ ***Original teaching department notified of withdrawal (if applicable)***
- ☐ ***CoEs updated on PRISMS***
- ☐ ***International Office database updated***
- ☐ ***New students list update (if applicable)***

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