

## 1. PERSONAL DETAILS

Student number (8 or 10 digit number)

Title: Dr  Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_ Date of birth (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Given names: \_\_\_\_\_ Family name: \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(PO Box is not acceptable for this address)

JCU email address: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Are you an international student? Yes  No

Has your name changed since you were last enrolled? [If yes, documentary evidence is required] Yes  No

If your application is successful, once you are admitted to your new course you will be required to check and update your personal details through **eStudent**.

## 2. COURSE INFORMATION

### Current course

Course code: \_\_\_\_\_ Course title: \_\_\_\_\_ Campus: \_\_\_\_\_ Year last enrolled: \_\_\_\_\_

Show cause required for this course: Yes  No

### Proposed course

Course code: \_\_\_\_\_ Course title: \_\_\_\_\_ Campus: \_\_\_\_\_ Major 1: Title \_\_\_\_\_

Major 2: Title \_\_\_\_\_

If you have submitted more than one course transfer application, please list the courses below in order of preference:

Preference 1. \_\_\_\_\_

Preference 2. \_\_\_\_\_

Preference 3. \_\_\_\_\_

When do you wish to start study? Study Period \_\_\_\_\_ Year \_\_\_\_\_

Do you intend to study: Full Time  Part Time  Do you intend to study: Internal  External

## 3. ADVANCED STANDING

### Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course at the time the advanced standing application is lodged. If you change course it may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s after the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in after the census date, even if you later receive advanced standing.

**Please turn over to complete your subject details.**

**3. ADVANCED STANDING (CONTINUED)**

STUDENT TO COMPLETE:		OFFICE USE ONLY:									
Subjects undertaken at another institution (if applicable)	JCU subject code for which advanced standing is requested	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted						APPROVING/ASSESSING OFFICER ONLY Indicate option/elective line that this credit is to be applied to (if required)	
				Exempt JCU subject code with credit points (eg BU1010:03)	General: Number of credit points reduced from the course per year level						
					Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
		<b>TOTALS:</b>									

**NOT GRANTED REASON CODES:** ISC – Inadequate support for claim ICR – Insufficient credit remaining IWE – Inadequate work experience QNE – Qualifications not equivalent

**COMMENTS:**

**ASSESSMENT:**

**ACCEPT THIS APPLICATION**       **REJECT THIS APPLICATION BECAUSE:**

Approve advanced standing:

Name of school:

**COMMENTS:**

**CONDITIONS:**

Signature of approving officer: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

Signature of Head of School: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

Signature of Assoc. Dean/Faculty Registrar: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

**FACULTY USE:** Entry requirements met: Yes  No

Statement of reasons required for Admissions: Yes  No

Application entered: Yes  No

Application Assessment entered: Yes  No   
[Type – change of course; Basis of admission – Tertiary]

Advanced standing processed: Yes  No

**ADMISSIONS USE:**

Offer checked (initials): \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer sent  Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 4. DECLARATION

### IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

### INFORMED CONSENT

I understand that:

- James Cook University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- James Cook University will disclose this information to the Department of Education, Science and Training (DEST) for those purposes
- DEST will store the information securely in the Higher Education Information Management System (HEIMS)
- DEST may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEST will not otherwise disclose the information without my consent unless required or authorised by law.

### PRIVACY

I understand that information contained on this form is collected for admission and administrative purposes. Personal information will not be passed on to any other external bodies, other than the Department of Education, Science and Training as outlined above, without my authorisation unless required or authorised by law.

Signature: \_\_\_\_\_ Date: (dd/mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 5. APPLICATION CHECKLIST

Students wishing to change course **MUST NOT** enrol online into subjects under their original course:

If your application is successful, your JCU offer and *Offer Response* form will be sent to your JCU email address. If you decide not to continue with this application, please advise [admissions@jcu.edu.au](mailto:admissions@jcu.edu.au) using your JCU email address.

### Have you:

- completed all details on the *Course Transfer Application – Undergraduate Courses* form, including advanced standing
- attached other correctly certified documentary evidence where applicable (e.g. change of name)
- attached a completed Hepatitis B immunisation form and return it with this application if you are applying for a course offered by the Faculty of Medicine, Health and Molecular Sciences.
- written your name at the top of each page of this form
- read the declaration
- signed and dated this form

## 6. RETURN DETAILS

Please complete and return this form to:

### TOWNSVILLE

[Address to your Faculty Office]  
James Cook University  
Townsville Qld 4811  
Tel: 07 4781 5255

### CAIRNS

Student Enquiry Centre  
James Cook University  
Cairns Qld 4870  
Tel: 07 4042 1000

### JCU BRISBANE

Student Administration  
James Cook University  
349 Queen Street  
Brisbane Qld 4000  
Tel: 07 3001 7800

### JCU SINGAPORE

Student Administration  
James Cook University  
2 Bukit Merah Central  
#03-01 SPRING Building  
Singapore 159835  
Tel: 0011 65 6377 6833

*Incomplete forms or missing documentation may delay the processing of your application.*