



**TRANSFERS BETWEEN TAUGHT PROGRAMMES**

**SECTION 1 - TO BE COMPLETED BY THE STUDENT**

Student ID Number			
First and Middle Names			
Last (Family) Name			
Faculty			
Programme Code (e.g. BA/Hi)		Major Code (e.g. V100)	
Year of Study (e.g. Year 1)		Last Date of Attendance (e.g. 30/09/16)	
Are you suspending studies on your current programme?	YES / NO		
New Programme Code / Title (e.g. BA/Hi / History)		New Programme Major Code (e.g. V100)	
New Programme Year of Study (e.g. Year 1)		New Programme Intended Start Date (e.g. 30/08/2016)	
Are you currently enrolled on an XJTLU 2+2 programme? <i>*If yes, please ensure you have read the additional information on the next page</i>			YES/NO
XJTLU Student ID Number (if applicable)			
Do you require a visa to study in the UK?			YES/NO
Student Signature			
Date			
Upon completion of Section 1 please deliver this form to the School or Department Office for the programme to which you are transferring			

**SECTION 2 – APPROVED BY THE AUTHORISED OFFICER FOR THE NEW PROGRAMME**

I agree to this transfer subject to the approval of the student's current Department and subject to the following conditions, if any. (Please write NONE if the transfer is unconditional).

End date of <b>current programme</b>		End date of <b>new programme</b>	
Is the new course related to the previous course? (i.e. connected; part of the same subject group or involves deeper specialisation)			YES/NO
Does this new course require ATAS?			YES/NO
Conditions (if any)			
Authorised Officer Name		Telephone number	
Signature		Date	
International students should now visit the International Advice & Guidance Team to complete section 3. All other students should return form to their current school for completion of section 4.			

**SECTION 3–APPROVED BY THE INTERNATIONAL ADVICE & GUIDANCE TEAM**

I can confirm that the above student has been given immigration advice by the IAG

Is a new visa required prior to the transfer?	YES/NO		
If a new visa is required, must this be applied for from outside the UK?	YES/NO		
Advisor Name	Signature	Date	

**SECTION 4–APPROVED BY THE AUTHORISED OFFICER FOR THE CURRENT PROGRAMME**

I agree to this transfer.

Authorised Officer Name		Telephone number	
Signature		Date	

### **Advice for ALL students:**

Students should consider the following before transferring their programme of study:

- If you intend to apply for a student loan from the Student Loans Company (SLC) you should contact them to confirm that your funding will continue if you change your course.
- If you are financially sponsored by another source then you should ensure that your financial sponsor will continue to support you if you change your course.
- If you need to suspend your studies as a result of your transfer, this may have an impact on your funding. For International students, suspending studies will also result in your Tier 4 visa being cancelled and you will need to leave the UK for the duration of your suspension.
- The tuition fee for your new course may be higher than your current course

Please note, due to differing entry requirements and availability of places on courses, your transfer request may not be approved.

### **Advice for XJTLU 2+2 students**

Please be advised that transferring to a programme not currently approved as an articulation route between XJTLU and the University of Liverpool would lead to the loss of the XJTLU (Chinese) award. Students would be eligible solely for the Liverpool award. Further information about approved articulation routes is available at: <https://www.liverpool.ac.uk/aqsd/collaborative-provision/xjtlu/> and via the designated link tutor for your programme.

### **Advice for INTERNATIONAL students on a Tier 4 visa only:**

The UK Home Office rules state that if you transfer course, you must be able to finish your new course before your current Tier 4 visa expires.

#### **If you cannot finish your new course before your current Tier 4 visa expires:**

- You must apply for a new visa **before** your transfer request will be processed. This is regardless of when your current visa expires.
- Due to the UK Home Office rules, most visa extension applications now have to be made **from outside of the UK**.
- You should complete and submit this request form, however your transfer request will not be processed until you have made a new visa application.
- You must be prepared to make a new visa application, potentially from outside of the UK, and prepare all the supporting documents you will need for this, including suitable bank statements showing that you have held enough funds in your bank account for at least 28 consecutive days. If your course requires ATAS then you will also need to apply for a new ATAS Certificate.
- For more information on the visa application process please visit the International Advice & Guidance Team and see the advice on their website at: <https://www.liverpool.ac.uk/studentsupport/international/>
- You will need a new CAS statement in order to submit your new Tier 4 visa application, this can be requested by e-mailing [StudentCentre@liverpool.ac.uk](mailto:StudentCentre@liverpool.ac.uk). You should complete and submit this transfer request form and then e-mail to request your new CAS. The Tier 4 Compliance Team may ask for proof of you leaving the UK before your CAS will be issued.
- The Tier 4 Compliance Team will also contact you for proof of your new visa application and only when this proof is received will your transfer request be processed.
- If you need to suspend your studies as a result of your transfer, your current Tier 4 visa will be cancelled and you will need to leave the UK for the duration of your suspension.

(For SAS use only)

For Tier 4 Compliance:	Approved: YES/NO	Date:	
For SAST:	UKVI SMS report required? YES/NO	SMS Done? YES/NO	Date
	Transfer completed by:	Date:	