

**Melbourne School of Engineering**  
**Internal Transfer Application Form**  
**for International Student**  
**Semester 2, 2008**



- This application form is for **currently enrolled international students** who are at the University of Melbourne and who **wish to transfer to the Bachelor of Engineering**. It is **NOT to be used for BE stream change**.

Note: Students who wish to change from one Bachelor of Engineering **stream** to another stream from the group below **should make an appointment with a School course advisor**.

**Streams:**

- *Chemical*
- *Chemical & Bio-molecular*
- *Civil*
- *Mechanical*
- *Electrical*
- *Software*

**NOTE: Generally, there is NO first year entry into double degrees courses\*\* OR degrees listed below:**

Bachelor of Engineering (Management)

Bachelor of Computer Science

Bachelor of Engineering (Mechatronics)/Bachelor of Computer Science

**\*\* Application may be assessed on a case by case basis if students have over 150 points and are already enrolled in one component of the degrees in which they wish to transfer.**

- Please complete this form and submit it to the Engineering Student Centre by **5pm Friday 20 June 2008**. **No late applications will be accepted.**
- Applicants will be advised of the outcome **by email after 11 July 2008**.
- Please return the completed form and all supporting documentation to:

**Selection Officer – Internal Transfer**  
**Melbourne School of Engineering**  
**The University of Melbourne**  
**Parkville, VIC 3010**  
**AUSTRALIA**



#### 4. DOCUMENTATION TO PROVIDE

The following documentation (where applicable) must be attached by all applicants.

1. Applicants who have completed a high school qualification other than VCE must provide certified copies of their results and final score statement.
2. Any relevant supporting documentation regarding your previous academic performance.
3. Completed Course Change Notification Form for international student together with a copy of passport (identification page) and current student visa.

#### 5. DECLARATION

- I declare that the information provided by me is true and complete in every particular.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
- I understand that I may be required to supply originals of all documents used to support this application.
- I understand that I may be required to supply evidence that I meet the University's English language proficiency requirements.
- I declare that I will be able to abide by the University's policy on admission, fees payment and fee refunds, and agree to be bound by any changes in the fee policy introduced since I was last enrolled.
- I understand that the University of Melbourne reserves the right to inform other tertiary institutions if any of the material presented with this application is found to be false.
- I understand that personal information that I have provided may be released to Australian Commonwealth and State agencies under the ESOS Act 2000.
- I understand that the University of Melbourne may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST), and that DEST will collect and store my personal information in the Higher Education Information Management System.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

#### 6. PRIVACY POLICY

The University of Melbourne's Privacy Statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

#### Office Use only

Offer:

Yes / No

Letter Sent:

Yes

Date:

Entered on Merlin:

Yes

Date:

Remark (if any):
