**Arrangements for a student to transfer**

**course or institution**

**Changing to a course at Sheffield Hallam from another university**

If you are studying at another university want to transfer to Sheffield Hallam you can find the courses that we offer on our online prospectus and check how they match your current course. If the course you choose is in similar subject area to your current course, you might be able to use any credits you have gained on your current course to meet our entry requirement or gain advanced standing, perhaps entering a course at the next level rather than starting again from year one. You can contact our admissions office to get more information about our courses and the possibility of transferring.

When you have decided which course you would like to transfer to, you must submit an application to through UCAS to Sheffield Hallam making sure that you state the point of entry at which you would like to join. To assess your application we will need details of the modules that have studied on your current course and the outcomes of any assessments you have completed. We will also expect the reference on your UCAS application to be written by someone who can comment directly on your performance on your current course. It is helpful if you explain your reasons for transferring in your personal statement.

We will only allow you to transfer to the Sheffield Hallam at the start of an academic year. If you do not qualify for the level of entry that you have requested, we may make you an offer to join the course at a lower level.

**Changing from your current course at Sheffield Hallam – to another of our courses or to another course at a different institution.**

If you are thinking about changing course, it is important that you contact your Student Support Adviser or Course Leaders to discuss this further. Changing courses can sometimes be complicated and is sometimes not possible, particularly if you want to transfer in the same academic year or to a course for which you do not meet the normal entry criteria. But, if you decide that your current course isn't the course you wish to continue studying, then we are here to help you.

There are a number of options that might be open to you:

* Transfer to a different course within the same programme area
* Transfer to a totally different course within the Faculty or University
* Transfer to a course at another institution

The transfer may take place immediately or at the end of the current academic year. You may be required to take a break in study during the period between ceasing to study your original course and transferring to a new course depending on the time period involved – this is to make sure that you have the best chance of settling in well to your new course.

**Entry requirements**

If you wish to change course you will still need to meet the entry requirements for any new course and, for the courses which depend on an interview, to be successful at that interview. If you are wanting to change course within Sheffield Hallam check the [online prospectus](http://www.shu.ac.uk/prospectus/), or contact Admissions for details of entry requirements: Admissions Reception, Floor 4 Surrey Building, 0114 225 5533 or email [admissions@shu.ac.uk](mailto:admissions@shu.ac.uk).

**Changing to a course within Sheffield Hallam**

If you want to transfer to a different course at Sheffield Hallam, you should speak to your Course/Programme Leader or your Student Support Adviser; they can be contacted via a Hallam Help Point. You could seek to join a new course the following year or explore the possibility of a transfer to year two of a related course after successful completion of your first year. Your Student Support Adviser will help with these processes and provide you with a Course Transfer Form. Any transfer must be approved by your current course leader and the leader of the course which you wish to join. Please note however if you are wishing to transfer onto a Health related course this does not operate via the standard Course Transfer Form route but follows the UCAS process. Please contact the Admission department for further information.

**Changing to a course at a different institution**

If you want to transfer to another institution, you can look for courses at other universities and it is very likely that similar arrangements will apply to those for transferring to a course within Sheffield Hallam. You should contact their admissions office and ask about the subject you want to study. Check how it matches your current course. You might be able to use any credits you have gained at SHU to boost your points or gain advanced standing, perhaps entering a course at the next level rather than starting again from year one.

If you speak to the new university or college and they agree to consider a transfer into the second or third year of a course, it is most likely that you will need to complete a new [UCAS](http://www.ucas.com/) application, but there are some institutions that prefer direct entrants and there will be different processes depending on the institution.

For applying to transfer to a new university or college in the UK, if they need you to complete a new UCAS application, when you are filling it in, you will be asked which year of the course you are applying for - make sure you state the correct year in this section. If you decide to start afresh at a new university or college in the first year, you will again need to complete a new UCAS application and you will then go through the same application process that you went through the first time you applied. You may wish to explain your reasons for reapplying in your personal statement.

If you are applying to university or college that operates a different entrance process, whether this is in the UK or overseas, please contact your Student Support Adviser in the first instance as they will be able to help and advise you.

**International students: find out how this will affect your visa**

If you are on a Tier 4 General student visa you need to ensure that the course will be completed before your visa expires. If not you must return to your home country to make a visa extension application.

If you are transferring to a course that is shorter than your original course, please seek advice regarding your visa from the International Experience Team.