**Key information about your application:**

* You should complete this form and return it to the School of Biological Sciences as soon as possible, using bto.recruitment@ed.ac.uk, and no later than **Friday 31st May 2024**.
* The data gathered in this form will be used to consider your transfer request. This information will only be shared with staff who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised.
* Please note that transfer requests will be considered on a case-by-case basis, with consideration of your qualifications and academic studies to date, the information contained in your personal statement, and the capacity of the programme at the time of application. Please be aware that requests for transfer cannot always be granted. You can view the requirements to transfer in full here: [edin.ac/39wZcN6](https://edin.ac/39wZcN6)
* You are responsible for ensuring that you understand any funding implications and visa implications associated with your transfer request.
* You will receive an email confirming the outcome of your request once a decision has been made.

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| **Name**  | **UUN (e.g. S1234567)** | **Current Programme of Study and School** |
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| **Current Year of Study** |  | **Length of current programme of study (i.e. 4 or 5 year degree)** |  |

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| **Are you studying in the UK on a Tier 4 or Student Visa?** | **Yes/ No** |
| **If yes, when does your current visa expire (date):** |  |
| **If you have a current Tier 4 or Student Visa, a programme transfer may affect the validity of your Tier 4 or Student visa. By submitting this form you agree to seek timely advice from the Student Immigration Service (****studentimmigration@ed.ac.uk****) and to follow any recommended course of action.** | **Please tick to confirm you will seek immigration advice in relation to your visa:** [ ]  |

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| **Year of study that you would like to transfer to (Year 1, Year 2, Year 3, Year 4)** |  |
| **Title of degree programme you would like to transfer into. For Years 3 and 4 please include the honours programme.** |  |
| **Please list your academic qualifications to date, including subject, qualification type and grade.** |  |
| **The DRPS provides information about the compulsory courses to be taken in relation to degree programmes:** [**www.drps.ed.ac.uk**](http://www.drps.ed.ac.uk) **(ensure you refer to the correct academic year).****With reference to** **the relevant Degree Programme Table, please confirm**: |
| Do you meet all the requirements of the programme you wish to transfer into, for example have you taken and passed all of the courses required to make the transfer? | Yes/ No |
| *If you have not passed all requirements, please indicate details here including listing courses you would need to catch-up on:* |

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| **Personal Statement – Why would you like to transfer** **and how will the chosen degree programme, in combination with your studies to date, help you in achieving your longer-term career aspirations? (Not more than 200 words)**This may include:* Why does the subject interest you?
* Have you been involved in activities that demonstrate your interest in the programme?
* What skills and experience do you have that might help you on your chosen programme?
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| **Outline any circumstances relevant to your transfer request**This may include a brief summary of information on special circumstances you have formally submitted to your School, any outstanding resit assessments you have to complete, or other information you would like the School to take into account when considering your request. You may also want to include a supporting statement from your Personal Tutor.  |
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| **ADMINISTRATIVE USE ONLY** |
| **ADMISSIONS CHECKS (Required if student transferring in year 1 or year 2)** |
| **Does the student meet the typical entry requirements?** | Yes/ No |
| **Is there capacity to accept the student on the Programme?** | Yes/ No |
| **Any specific comments relating to this request from an Admissions perspective:** |
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| **SCHOOL CHECKS** |
| **Is the student in good academic standing?** | Yes/ NoDetails: |
| **Is the student missing any courses?** | Yes/ No Details: |
| **Approved for Transfer?** | Yes/ No |
| **Conditions of Transfer (if any):** |  |
| **If rejected, please summarise reasons:** |  |
| **The following questions are only applicable to Tier 4/ Student visa holders:** |
| **Is the new programme connected to the current visa granted for the student*?***  | Yes/ No |
| **Does the new programme, in combination with the studies to date, support the student’s career aspirations?** | Yes/ No |
| **Briefly state how the new programme relates to the programme for which the student was originally sponsored (if applicable):** |  |
| **Briefly state how the personal statement provided demonstrates that the new programme, in combination with studies to date, will support the student's career aspirations (if applicable):** |  |

**PLEASE NOTE: For approved transfers, a copy of this Form should be uploaded to EUCLID Documents (accessible via the student record).**