Application for an Internal Transfer to a First Year Programme

Please note the following points carefully before you complete this form:

- **Students wishing to transfer between programmes at the beginning of semester one should first check with the Central Applications Office (CAO) to ascertain whether available places are advertised for the programme into which they wish to transfer. In such cases, applications may only be made through the CAO at www.cao.ie**
- **Internal transfers are available only to suitably qualified applicants;**
- **Internal transfers are subject to availability and to the express written permission of the relevant Head(s) of Department. Please ensure Section C of this Form is completed before submission to the Registrar.**
- **This form is for registered first year students seeking transfer into the first year of another programme at Dundalk Institute of Technology (DkIT). If you are seeking advanced entry to a later year, please refer to the Institute's Policy on the Recognition of Prior Learning at: https://www.dkit.ie/registrar/policies/recognition-prior-learning-rpl-policy-practice**

SECTION A

Name………

Student ID Number…………………………………………………………………………………………………….

Mobile Number………………………………………………………………………………………………………..

E-mail address……

Current Programme…………………………………………………………………………………………………

Programme to which you wish to transfer…………………………………………………………………

Applicant Signature…………………………………………………………………………………………………..

SECTION B
Please complete (a) or (b) as appropriate:

(a) Newly registered 1st Year Students seeking transfer between programmes after close of offers of available places through the Central Applications Office (CAO)

I am a new First Year CAO Student seeking transfer to year 1 of another programme after close of offers of available places through the CAO and

Please tick:
   a. I have achieved the Points required for the programme I wish to enter:
   Yes □   **No** □

   b. I meet the programme specific entry requirements:
   Yes □   **No** □

If you cannot tick 'yes' to (a) and (b) above, you are not qualified to transfer.

If you have ticked 'yes' to (a) and (b) above , please ensure Section C of this form is completed by the relevant Head (s) of Department and return this form to the Registrar at DkIT.

Decisions will be advised to applicants by e-mail.

(b) Registered students who have completed the first <u>semester</u> a programme seeking transfer to another programme in the School in which they are originally registered.

I am a registered student and have completed the first semester of a programme at DkIT. I wish to transfer to another programme in the School in which I am registered.

 I have passed all Semester one assessments and examinations
      Yes □   **No** □

I have achieved the Points required for the programme I wish to enter:
      Yes □   **No** □

I have achieved permission from the Head(s) of Department responsible for the programme on which I am currently registered and for the programme to which I wish to transfer.
      Yes □   **No** □

I meet the programme specific entry requirements:
      Yes □   **No** □

If you cannot tick 'yes' to all of the above, you are not qualified to transfer.

If you have ticked 'yes' to all of the above, please ensure Section C of this form is completed by the relevant Head (s) of Department and return this form to the Registrar at DkIT.

Decisions will be advised to applicants by e-mail.

SECTION C
To be completed by the Head(s) of Department in which the applicant is currently registered and the Department to which the applicant wishes to transfer.

Declaration
The applicant is currently registered on …………………………………………………………………………
Programme Title

I, the undersigned Head of Department have been notified of the applicant's intention to

transfer to …….
Programme Title

and I approve/do not approve the transfer.

In the event, that the transfer is not approved, please indicate the grounds for the refusal below:
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Signed:……………………………………………………………
        Head of Department

Declaration by receiving Head of Department if different to above:

The applicant is currently registered on …………………………………………………………………………
Programme Title

I, the undersigned Head of Department have been notified of the applicant's intention to

transfer to …….
Programme Title
and I approve/do not approve the transfer.

In the event, that the transfer is not approved, please indicate the grounds for the refusal below:
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Signed:………………………………………………………

        Head of Receiving Department

For Office Use Only

1.	**Entry Requirements checked**	**Y/N**		
2.	**Entry Requirements met**	**Y/N**		
3.	**CAO Points checked**	**Y/N**		
4.	**Points Awarded**	☐	**Above Required Level**	**Y/N**
5.	**Semester 1 Results checked**	**Y/N**	**Passed**	**Y/N**
6.	**Offer 1st year place**	**Y/N**	**Waivers/Exemptions**	**Y/N**
7.	**Student Record System Updated**			

Programme Updated   **Y/N**
Waivers Updated (where applicable)   **Y/N**

Comments

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Signature _____   **Date**_____