

Applying for Degree Transfer

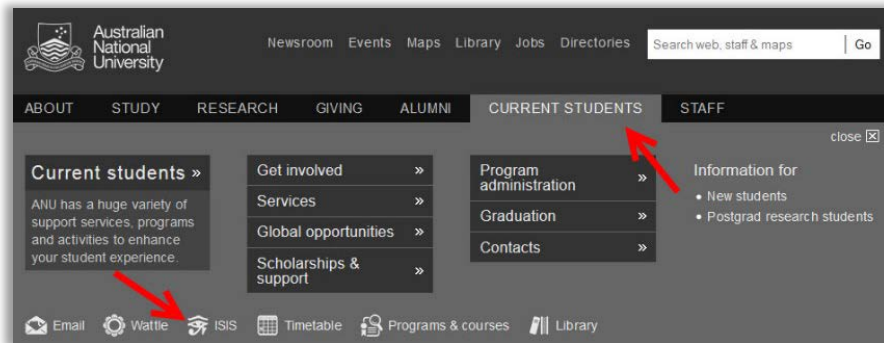
A Guide for Students



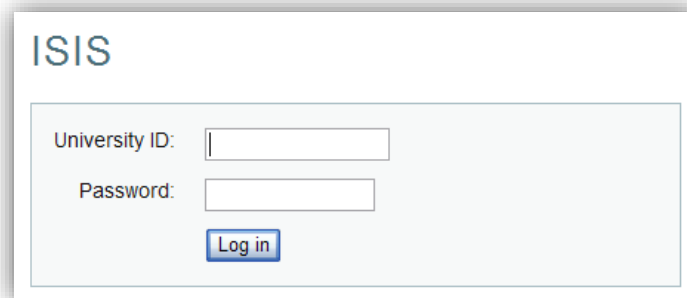
**Australian
National
University**

How to Apply for a Degree Transfer

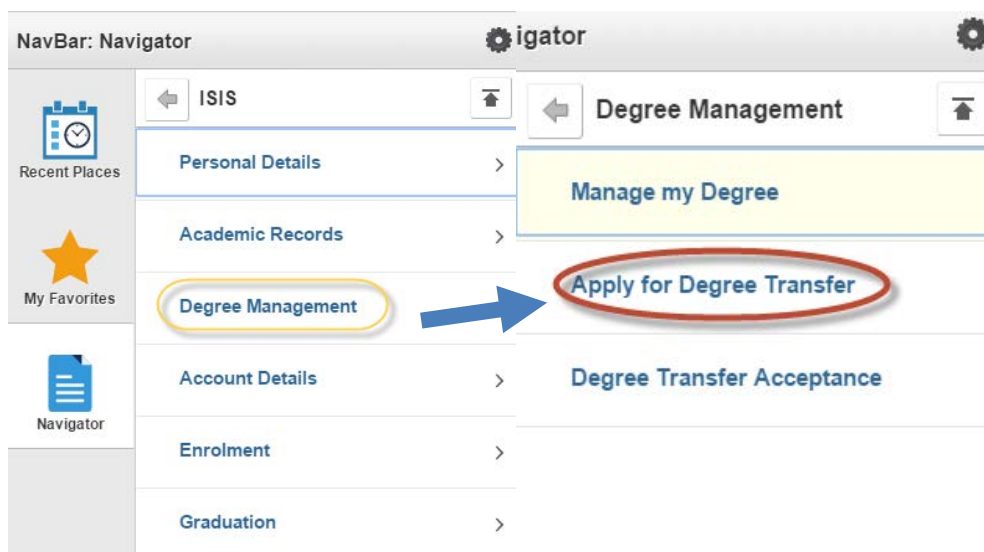
These instructions are for students intending to transfer degrees. Once you have selected your new degree go to the ANU Student Gateway to start: <http://www.anu.edu.au/>
Select **Current Students** and then press the **ISIS** button.



Use the **STUDENT ID NUMBER** and **PASSWORD** given to you to **LOGIN**.
If at any time during your session ISIS times out, you will need to refresh your browser in order to log back in.



Select **Apply for Degree Transfer** using the drop down menu.
This is found by selecting *Main Menu (Compass in top-right of screen) > Navigator > ISIS > Degree Management > Apply for Degree Transfer*



The top of the application will show your current degree.

If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Degree Transfer Options Help

Details of your current degree(s) are shown below. If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Career	Academic Program	Degree
Undergraduate	3600 Bachelor of Science	Bachelor of Science

Select the session that you wish the transfer to take effect from

*Admit Term

Next

Select the Admit Term for your Degree Transfer.

The Admit Term is the semester/session/trimester that you wish to commence studying courses under the new degree. This will only allow you to select the semester/session/trimester for which you are eligible and are currently open for application. If the deadline has passed you will be required to apply for the next available session.

Degree Transfer Options Help

Details of your current degree(s) are shown below. If any details are incorrect, please contact student@anu.edu.au or phone 135ANU (268) for assistance.

Career	Academic Program	Degree
Undergraduate	3600 Bachelor of Science	Bachelor of Science

Select the session that you wish the transfer to take effect from

*Admit Term

Next

Select you would like to apply for a **Flexible Double Degree** options and then select **Next**.

Type in the degree you wish to transfer to in the Search Bar (for example Engineering) and then select Search. Please note if you are currently enrolled in a single degree and would like to add degree component it will give you the option to keep your current degree and add another. If you are currently enrolled in a flexible double degree, it will give you the option to keep one of the degrees if you wish, and then swap the other.

Degree Selection

Degree to transfer

Career	Academic Program	Degree
Undergraduate	3600 Bachelor of Science	Bachelor of Science

Session you wish the transfer to take effect from:
Second Semester, 2016

Do you want to continue in your current degree and add a second degree?

Yes
 No

Search and select your second degree

Degree contains

A list of degrees will appear matching the search. Select the degree you wish to apply for and select next. If nothing appears try broadening your search terms. If you cannot find your desired degree, please contact your Academic College for further information.

Degree Search

Degree Contains

	Academic Plan	Degree
1	AENGI	Bachelor of Engineering (Honours)
2	AENRD	Bachelor of Engineering (Research and Development) (Honours)
3	ASENG	Bachelor of Software Engineering (Honours)

Repeat the previous step for second degree and then select Next.

Review the information at the top of the page to ensure that the degree you are applying for is correct. If you have any further comments you would like to provide you can enter them into the **Comments** section. If you are intending to graduate at the end of the semester/session you are applying to transfer to, you will need to note this in the comment section.

Review and Submit

Your current and new degree(s) are displayed below. Please review your selection carefully. Only one application will be accepted per half year

Degree Transfer

You are currently studying	Program:	3600 Bachelor of Science
	Degree:	Bachelor of Science
You are applying to transfer to	Program:	4750 FDD Engnering or Adv Computing
	Degree:	Bachelor of Engineering (Honours) Bachelor of Commerce
You wish the transfer to take effect from:		Second Semester, 2016

Comments

Please enter any comments regarding this application. Comments are limited to 2000 characters

Student Declaration*	Mark as Read
Correct Information I certify that the information supplied by me on this form is complete and true.	<input type="checkbox"/>
Degree Transfer Implication I have read the information relating to Degree Transfers found at Transferring Between Degrees and understand the implications of transferring including any increased fee liability.	<input type="checkbox"/>
Rules of Degree I understand that if my application is approved the transfer will be processed and I will be bound by the current rules of the degree in the year that the transfer takes effect.	<input type="checkbox"/>

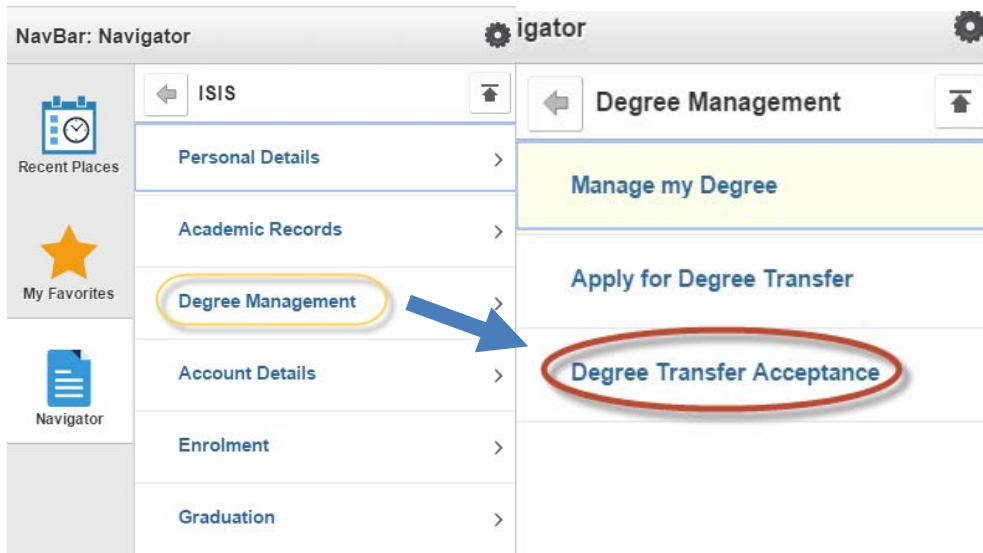
I have read and agree to the above declaration

Once you have made any relevant comments you will need to read and agree to the **Student Declaration** and then select **Submit**. Your application has now been successfully submitted.

How to Accept your Degree Transfer Offer

Once your application has been assessed, you will receive a notification via your student email. If you are successful, you will be able to accept or decline your degree transfer offer through your ISIS account.

Log into your ISIS account and select **Degree Transfer Acceptance** using the drop down menu. This is found by selecting *Main Menu > ISIS > Academic Records > Degree Transfer Acceptance*



An offer will be present for you to accept or decline. Select **Next** to continue.

The top of the offer will show the degree that you have been approved for. Select whether you would like to **accept or decline** your offer and select **Next**.

If you received an email notification and there is no offer to accept, or any of the information is incorrect, please contact Student Central on student@anu.edu.au or 135 ANU (268) for assistance.

Accept or Decline

You have qualified for the offer listed below.

Important to consider: Tuition fees and duration of study may increase as a result of accepting an offer for degree transfer.

Academic Program	Degree(s)
FDD Arts, SocSci, Busn & Sci	Bachelor of Arts Bachelor of Commerce

Accept Decline

Next

Review the offer to ensure all the information is correct and then select **submit**.

Review and Submit

Please confirm your selection below and ensure it is correct before submitting

Accepted	
FDD Arts, SocSci, Busn & Sci	
Bachelor of Arts	✓
Bachelor of Commerce	

[Return](#)

[Submit](#)

Your offer acceptance has now been successfully submitted. You will receive a confirmation email to your student email account as confirmation of your acceptance. Please allow 5 working days for your transfer to be finalised before you enrol into courses for your new degree.

Academic College Contacts for Program and Course Advice

ANU College of Asia and the Pacific

For both undergraduate and graduate students
Student Centre, ANU College of Asia and the Pacific
Room 7013, H C coombs building (9)
E: cap.student@anu.edu.au
T: 6125 3207

ANU College of Arts and Social Sciences

Undergraduate: students.cass@anu.edu.au
Graduate: graduate.students.cass@anu.edu.au
T: 6125 2898

ANU College of Business and Economics

For both undergraduate and graduate students: info.cbe@anu.edu.au
T: 6125 3807

ANU Colleges of Science

Undergraduate

The Science Office is located on Level 2 Building 42.
Appointments with Sub Deans are available Monday 10- 12, Tuesday 2- 4, Wednesday 10- 12, Thursday 2- 4 and Friday 10- 12. Appointments can be made in person at the reception desk or by emailing science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:

For program and course advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au or phone 6125 2809.

ANU College of Engineering and Computer Science

For both undergraduate and graduate students
CECS Student Services Office
N202, CSIT Building (108)
Email: studentadmin.cecs@anu.edu.au
T: 6125 4450

ANU College of Law

For Bachelor of Laws/Juris Doctor Program and Course advice is available from the Sub-Dean,
E: subdean.law@anu.edu.au
T: (02) 6125 3483 to make an appointment

Graduate

Contact the ANU College of Law Student Administration on enquiries.law@anu.edu.au or telephone (02) 6125 3483 for specific program adviser contacts.

If you are receiving errors that are not addressed in this document please contact Student Central at student@anu.edu.au or on 135 ANU (135 268) for assistance.