

**Degree Programme Transfer Application 2022-2023**

Application for degree programme transfer into the School of History, Classics and Archaeology for academic session 2022/2023.

Transfer request forms need to be emailed to [hca-sso@ed.ac.uk](mailto:hca-sso@ed.ac.uk) no later than **24th June 2022** to be considered in June.

Regardless of when you submit your request, final decisions are only made on these requests over the summer vacation when examination results are known. Please be aware that transfers are NOT automatic nor is there any guarantee that requests for transfers will be successful.

The decision on your degree programme transfer application will be confirmed to you on or as soon as possible after the **5th of July 2022** with progression decisions.

Please consult the Important Information on the student intranet at [www.shca.ed.ac.uk/ug-transfers](http://www.shca.ed.ac.uk/ug-transfers)

Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matriculation No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Degree Programme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state the degree programme into which you would like to transfer:

Option 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requests for transfer cannot always be granted, therefore, please provide specific reasons for making this application.

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Changing degree programme may affect your **tuition fees**, **funding arrangements**, and **visa status**.  It is your responsibility to investigate the implications of a transfer and it is assumed that you have made yourself aware of the implications before you submit your application. Please consult:

* Fees and Student Support Team - [fees@ed.ac.uk](mailto:fees@ed.ac.uk)
* Scholarships and Financial Support Team - [studentfunding@ed.ac.uk](mailto:studentfunding@ed.ac.uk)
* Student Immigration Service, concerning visas - [StudentImmigration@ed.ac.uk](mailto:StudentImmigration@ed.ac.uk)
* Your Own Funding body

Transfers between Colleges and any transfers requiring an additional year of full-time study are administered through the College Office. Information about the process, forms and deadlines can be found on the College of Arts, Humanities and Social Sciences Academic Administration webpage, [www.ed.ac.uk/arts-humanities-soc-sci/taught-students/changing-your-programme](http://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/changing-your-programme).

**Office Use:**

**Minor Concessions to be added to Student Record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**