



# BRISBANE PROFESSIONAL COLLEGE

Tel: +61 7 3832 0102 E: [admissions@bpc.edu.au](mailto:admissions@bpc.edu.au)

## Application for student transfer between providers (International)

### Student Information

<b>Family Name:</b>			<b>Title:</b>	
<b>Given Name:</b>				
<b>Middle Name:</b>				
<b>Preferred Name:</b>			<b>USI Number:</b>	
<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Date of Birth:</b>	
<b>Nationality:</b>			<b>Passport Number:</b>	
<b>Telephone Number:</b>			<b>Mobile Number:</b>	
<b>Visa Type:</b>				
<b>Email Address:</b>				
<b>Home Country Address:</b>				
<b>Australian Address:</b>	<b>Building Name:</b>			<b>Unit Number:</b>
	<b>Street Number:</b>		<b>Street Name:</b>	
	<b>Suburb:</b>			<b>Postcode:</b>



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### Emergency Contact

<b>Family Name:</b>	
<b>Given Name:</b>	
<b>Relationship to Student:</b>	
<b>Telephone Number:</b>	
<b>Address:</b>	

### Course Details (Please select the course you want to enrol)

Qualification	
<b>BSB50215 (Diploma of Business)</b>	<input type="checkbox"/>
<b>BSB60215 (Advanced Diploma of Business)</b>	<input type="checkbox"/>
<b>BSB51915 (Diploma of Leadership and Management)</b>	<input type="checkbox"/>
<b>AUR30616 (Cert III in Light Vehicle Mechanical Technology)</b>	<input type="checkbox"/>

<b>Study Commencement Date</b>	
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### Proof of English Proficiency (Certified copies required)

IELTS		TOEFL		Other					
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Test Results									
<b>Listening</b>		<b>Reading</b>		<b>Writing</b>		<b>Speaking</b>		<b>Overall Band Score</b>	



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**Previous Qualifications** (Please attach certified copies of Qualifications in English or accompanied by a translated Statutory Declaration)

Qualification	Name of Issuing Authority	Year of Completion
Year 10 or equivalent		
Year 12 or Equivalent		
Diploma or Equivalent		
Degree or Equivalent		
Other		

### Transfer Details (Existing Provider)

<b>Name of Training Provider:</b>			
<b>Name and Course code of current Enrolment:</b>			
<b>Date of requested release:</b>		<b>Release Letter provided</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Institute contact details:</b>	Phone:	Delegate:	
<b>Have you been enrolled for more than 6 months?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If you have answered No, you will need a Release letter from your current Provider before a Certificate of Enrolment can be issued by BPC.		
<b>Have you completed any units of competency with your previous training provider:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If you have answered Yes, you will need a Statement of Attainment from your current Provider to get the credit transfer for those units.		
<b>Student Signature:</b>		<b>Date:</b>	



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### Office Use Only

#### Enrolment Approval

<b>Student Liaison Officer Name</b>			
<b>Signature</b>		<b>Date:</b>	

<b>Enrolment Checklist</b>		<b>Yes</b>	<b>No</b>
Completed Application for Student Transfer signed and received			
Is the Student 18 years of age or older (if no, application can't be approved)			
Certified copies of Passport and previous qualifications received			
Copy of Australian Visa received			
Is the student been studying with previous provider for more than 6 months (If no, student need to provide release letter from previous provider)			
Is a course vacancy available for the Student?			
Has the Student Liaison Officer approved the application? If Yes, then complete the following – if no, refer the Student to the Student Liaison Officer			
Student up in Job Ready and PRISMS and Letter of Offer prepared and provided to the Student			
Has the letter of release been received from previous provider (if required)			
Invoice for the Tuition fees and course materials issued			
Payment received and Certificate of Enrolment issued			
Date and time for the College Orientation session arranged study commencement date confirmed with Student			
<b>Staff Name</b>			
<b>Staff Signature</b>		<b>Date:</b>	