

**APPLICATION FOR INTERNAL TRANSFER OR READMISSION**

**TO UNDERGRADUATE STUDY**

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| Please complete the relevant sections of this form. This form MUST be emailed to [undergraduate@abdn.ac.uk](mailto:undergraduate@abdn.ac.uk), or be submitted to the Infohub, no later than **15 July for September entry or 15 November for January entry** of the year in which transfer or readmission is being sought.  **If you apply late there is no guarantee that your application will be considered.** |

**Application for: Internal Transfer Readmission**

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| --- | --- | --- | --- | --- | --- | --- |
| Surname: | | | | Forenames: | | |
| Previous Name (if changed): | | | | Student ID: | | |
| Correspondence address: | | | | Date of Birth: | | |
|  | | | |  | | |
|  | | | |  | | |
| Postcode: | | | |  | | |
| Telephone Number: | | | | Email: | | |
| Home Address: (if different from above) | | | | Country of Birth: | | |
|  | | | | Nationality: | | |
|  | | | | If your permanent address is outside the EU and you are currently living in the UK please give the date of first entry to the UK (dd/mm/yy): | | |
| Postcode: | | | |
| Telephone Number: (inc STD code) | | | |
| Previous Degree: (if transfer) | | | | Previous University: (if applicable) | | |
| Degree/subject to which transfer or readmission is sought: | | | | Session and year in which readmission is sought:  **SEPTEMBER/JANUARY** (delete as appropriate) | | |
| State which year of study you want to join (eg year 1, 2 etc): | | | | Year: **20\_\_** | | |
| **FOR OFFICE USE:** | | FEE STATUS: | |  | | |
| **DECISION OF SELECTOR**: UNCONDITIONAL/CONDITIONAL/REJECT | | | | | | |
| **CONDITIONS**: | | | | | | |
| YEAR OF STUDY |  | | DATE OF TRANSFER/READMISSION |  | | |
| OFFER LETTER SENT |  | | OFFER ACCEPTED |  | CONDITIONS MET |  |
| RECOGNITIONS GRANTED |  | | JOINING INSTRUCTIONS SENT |  | DATE NST(1)/NST(2) COMPLETED |  |

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| **FURTHER INFORMATION** |
| Practical experience, study, or employment since leaving School/ University: |
| Intended Career (if known): |
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| IF YOU ARE AN INTERNATIONAL STUDENT PLEASE STATE WHAT TYPE OF VISA YOU WILL BE STUDYING UNDER OR CURRENTLY HOLD[[1]](#footnote-1) |
| **VISA TYPE or N/A** : |

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| **Please state full reasons for your application (continue on a separate sheet if neccesary):**  **DECLARATION:** I confirm that, to the best of my knowledge, the information given on this form is correct and complete.  Applicant Signature ……………………………………………………………………. Date……………………………… |

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| **REFEREE’S REPORT** |
| Should you wish to attach a note of support from your Personal Tutor or other academic please do so on an additional page. This is not compulsory for your application and failure to attach a note of support will not negatively affect your application. |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ID Number |  |  |  |  |  |  |  |  |   This information will only be used to contact you with information on support available for students with disabilities, specific learning differences or long term medical conditions, if appropriate. It will not be available to external bodies or appear on your transcript of records.  **Please tick only one of the following.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | **0** |  | No Disability | |  |  |  |  |  | |  |  | **1** |  | Dyslexia | |  |  |  |  |  | |  |  | **2** |  | Blind/partially sighted | |  |  |  |  |  | |  |  | **3** |  | Deaf/hearing impairment | |  |  |  |  |  | |  |  | **4** |  | Wheelchair user/mobility difficulties | |  |  |  |  |  | |  |  | **5** |  | Personal care support | |  |  |  |  |  | |  |  | **6** |  | Mental Health Difficulties | |  |  |  |  |  | |  |  | **7** |  | An unseen disability e.g. Diabetes | |  |  |  |  |  | |  |  | **8** |  | Multiple Disabilities | |  |  |  |  |  | |  |  | **9** |  | A disability not listed above | |  |  |  |  |  | |  |  | **10** |  | Please provide additional information about support requirements below, if known: | |  |  |  |  |  |   The University of Aberdeen is a charity registered in Scotland, No SC013683 |

1. VISA- If you are an international student and require a Student Visa the onus is on you to check with one of the International Student Advisers that you will be eligible to be issued with a new CAS number or that you are permitted to swap into a new area of study. Any academic offer of readmission/transfer does not guarantee that a CAS will be issued or that your visa will be unaffected. A CAS number is required for a student to be able to apply for a new Student Visa, as any previous Student Visa would have been invalidated at the point of withdrawal. [↑](#footnote-ref-1)