

Undergraduate Internal Transfer Guide



How to apply for internal transfer

- Log into the Student Information System using your Student ID number and FAN password.
- Select 'My Applications' on the tabs bar.

Flinders UNIVERSITY | Student Information System

Welcome Fred Help Log Out

My Details **My Applications** My Commonwealth Assistance My Enrolment My Timetable My Finances My Scholarships My Documents My Exams and Results My Graduation

Personal Details

Address, Phone, Email and Emergency Contact Details

Citizenship and Residency Details

Cultural Details

Disability Details

Parent/Guardian Education Details

> Disability Information

> Problems Changing Details?

> Need Help? Ask Trim

My Personal Details

Your 'Formal Name' appears on official University documents such as transcripts and parchments.
Your 'Phonetic Name' is used to announce you at graduation ceremonies.
Documentary evidence for changes, other than preferred given and phonetic names, must be provided to [Enrolment Services](#), in the Student Centre.

Title	Mr
Given Name	Frederick
Other Names	--
Family Name	Flinstone
Preferred Given Name	Fred
Formal Name	Frederick Flinstone
Phonetic Name	fred-er-rick flint-stone
Date of Birth	--
Gender	Male

[Request a modification to My Personal Details](#)

Log Out | Help

CRICOS Provider Number: 00114A

Applicants are advised they must nominate the preference for each application as only the **first two** will be considered. Instructions on how to do this are detailed later in this document.

[Add New](#) [Change Preferences](#)

To begin the Online Application process click on 'Add New'

1 Check 2 Select 3 Apply 4 Submit

Use the criteria below to search for what you would like to apply for. You can refine the search if there are too many results. When you find what you wish to apply for, click 'Apply'.

Hi Frederick! What do you want to study?

Course Title

All Years

All Attendance Modes

Only Show Available Courses

Search

Cancel

Search for the course you wish to apply for by entering the course title (or part of the name) in either of the two fields indicated. You can search by keywords or a single word (e.g. arts) or the whole degree name.

Click on 'Search'.

The search will return courses available for online applications to commence in the next semester. Note that the system will display all available options (Part Time, Full Time, Internal and External).

Hi Frederick! What do you want to study?

arts

All Years

All Attendance Modes

Only Show Available Courses

Search

To select the course, click on 'Apply'.

B Education (Middle & Secondary Schooling), B Arts - BEDMSSBA

Bachelor Pass

Year	Location	Study Period	Liability	Load	Attendance	
2015	Bedford Park	Course First Half Year	Commonwealth Supported	Full Time	Internal	Apply
<i>01-Sep-2014 - 02-Mar-2015</i>						

			Commonwealth Supported	Part Time	Internal	Apply
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Bachelor of Arts - BA

Bachelor Pass

Year	Location	Study Period	Liability	Load	Attendance	
2015	Bedford Park	Course First Half Year	Commonwealth Supported	Full Time	Internal	Apply
<i>01-Sep-2014 - 02-Mar-2015</i>						

			Commonwealth Supported	Part Time	Internal	Apply
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Bachelor of Arts - Enhanced Program for High Achievers - BAHA

Bachelor Pass

Year	Location	Study Period	Liability	Load	Attendance	
		Course First	Commonwealth			Apply

If the search does not return the expected course, the search can be refined by amending the search criteria and clicking on the 'Search' button again.

You are applying for 'Bachelor of Arts'

1 Check 2 Select 3 Apply 4 Submit

This is a summary of your current application. You can make changes by using the back button at the bottom of the page. Once you are happy with your application, use the 'Proceed with Application' button provided at the bottom of the page to create your application.

Application Summary

Course	Year	Study Period	Location	Load	Attendance	Liability Category
BA Bachelor of Arts	2015	Course First Half Year	Bedford Park	Full Time	Internal	Commonwealth Supported

Students applying for **undergraduate** combined degrees should note that the secondary course will not appear in the listed applications but will be listed as an available course under My Enrolment. Students wishing to combine their degree with the Diploma of Language should submit a request via the [Ask Trim](#) website.

Back to Select a Course

Cancel

Proceed with Application

A summary of the selected course is displayed.

To confirm your selection, click on Proceed with Application.

You can either:

- Click on 'Back to Select a course' to select a different degree
- Click on 'Cancel' to return to the Application Summary page
- Click on 'Proceed with the Application' to go to the following page

If you select 'Proceed with the Application', and then click on 'Cancel & Exit' at a later stage, without completing the application, an incomplete application will be created and will appear in the Application Summary page.

1 Check 2 Select 3 Apply 4 Submit

Please review the requirements of your application and supply the required documents. Once you have completed all the required sections or if there are no requirements to complete, click 'Save & Continue'.

Information
Your application has not yet been saved. To keep your application you can begin providing details below then select the 'Save & Continue' button to submit your application, or select 'Save' to save your application without submitting it. To begin a new application select the 'Back to Select a Course' button or select the 'Cancel' button to exit without saving your application.

Application Requirements

Requirement 1 - Prerequisites

The requirements to undertake this course are:

Year 12: Mathematical Methods or Mathematical Studies

OR

Mathematics Fundamentals A (MATH1701) and Mathematics Fundamentals B (MATH1702) at Flinders or Mathematics 1A (MATH1121) at Flinders

Knowledge of Year 12 Physics is also assumed

Do you meet the pre-requisites for this course?

NOTE: You need to provide at least 1 answer before you can submit your application.

*

Some courses have subject prerequisites as part of the entry requirements. Acknowledgement on whether you meet the prerequisites for the course is mandatory.

Students must select Yes or No from the dropdown list

Requirement 2 - Combined Degrees

This course is available as a combined degree with the courses in the drop-down list below. For further information regarding options for combined degrees, please go to the 'Combined Degrees' webpage at: <http://www.flinders.edu.au/courses/combined-degrees/>

Please select the degree which you wish to nominate as your combined preference from the list below.

COMBINED DEGREE SELECTION:

NOTE: You need to provide at least 1 answer before you can submit your application.

Courses available as a combined degree option will list these in the drop down list. Selection on whether or not you wish to combine the course is mandatory. Click Save & Continue to proceed with the application

Save

Back to Select a Course

Cancel

Save & Continue

1 Check 2 Select 3 Apply 4 Submit

Please review the requirements of your application and supply the required documents.
Once you have completed all the required sections or if there are no requirements to complete, click 'Save & Continue'.

Information

Your application has not yet been saved. To keep your application you can begin providing details below then select the 'Save & Continue' button to submit your application, or select 'Save' to save your application without submitting it. To begin a new application select the 'Back to Select a Course' button or select the 'Cancel' button to exit without saving your application.

Application Requirements

Requirement 1 - Prerequisites

Bachelor of Nutrition and Dietetics - Year 3 Entry

You must have completed 2.0 years of full-time equivalent study with a minimum Credit average in the Bachelor of Health Sciences (Nutrition stream) and have completed the following topics:

- NUTD1000 Fundamentals of Nutrition OR NUTD1108 Nutrition, Physical Activity and Health
- NUTD1105 Food Systems
- BIOL2771 Biochemistry OR BIOL2141 Biochemistry and Molecular Biology
- MMED3933 Biochemistry of Human Disease OR MMED3912 Biochemistry of Human Disease
- MMED2931 Human Physiology OR MMED2927 Human Physiology 2A
- MMED2932 Integrative Human Physiology OR MMED2928 Human Physiology 2B
- NUTD2101 Nutrition Across the Lifecycle
- NUTD2102 Food Products and Preparation
- NUTD2105 Social and Ecological Perspectives on Food Choice

Do you meet the pre-requisites for this course?

NOTE: You need to provide at least 1 answer before you can submit your application.

*

Requirement 2

Statement for BND

Supporting Documentation

You need to provide all documents listed below.

Please upload your statement outlining your interest in food and nutrition - no more than 2 pages

Mandatory

Document Uploads

[Upload a new file ...](#)

Save

[Back to Select a Course](#)

[Cancel](#)

[Save & Continue](#)

Students applying for Bachelor of Nutrition and Dietetics (Year 3 Entry) must acknowledge whether they meet the prerequisites for the course AND must upload a statement in support of their application.

Once those steps have been completed, click on 'Save & Continue'

Application Summary

Course	Year	Study Period	Location	Load	Attendance	Liability Category
BENGCVH Bachelor of Engineering (Civil) (Honours)	2015	Course First Half Year	Tonsley	Full Time	Internal	Commonwealth Supported

Students applying for undergraduate combined degrees should note that the secondary course will not appear in the listed applications but will be listed as an available course under My Enrolment. Students wishing to combine their degree with the Diploma of Language should submit a request via the [Ask Trim](#) website.

Application Requirements

Requirement 1 - Prerequisites

The requirements to undertake this course are:

Year 12: Mathematical Methods or Mathematical Studies

OR

Mathematics Fundamentals A (MATH1701) and Mathematics Fundamentals B (MATH1702) at Flinders or Mathematics 1A (MATH1121) at Flinders

Knowledge of Year 12 Physics is also assumed

Do you meet the pre-requisites for this course?

Yes

Requirement 2 - Combined Degrees

This course is available as a combined degree with the courses in the drop-down list below. For further information regarding options for combined degrees, please go to the 'Combined Degrees' webpage at: <http://www.flinders.edu.au/courses/combined-degrees/>

Please select the degree which you wish to nominate as your combined preference from the list below.

COMBINED DEGREE SELECTION:

Bachelor of Science

Conditions of Application And Applicant Declaration

I agree to the Application Declaration

[Show/Hide Application Declaration](#)

[Back](#)

[Back to Summary](#)

[Submit the Application](#)

An application summary, including any application requirements (eg prerequisites), is displayed.

Students must agree to the Terms & Conditions before finalising the application. Once the checkbox has been ticked, click on 'Confirm the Application'.

Terms & Conditions can be viewed by clicking on the 'Terms & Conditions' link.

Students will be sent an email to their Flinders email account confirming an application has been submitted. If you do not receive an email confirming this you can check the status of your applications in the 'Application Summary' page. If the status of an application states 'Yes' under the heading of 'Incomplete Student Application' you must complete the application so the status changes to 'No' under the same heading. Incomplete applications will not be considered for admission.

To complete your application in the 'Application Summary' page select 'View/Change' which will take you back to the last step in the application process which was not completed. You can proceed with the application steps from there and finalise for consideration.

Nominating/Changing preferences

- 1 Check
- 2 Select
- 3 Apply
- 4 Submit

Thank you, your application has been submitted.

You can select an action to perform from the 'I Want To...' links at the bottom of the page, or you can close this window if you are finished.

You will receive an email in your Flinders email account, confirming your application for admission. This email will confirm your personal information as currently recorded. If your personal details are incorrect, please update them via the 'My Details' tab of the Student Information System.

Confirmation your application has been submitted.

Application Preferences

Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Preference
Current										
02-Sep-2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	
02-Sep-2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	
02-Sep-2014	BAGIS	Bachelor of Applied Geographical Information Systems	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	1
02-Sep-2014	BEDMSSBSC	B Education (Middle & Secondary Schooling), B Science	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	2

Application Summary

Course	Year	Study Period	Location	Load	Attendance	Liability Category
BENGCVH Bachelor of Engineering (Civil) (Honours)	2015	Course First Half Year	Tonsley	Full Time	Internal	Commonwealth Supported

Students applying for undergraduate combined degrees should note that the secondary course will not appear in the listed applications but will be listed as an available course under My Enrolment. Students wishing to combine their degree with the Diploma of Language should submit a request via the Ask Trim website.

To nominate your preferences and finalise your application, click on 'Return to Application Summary'.

Application Status Unassessed

- I Want To ...
- [Print a Cover Sheet](#)
 - [Create a new application](#)
 - [Return to Application Summary](#)
 - [Withdraw my application](#)

Application Summary

Applications via the Student Information System are available for:

- Domestic students applying for internal transfers (Only your first two preferences will be considered);
 - Domestic and international students applying for research higher degrees.
- If you are applying for a research higher degree, please refer to the [research higher degree application information](#) and [scholarship application information](#).

If your application has a status of Not Qualified/Other Offer please check under the 'My Enrolment' tab at the top of the page to see if you have been made an offer into another course.

	Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Incomplete Student Application	Application Preference No
View / Change	18/09/2014	BENGCVH	Bachelor of Engineering (Civil) (Honours)	2015	Tonsley	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	
View / Change	2/09/2014	BAGIS	Bachelor of Applied Geographical Information Systems	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	1
View / Change	2/09/2014	BEDMSSBSC	B Education (Middle & Secondary Schooling), B Science	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	2
View / Change		BA	Bachelor of Arts	1978	Bedford Park	Data Conversion	Semester 1	Full Time	Internal	Admitted	No	
View / Change		BEC	Bachelor of Economics	1974	Bedford Park	Data Conversion	Semester 1	Full Time	Internal	Admitted	No	
View / Change		GDEDP	Diploma in Education (Primary Education)	1979	Bedford Park	Data Conversion	Semester 1	Part Time	Internal	Admitted	No	

[Add New](#) [Change Preferences](#)

In the 'Application Summary' page click on 'Change Preferences' to activate the Preference column. Students must nominate preferences against their online applications. Only the first two preferences will be considered. Preferences can be changed at any time.

Application Summary

Please enter the preference numbers. Note you can only update preferences for those applications whose Application Status is 'Unassessed'.

Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Incomplete Student Application	Application Preference No
18/09/2014	BENGCVH	Bachelor of Engineering (Civil) (Honours)	2015	Tonsley	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	<input type="text"/>
2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	<input type="text"/>
2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	<input type="text"/>
2/09/2014	BAGIS	Bachelor of Applied Geographical Information Systems	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	<input type="text" value="1"/>
2/09/2014	BEDMSSBSC	B Education (Middle & Secondary Schooling), B Science	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	<input type="text" value="2"/>
	BA	Bachelor of Arts	1978	Bedford Park	Data Conversion	Semester 1	Full Time	Internal	Admitted	No	<input type="text"/>
	BEC	Bachelor of Economics	1974	Bedford Park	Data Conversion	Semester 1	Full Time	Internal	Admitted	No	<input type="text"/>
	GDEDP	Diploma in Education (Primary Education)	1979	Bedford Park	Data Conversion	Semester 1	Part Time	Internal	Admitted	No	<input type="text"/>

[Save](#) [Cancel](#)

Once you have entered your preference number for each course, click on 'Save Application Preferences'. Your application has now been

Withdrawing an application

Information System

Nonwealth Assistance My Enrolment My Timetable My Finances My Scholarships My Documents My Exams and Results My Graduation

Application Summary

Applications via the Student Information System are available for:

- Domestic students applying for internal transfers (Only your first two preferences will be considered);
- Domestic and international students applying for research higher degrees.

If you are applying for a research higher degree, please refer to the [research higher degree application information](#) and [scholarship application information](#).

If your application has a status of Not Qualified/Other Offer please check under the 'My Enrolment' tab at the top of the page to see if you have been made an offer into another course.

	Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Incomplete Student Application	Preference
View / Change	18/09/2015	BENGCVH	Bachelor of Engineering (Civil) (Honours)	2015	Tonsley	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	No	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	

From the 'Application Summary' page, select the course application to be withdrawn by clicking 'View/Change'.

Only completed applications can be withdrawn. Applications with a status of 'Yes' under the heading of 'Incomplete Student Application' cannot be withdrawn.

Withdrawn applications will not be considered for internal transfer.

Applicants with incomplete applications will be contacted by the Admissions/Prospective Students Office.

Application Summary

Course	Year	Study Period	Location	Load	Attendance	Liability Category
BENGCVH Bachelor of Engineering (Civil) (Honours)	2015	Course First Half Year	Tonsley	Full Time	Internal	Commonwealth Supported

Students applying for undergraduate combined degrees should note that the secondary course will not appear in the listed applications but will be listed as an available course under My Enrolment. Students wishing to combine their degree with the Diploma of Language should submit a request via the [Ask Trim](#) website.

Application Requirements

Requirement 1 - Prerequisites

The requirements to undertake this course are:

Year 12: Mathematical Methods or Mathematical Studies

OR

Mathematics Fundamentals A (MATH1701) and Mathematics Fundamentals B (MATH1702) at Flinders
or Mathematics 1A (MATH1121) at Flinders

Knowledge of Year 12 Physics is also assumed

Do you meet the pre-requisites for this course?

Yes

Check the details displayed to ensure that the right course has been selected.

Click on 'Withdraw my application'.

Requirement 2 - Combined Degrees

This course is available as a combined degree with the courses in the drop-down list below. For further information regarding options for combined degrees, please go to the 'Combined Degrees' webpage at: <http://www.flinders.edu.au/courses/combined-degrees/>

Please select the degree which you wish to nominate as your combined preference from the list below.

COMBINED DEGREE SELECTION:

Bachelor of Science

Application Status

Unassessed

I Want To ...

- [Print a Cover Sheet](#)
- [Create a new application](#)
- [Return to Application Summary](#)
- [Withdraw my application](#)

1 Check 2 Select 3 Apply 4 Submit

Below is a summary of your application.

Your application has been withdrawn.

A message will be displayed confirming the application has been withdrawn.

Application Preferences

Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Preference
Current										

Application Summary

Applications via the Student Information System are available for:

- Domestic students applying for internal transfers (Only your first two preferences will be considered);
- Domestic and international students applying for research higher degrees.

If you are applying for a research higher degree, please refer to the [research higher degree application information](#) and [scholarship application information](#).

If your application has a status of Not Qualified/Other Offer please check under the 'My Enrolment' tab at the top of the page to see if you have been made an offer into another course.

	Date of Application	Course Code	Title	Year	Location	Liability Category	Study Period	Load	Attendance	Application Status	Incomplete Student Application	Preference
View / Change	18/09/2014	BENGCVH	Bachelor of Engineering (Civil) (Honours)	2015	Tonsley	Commonwealth Supported	Course First Half Year	Full Time	Internal	Withdrawn	No	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	
View / Change	2/09/2014	BA	Bachelor of Arts	2015	Bedford Park	Commonwealth Supported	Course First Half Year	Full Time	Internal	Unassessed	Yes	

The 'Application Summary' page will display the 'Application Status' as 'Withdrawn'.



Contact us

Office of Student Recruitment (option 1)

1300 354 633

askflinders@flinders.edu.au