

## Internal transfer

### Do you wish to be transferred to another place of education within University College Absalon?

According to the Ministerial Order on Admission to and Enrolment on Bachelor's Degree Programmes at University Colleges

#### Guide lines:

You can apply for transfer to another place of education within University College Absalon as long as this is within the same education on which you are currently enrolled.

If your education is divided into modules, you can apply for transfer after the first module. If your education is divided into semesters, you can apply for transfer after the first semester.

Transfer will be possible on the provision of a vacant study place in the relevant educational module/semester of the educational place to which you apply for transfer.

You must fill in the form on internal transfer on page 2 of this document and then send it/hand it in to Study Service at the place of education to which you apply for transfer.

If you apply for transfer immediately before the commencement of a traineeship programme, it may – for practical reasons, be necessary that you take the traineeship programme attached to your current place of education, as it is not always feasible for the new place of education to organise placement at short notice. After completion of the traineeship programme, you can then take classes at your new place of education.

Please note that, when transferring to a new place of education, you will have to apply for SU grants (the State Education Fund) anew.

If you wish to enrol on a different education within University College Absalon, you will have to apply for enrolment on [www.optagelse.dk](http://www.optagelse.dk).

<b>Name:</b>	<b>Study number:</b>
<b>Education:</b>	

<b>Transfer to place of education:</b>	<b>As of, date:</b>
<b>Desired disciplines after transfer (only for student teachers):</b>	
<b>Particular circumstances (e.g. e-learning):a</b>	

<b>If you receive rehabilitation benefit → state municipality:</b>
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<b>Date:</b>	<b>Student's signature:</b>
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## To be filled in by Study Service:

<b>Class placement after transfer:</b>	
<b>Course/discipline placement after transfer (only for student teachers.):</b>	
<b>Enrolled on new class / new disciplines within SIS after transfer as of, date:</b>	
<b>Date:</b>	<b>Case worker at the receiving place of education:</b>
<b>Date:</b>	<b>Reply to the student made by:</b>

