

Course change request information

Please read the following guidance carefully before completing the course transfer request form. Only fully completed forms will be considered. If you require additional for your personal statement, you may attach a separate document.

Are you thinking of changing your course at ARU?

ARU does not normally a change of course unless there is an exceptional reason. Exceptions can only be agreed, within the first three weeks of your course, subject to meeting the academic progression as per UKVI rules. If your request does not meet the criteria, you may have to return home to obtain a new visa overseas.

Eligibility to the Graduate Route

The Home Office introduced the [Graduate route \("post-study work"\)](#) visa, that will allow students to stay and work in the UK after successfully completing their studies. Currently, according to the policy, to be eligible for this visa, you must have the completed degree within the period of your current student permission and for the same course that your CAS was assigned. Therefore, if a student changes their course to something different from what the CAS was assigned for, it is possible that they may not be eligible for the Graduate Route. **Therefore, course changes can only be agreed on an exceptional basis.**

Exceptional Circumstances

To be eligible for a course change, you must provide detailed reasoning for your request. If you require a transfer to our ARU London Campus within the first 12 months of your studies, you must demonstrate that you have the necessary maintenance funds for London courses, held in an account for at least 28 consecutive days.

If you still wish to change course and/or change location, please complete the following form carefully, just as when you originally applied to your course. We require a detailed personal statement (minimum 500 words). Please detail how the new course meets your genuine career aspirations and deeper specialism and why you did not choose this course initially.

What happens when you submit the form?

The Compliance team will liaise with the Director of Studies to determine whether your course change is permissible. Subsequently, we will assess whether the course change meets the academic progression rules outlined in the Student Route guidelines and whether there is a change to your end date. Additionally, we assess if you meet the entry criteria of the course and maintenance requirements, liaising with the International Admissions team.

If the personal statement lacks detail, evidence of maintenance funds and course transfer request form is found to be inadequate, or if the new course fails to demonstrate academic progression, or if there is a change in end date, the course change request may be rejected.

Appealing a decision

Please ensure you regularly check your student email account for updates regarding the decision. If you wish to appeal the decision made regarding the course change, you may submit an additional statement within 5 working days from the date of the unsuccessful request. Appeals are reviewed within 5 working days. In the meantime, you are expected to continue attending your course.

| (UKVI Sponsored) COURSE TRANSFER REQUEST | |
|---|-------------------|
| Name: | Student ID: |
| Current Course: | Requested Course: |
| Have you previously studied in the UK on a Student Visa (formerly Tier 4) Visa? Yes No | |
| <p>Section A: to be completed by student Reason for course change (Min 250 words, use separate sheet if required):</p> | |
| <p>Section B: to be completed if you have previously studied in the UK on a Student Visa (formerly Tier 4 visa): Please state which course you previously studied, the duration and at what level:</p> | |

Section C: to be completed if you are changing to our ARU London campus.

Please provide evidence of sufficient maintenance funds for our ARU London campus, £1, 334 per month for up to 9 months, held in an account for a continuous period of 28 days, consistent with your initial course application. You may attach separate documents to evidence this, if required.