# Schedule for the Campus Transfer Process (excluding students transferring to London)

**Please note** this is a brief summary of the campus transfer process. Any expected timescales are an approximation and may vary depending on staff availability.

- **Submit the Campus Transfer Application Form to UniHelp or Student Office from October to August-** Although we will accept forms throughout the year, it is advised you start thinking about submitting the form from March and ideally no later than July. You will be in a better position to know if you want to/are able to transfer at this time and this should still give you time to get the necessary approvals. The form is available on UniHub or from your local student office.

- **Getting approval of the transfer request from the Campus Programme Coordinator –** We aim to process all requests as soon as possible, however as these need to be approved by the receiving campus programme coordinator, this can sometimes take a few weeks due to constraints on staff time. We will let you know the outcome as soon as possible. Please be reminded that all approved transfers are conditional on you passing your current modules, having no holds on myUniHub and satisfying the immigration requirements of the country.

- **Arranging accommodation –** You may want to look into arranging accommodation once you have your conditional approval for the transfer. We recommend contacting the appropriate campus accommodation/support team as listed on the campus website to consider the options available to you and for them to advise you on the best time to book this.

- **Waiting for publication of your module results –** We will contact you again once your results are published in June and/or September to confirm your transfer.

- **Passing your details on to the new campus-** We will ensure your details are passed onto the campus you are transferring to, so that the staff there can contact you and provide you with the necessary information.

- **myUniHub updated to the local programme/campus-** Once you have passed your modules and you have confirmed to us that you will go ahead with the transfer, your myUniHub account will normally be updated within a few weeks of the Programme Progression Board decisions being published to reflect the campus you are transferring to . Normally UK/EU students who are transferring out of London for just one year will remain on the London programme code, but will have the receiving campus site code added to myUniHub, along with the local modules. All other students will have their campus, programme and modules updated to the new campus.

- **Receiving a confirmation letter-** Once you have confirmed you will transfer, we will also provide you with a confirmation letter within 1 week, which will include your current grades. This may be needed for visa applications (if applicable).

- **Applying for a visa (if applicable)-** The receiving campus will be able to advise you on the process and requirements for applying for a visa. We can advise you of the person/team to contact.

- **Paying your fees-** Once myUniHub has been updated to show you are studying at the new campus, you can pay your fees directly to the receiving campus. Details of how to do this can be found on the website of each campus. The exception to this are London based UK/EU students temporarily transferring overseas for one year, who will continue to pay fees to London either directly or via Student Finance England (SFE). Our Exchanges team will contact you regarding your SFE funding if this is applicable to you.

- **Arrival at new campus–** Ensure you are aware of when the induction programme on campus is and arrive in time for this.

- **Explore the websites-** Make sure you look at the information on the campus websites, as this will include lots of useful information:
  - Dubai- http://www.mdx.ac.ae/
  - Malta- http://www.mdx.edu.mt/
  - Mauritius - http://www.middlesex.mu/

If you have any queries about the campus transfer process, you can contact us via campustransfer@mdx.ac.uk or UniHelp.