

| Student Transfer Policy   |                                    |                |            |
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| Related documents:  |                                    |                |            |
| Documents replaced:   | REG-171-01 Student Transfer Policy |                |            |
| <p><i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i></p> |                                    |                |            |

## 1. Introduction

- 1.1. Transfer means moving from one academic programme to another before the first has been completed. The two programmes may be at different providers. This policy sets out:
- how students who have started programmes at other universities can transfer into SOAS;
  - how SOAS students can transfer to other universities; and
  - how SOAS students can transfer from one SOAS programme to another.

## 2. Transferring to SOAS University of London from another institution

### 2.1. SOAS Regulations

- 2.1.1. SOAS will consider applications for transfer into the second year of its undergraduate programmes, as set out in the *General and Admissions Regulations*.

### 2.2. Process

- 2.2.1. If you wish to transfer into a SOAS programme you should follow the usual application procedures for undergraduate or postgraduate programmes, as set out at <https://www.soas.ac.uk/admissions/>. Please do so as early as possible so that we can consider your application. You will need to show evidence that you:
- meet the entrance requirements for the programme you wish to join
  - have studied on a programme in a similar subject
  - within the last three years, have successfully completed 120 credits at level 4 (first year undergraduate) for transfer into Year 2 of an undergraduate programme
- 2.2.2. There are some programmes that have specific requirements for entry into Year 2 (for example specific pre-requisites). Where these exist they are listed in [How to apply for undergraduate study | SOAS](#).
- 2.2.3. The Admissions team will ask you for any additional evidence and will let you know whether SOAS can offer you a place.

### 3. Transferring from SOAS University of London to another institution

- 3.1. If you wish to leave SOAS permanently before completing your programme, you should follow the instructions at [Withdrawal](#).
- 3.2. If you withdraw from SOAS after completing enough modules to be eligible for an exit award, we will ask the relevant Exam Board to consider making such an award. If an exit award is made, you will receive a certificate and transcript and can use these as evidence if you wish to make an application to another university. You will also be invited to attend a Graduation ceremony.
- 3.3. If you withdraw from SOAS without being eligible for an exit award, you can request a transcript showing any modules or assessments you have completed. If you make an application to another university, they are likely to request this as supporting evidence. See [Transcripts and certificates](#) for details of how to request a transcript.

### 4. Transferring from one programme to another at SOAS University of London

- 4.1. If you are a current SOAS student wishing to transfer to a different programme, you should follow the instructions at [Degree Transfer](#). You can request a transfer at any time during your first year but after the first two weeks of Semester 1, the transfer will not come into effect until the start of the following academic year.
- 4.2. Students who are unable to attend/complete their year abroad or placement year may request to transfer to a non-year abroad/non-placement programme
- 4.3. If a student fails their year abroad/placement element of their programme, they may request to transfer to a non year abroad/placement programme
- 4.4. If you are an applicant who has accepted an offer for a programme, but now wishes to transfer the offer to another programme, you should contact the relevant admissions team (UndergradAdmissions@soas.ac.uk / MastersAdmissions@soas.ac.uk). Admissions can action all requests received by 31 July, before enrolment opens. After enrolment has opened, students will need to follow the instructions outlined in 4.1 above.

### 5. Fees and funding

- 5.1. If you are a SOAS student and you transfer from the programme to which you were admitted – either to another SOAS programme or to a programme at another institution – we may be required to report this to external bodies who are funding your studies. This is the case if you have a loan from the Student Loans Company.
- 5.2. If you leave SOAS before the end of an academic year, you may be entitled to a refund of part of the fees you have paid for that year. The amount will depend on the date by which you tell us that you wish to withdraw: more details can be found at this [Fee refunds and charges](#) page or you can contact fees@soas.ac.uk or [Student Advice and Wellbeing](#) for more advice.

## 6. Student visas

- 6.1. Student visas cannot be transferred between UK institutions. If you are studying with a Student visa and wish to transfer into or out of SOAS, you will need a new CAS to show that you are now being admitted by a different sponsoring university. Please contact [compliance@soas.ac.uk](mailto:compliance@soas.ac.uk) or Student Advice and Wellbeing for more advice.
- 6.2. If you are studying with a Student visa and wish to transfer from one SOAS programme to another, we are required to report this to UKVI. In some circumstances, transfers may be prohibited by the visa rules in place at the time and you should check whether you need a new CAS or are subject to other restrictions before switching course.
- 6.3. Please contact [compliance@soas.ac.uk](mailto:compliance@soas.ac.uk) or Student Advice and Wellbeing for more advice.