

Student Transfer Arrangements

Transfer IN - students transferring to Leeds Trinity University from another university

We consider each request to transfer individually taking account of course availability and entry requirements. Initially enquiries should be directed to the Leeds Trinity University (LTU) Admissions team who can discuss your options with you and provide details on how to apply. Contact LTU Admissions team on 0113 2837123 or admissions@leedstrinity.ac.uk. You will be asked to provide information about your current course of study and the modules you have been taking.

If the request to study is for the same subject it will not usually involve repeating a year, however, if there are significant differences between the course you are leaving and the one you want to study (subjects, modules etc.) you may be advised to repeat a year of study. This is to help you get the most out of your new course.

If you are required to repeat a year, you should ensure that you check and understand how this may affect your student funding. You should contact your student finance company for further information.

If a transfer opportunity is identified, you will be asked to make your application, usually via UCAS (normal UCAS deadlines will apply). Depending on the course you have applied for you may be invited to interview.

Further information concerning transfer arrangements and recognition of prior learning may be found on our website under Key Documents and include:

- [Taught Programme Academic Regulations \(PDF\)](#)
- [Recognition of Prior Learning Procedures \(PDF\)](#)

Transfer OUT - students transferring from Leeds Trinity University to another university

Leeds Trinity University students considering transferring to another institution are advised to discuss their decision and other options with their personal tutor. Following discussion, you may decide that you wish to change your course at Leeds Trinity University rather than moving to another provider.

Your personal tutor and the Student Records team 0113 2837120 or records@leedstrinity.ac.uk can provide further information on how to change course.

If you decide that transferring to another university is your preferred option, you should ensure that you understand the practical and financial implications of changing university - in some cases you may have to repeat a year. The university you are transferring to may request details of your programme and modules studied at Leeds Trinity University – you may access this information via your e:Vision account.

If you require an official transcript of your results obtained thus far, contact the Student Records team by phone: 0113 2837120 or by email: records@leedstrinity.ac.uk .

You should ensure that you complete a withdrawal form, available on the myLTU app, and return the completed form to Student Records by email: records@leedstrinity.ac.uk or visit the Student Information Point in AKLC.

We will inform your student finance company of your withdrawal. We will send you award documentation (where applicable) once your withdrawal has been processed.

Further information for Leeds trinity University students can be found on the myLTU app under the help tile.