



ESCP Business School

Transfer arrangements

(Transfer arrangements under the OfS general ongoing condition of registration F2)

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1. Transferring to ESCP Business School from another institution

For a variety of reasons, you may begin a degree programme at another institution but then find yourself wanting to change course or institution. We welcome applications from students wanting to transfer but there are some things to consider before you apply:

- **Notifying your current institution**
You may want to approach your personal tutor or central support services to discuss your situation and any implications of transferring your studies.
- **Visa implications**
If you are an international student studying on a Tier 4 visa you will also need to seek advice from your institution's immigration team.
- **Student finance**
You will also need to consider any impact on your student finance arrangements and consider such matters as fee differentials between your current and target programme of studies at ESCP.

Please note that not all ESCP Business School's courses accept students wanting to transfer from another institution. Those that do, do so only under specific conditions. Our Bachelor programme only accepts transfer students into its second year and only where 120 U.K. credits or 60 ECTS credits have been accumulated successfully on a high standing programme. Moreover, you will only be accepted on to our programmes if there are places available after current students have been allocated their place.

1a. How to apply

In order to pursue your request for a transfer, you will need to contact the relevant Admissions Department (either undergraduate or postgraduate) on the London Campus. You will be asked to provide the following information as part of your application:

- A recent transcript outlining all modules, courses and assignments completed or being taken as part of the current programme of study and marks received (these would need to be related to the subject you wish to transfer to at ESCP Business School)
- A list of all academic and other relevant achievements to date - in particular your level 3 qualifications (BAC or A Level qualification for example)
- A statement including reasons for requesting entry to ESCP Business School for that particular programme
- Proof of English proficiency
- Satisfaction of our wider admission requirements

Please contact us at:

bachelorklondonadmissions@escp.eu
ukadmissions@escp.eu



2. Transferring from ESCP Business School to another institution

If you are thinking of changing to a different institution, we suggest you speak with your Academic Director or Programme Manager.

Our Programme Administration Department will be able to give information about how to gain certification for the course/modules you have completed and how to exit your programme of studies.

3. Transferring within ESCP Business School to a different degree

If you are currently on a degree programme at ESCP Business School and are thinking about transferring to a different degree programme within our institution, you will need to consult with your Academic Director or Programme Manager in the first instance.

Intra-institutional programme transfers are not automatic as the entry requirements for individual programmes (and campuses) do vary.