Student guidance

Checking an in-progress Programme / Route Transfer request on Portico

This guide covers:

- how to check the status of an in-progress transfer request on Portico.

Visit the Student Programme Transfer webpage for guidance on:

- how to submit a Programme / Route Transfer request on Portico;
- how to view / add a comment or upload a document to an in-progress request;
- how to add information requested by the Student Immigration Compliance team.

Further information and FAQs about Programme / Route Transfers are also available on the Student Programme Transfer webpage.

Checking the status of an in-progress Programme / Route Transfer request

You can check the status of your Programme / Route Transfer request at any time on the **Programme Transfer homepage**, follow the steps below to do this**:**

1. Log into Portico and click on the **MyStudies** tab in the navigation bar.

2. Click **Programme Transfer** within the Change of Circumstances section.

Your **Programme Transfer homepage** will launch and you will see your request in the **In Progress Request** section with details of your request and the status of the request / percentage complete. If any action has taken place on your request since you last checked it (for example, if a staff member has sent you a request to provide further information), the View Request button will be red.
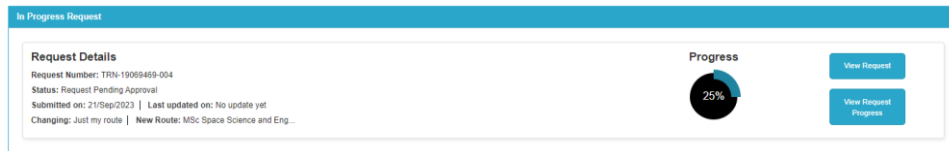
3. Click **View Request** to show the details of your request.

   You can expand the **Additional Documents** and **Comments** sections by clicking on the relevant section of the screen. This will enable you to view any comments or documents that have been added to your request on this screen and you can also add comments or documents if requested. These sections will show with a red border if a new comment or document have been added.

4. Click **View Request Progress** to show the steps complete and the steps remaining on your request.

   The request stages are:
   - Request submitted (25%)
   - Pending department approval (25%)
   - Department approved (50%) / Department approved with conditions (50%)
   - Pending faculty approval (50%)
   - Faculty approved (75%) / Faculty approved with conditions (75%)
   - Pending Visa Compliance approval (if applicable) (75%)
   - Visa Compliance approved (if applicable) (90%)
   - Request approved (pending processing) (90%)
   - Request complete (100%)