Student guidance

Submitting Programme / Route Transfer requests on Portico

This guide covers:

- how to submit a Programme / Route Transfer request on Portico.

Visit the [Student Programme Transfer webpage](#) for guidance on:

- how to check the status of an in-progress 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](#).

Submitting a Programme / Route Transfer request

1. Log in to [Portico](#) and click on the **MyStudies** tab in the navigation bar.

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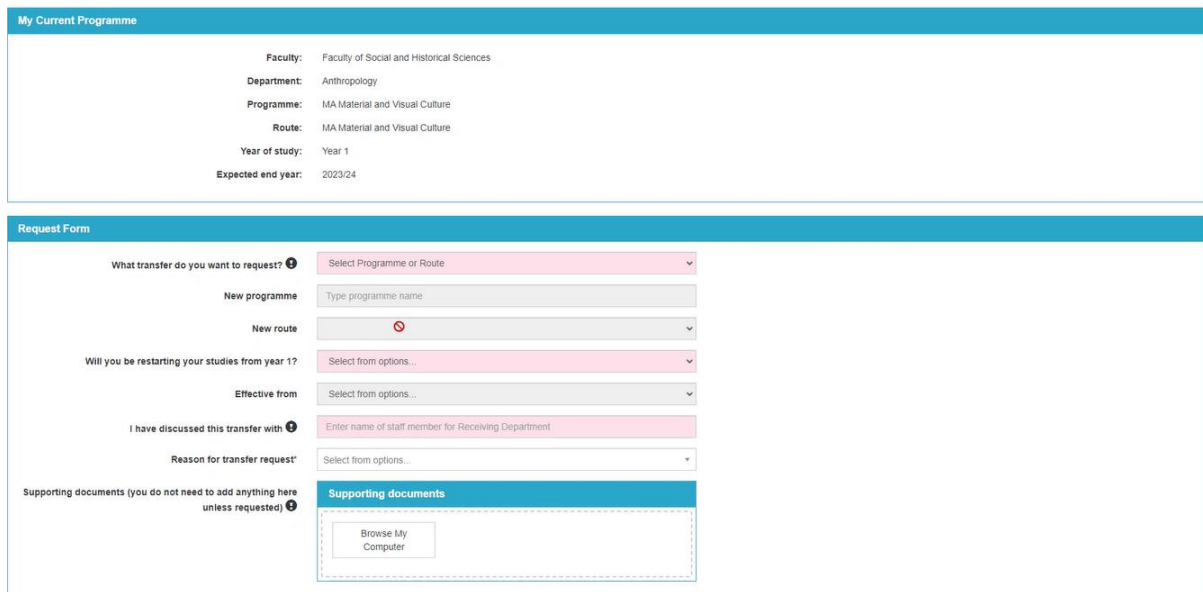

   Your **Programme Transfer homepage** will launch showing any in-progress and historical requests as applicable. Note that you will not be able to submit a new request if you already have a request in-progress.

3. Click the **Programme Transfer Request** button in the New Requests section.
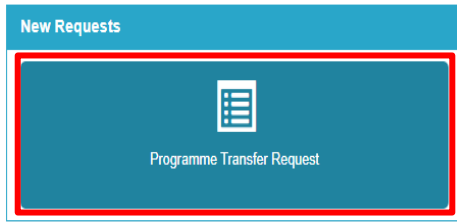
4. The **Before you get started** checklist will launch.

   Ensure that you have completed the actions listed and if so, select **Yes** and then click **Continue** to launch the **Request Form**.

5. Complete the **Request Form**. You do not need to upload any documents at this stage – you will receive an email request after submitting the form if any supporting documents are required. Contact your department if you are unsure how to complete any parts of the form.

6. Click **Confirm**.

7. The **Request Details** screen will launch showing a summary of your request – check that the details are correct.

   If you need to make any amendments, click **Back** to return to the **Request Form**.

   If the details are correct and you wish to proceed, click **Submit**.

> **Attention!** Submitting this form does not guarantee that your Programme / Route Transfer will be approved: you will remain enrolled on your current Programme / Route until your transfer request has been approved and processed.

8. The **Request Submitted** screen will launch once you have successfully submitted your request. You will also receive an autogenerated confirmation that your request has been submitted from <autoreplystudentrecords@ucl.ac.uk>.

9. Click **Exit** to return to the **Programme Transfer homepage** where your request will now show in the **In-Progress Request** section. You can check the status of your request on this page at any time and you will also receive email notifications at the following points in the process:

   - When you submit your request;
   - When a decision has been made (approved, conditionally approved or declined);
   - If further information is required to support your request;
   - If your request is withdrawn;
   - When an effective date for your request is confirmed.

> Once you submit your transfer request, it will be reviewed by the Department / Faculty that you have requested to join. You should receive a decision from this Department / Faculty within 10 working days or they will let you know if they cannot make a decision within this time.
>
> If there are any Visa / ATAS requirements linked to your request, the Student Immigration Compliance team will also review your request and contact you if they require supporting documents.