

# International Student Compliance

## Release Request

International student visa holders wanting to transfer to another education provider within the first six months of commencement in their principal program at UNSW require approval.

**Important Note:** A release request does not automatically lead to a grant of a release and approval is subject to assessment.

### INSTRUCTIONS

This form is to be used to request a Release from UNSW **only** by those students who cannot access the [Online Request form](#) or are under the age of 18.

Please complete this application form, send to [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au) and attach the following:

1. A valid unconditional offer letter from a CRICOS-registered provider at the same AQF level or higher (conditional offer accepted where the only condition is requiring a release from UNSW), and
2. A personal statement explaining the reason(s), and
3. Documented evidence supporting your reasons. If you are applying on Compassionate and Compelling grounds, please have the authorising professional complete the [Professional Authority form](#).
4. **If under the age of 18,**
  - a. Your parent or legal guardian must sign both your Release Request form and your personal statement.
  - b. A confirmation that your new education institution accepts responsibility for approving your accommodation, support and general welfare arrangements must be provided.
5. If you are sponsored by a government, a letter from your government sponsor confirming that they support the change.
6. If you are on a packaged offer, a copy of your up-to-date transcript or the final academic transcript and the final attendance certificate.

UNSW will not grant a release if:

- you do not have a valid unconditional offer.
- you have an outstanding debt to UNSW. Debts include all fees, loans, library fines, and blocks.
- your academic progression status is suspended or excluded.
- you discontinued or withdrew from your principal program or breached other mandatory or discretionary visa conditions.
- your transfer is considered detrimental.
- you have not provided documentation and a personal statement to support your reasons for a release.

When your release has been approved, you will then be advised to discontinue your program via myUNSW. Please **DO NOT** discontinue prior to receiving approval of your release request.

Applications may take up to **TEN (10) working days** to be processed.

## SECTION 1: PERSONAL DETAILS

Family Name:	Given Name:
Student ID:	Date of Birth: ____/____/____ (dd/mm/yyyy)
Email:	Contact Phone Number:
Program Name:	Program Code:
Term Commenced Program*: _____ * e.g.: Term 1, 2022	Are you on a packaged offer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Sponsored Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you studied at UNSW Global? <input type="checkbox"/> UEEC <input type="checkbox"/> Foundation

## SECTION 2: DETAILS OF NEW EDUCATION PROVIDER

Education Provider:	_____
Course Name:	_____
Start Date:	____/____/____ (dd/mm/yyyy)

## SECTION 3: REASON FOR TRANSFER *Check reason(s)*

- ☐ Course academically unsuitable or unable to achieve satisfactory progress at current course level.
- ☐ You are in receipt of a packaged COE and have not met the entry requirements for your principal course.
- ☐ Compelling and/or Compassionate grounds (upload the attached [Professional Authority form](#) ).
- ☐ Reasonable expectations about the course are not being met.
- ☐ Misled by UNSW Sydney or an education agent or migration agent regarding the course.

## SECTION 4: ENDORSEMENT *Please check and sign*

- ☐ I have attached a valid offer letter.
- ☐ I have attached a personal statement describing the reason(s) for a release request.
- ☐ I have attached documented evidence for each reason(s).
- ☐ I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information supplied.
- ☐ I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application.
- ☐ In signing this form, I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

**Student signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Under 18 Years old: your parent or legal guardian **MUST** sign below:

**Parent/Legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Application forms not signed by the **student** and where applicable not signed by **Parent/Legal Guardian** will not be accepted

