



Release Request Form

Instructions: This form is only applicable to international student visa holders who intend to transfer to another registered education provider in Australia, before completing six months of the principal course at the University of Sydney. **Before completing this form, please read pages 2 and 3 carefully.**

University of Sydney Identification (SID) Number:	
Family Name:	Given Name:
Date of Birth: (dd/mm/yyyy)	<input type="checkbox"/> Please tick if you are under 18
Mobile number:	Email:
Current Australian address:	
Course Package: (Please tick one if you are a packaged student.)	<ul style="list-style-type: none">• Centre for English Teaching (CET)• University of Sydney Foundation Program (USFP)
Principal course of study*:	

*Principal course of study: The final course in your package which you have been issued an electronic Confirmation of Enrolment (eCoE).

Please tick one of the reasons below for your Release request:

- ☐ The final CET/USFP results do not meet the entry requirements for the principal course of study.
- ☐ Government sponsor considers the change to be in the student's best interest and has provided written support for the change (for details, please refer to the *Required documents* section).
- ☐ Other reasons: Please provide a personal statement with a detailed explanation.

Student declaration:

By signing this form, I declare that:

- All the information I provided is true and not misleading.
- I have read and understood the International Student Release Information.
- I give my consent to the University of Sydney to verify the information and documents I have provided with the issuing agency or institution and to check my visa status and conditions on the Visa Entitlement Verification Online (VEVO).

Student's Signature: _____ **Date:** _____

Under 18 students: If you are under 18 years of age at the time of the request, your parent or legal guardian **must** sign your statement and complete the section below:

Parent's/legal guardian's name:	Relationship to student:
Parent's/legal guardian's phone number:	Parent's/legal guardian's email:
Date:	Parent's/legal guardian's signature:

Please email a completed form and supporting documents to esos.compliance@sydney.edu.au



International Student Release Information

Background

[Standard 7 - Overseas student transfers of the National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) restricts transfers for students who have not completed six months of the principal course. Providers are required to have a documented policy and process for assessing release requests during the restriction period.

The University of Sydney's requirements for international student visa holders seeking permission to transfer to another education provider during the first six months of their principal course are specified in the [International Student Change of Provider Policy 2025](#).

A release will not be granted if

- The new course at the new provider is at a lower [Australian Qualifications Framework](#) (AQF) level than the original principal course at the University of Sydney, e.g. from a Master's course (AQF level 9) to a Graduate Diploma course (AQF level 8).
- The transfer would result in a breach of the student visa conditions.
- You have provided a fraudulent document to the University or its pathway providers, have a misconduct process underway or have been found guilty of misconduct.
- You have withdrawn or discontinued your studies to return to your home country.
- Your request does not meet the requirements for a release to be granted consistent with the [International Student Change of Provider Policy 2025](#).

Required documents

A release request will only be considered if you have provided a completed Release Request Form and the following required documents:

- A copy of a valid and unconditional offer of admission from a CRICOS-registered provider;
- A **SIGNED** personal statement explaining the reason(s) including any supporting evidence;
- A copy of the identification page of your current passport;
- If you are sponsored by a government, a letter from your government sponsor confirming that they support the transfer.
- If you are under 18 at the time of the request:
 - Your parent or legal guardian must sign **both** your Release Request Form and your personal statement.
 - If you are not being cared for in Australia by a parent or suitable nominated relative, you must also provide documentary evidence indicating that your new education provider will accept responsibility for approving your accommodation, support and general welfare arrangements as required by [Standard 5 of the National Code](#).
- Additional supporting documentation for CET/USFP packaged students:
 - Your current CET/USFP attendance certificate and transcript or
 - Your final CET/USFP attendance certificate and transcript, if you have completed the English/foundation program.

Important notes:

- A release will not automatically be granted. The release request is subject to assessment under the [International Student Change of Provider Policy 2025](#).
- A release request cannot be processed if:
 - You have an outstanding debt to the University (debts include all fees, loans, and library fines);
 - You have not attached all the required supporting documents.
- The release requests may take up to 10 working days to process from the date a complete application has been submitted. Please retain a copy of the completed application for your records.

Useful links:

- [International Student Fee Refund Policy 2017](#)
- [Department of Home Affairs, Genuine student requirement](#)