



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, prior to 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)	Centre for English Teaching (CET) <ul style="list-style-type: none"> <input type="radio"/> Direct Entry Course (DEC) <input type="radio"/> Intensive Test Preparation (ITP) course
	University of Sydney Foundation Program (USFP) <ul style="list-style-type: none"> <input type="radio"/> Standard Program <input type="radio"/> Intensive Program <input type="radio"/> Extended Program <input type="radio"/> Higher Achievers Preparation Program (HAPP)
Principal Course*:	

*Principal course: the final course in your package that you have been issued with 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 student's best interest and has provided written support for the change (for details, please refer to the *Required documents* section)
- Other: Please provide a personal statement with 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 2020](#).

A Release will not be granted if

- The new course at the new institution is at a lower Australian Qualifications Framework (AQF) level than the original principal course at the University of Sydney e.g. from a Master course (AQF level 9) to a Graduate Diploma course (AQF level 8);
- Your transfer request would result in a breach of the student visa conditions;
- The University of Sydney withdrew its offer of admission due to the submission of fraudulent, incomplete or inconsistent documents with your application for admission or if you did not meet your attendance requirements (for packaged students), obligations or other key provider requirements;
- You have withdrawn or discontinued your studies to return to your home country;
- Your request does not meet the conditions for release in accordance with the [International Student Change of Provider Policy 2020](#).



Required documents

A release request will only be considered if you have provided a completed Release Request Form and supporting documents and been assessed eligible under the [International Student Change of Provider Policy 2020](#). Supporting documents may include the following:

- 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 [certified 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, your new education provider must confirm it will accept responsibility for approving your accommodation, support and general welfare arrangements in accordance with [Standard 5 of the National Code](#).
- Additional supporting documentation for CET/USFP packaged students:
 - **CET students:** attach a copy of your current CET attendance certificate and if you have completed the English course, the completion certificate and final transcript;
 - **USFP students:** attach a copy of your up-to-date USFP transcript and if you have completed the foundation course, the final academic transcript and the final attendance certificate.

Important notes:

- A release request does not equal a release approval and is subject to assessment;
- 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. Please retain a copy of the completed form for your own records.

Useful links:

- [International Student Change of Provider Policy 2020](#)
- [International Student Fee Refund Policy 2017](#)
- [The National Code 2018 Standard 5 – Younger overseas students](#)
- [The National Code 2018 Standard 7 – Overseas student transfers](#)
- [Department of Home Affairs, Genuine temporary entrant requirement](#)