



International Student Release Information

This form only applies to international students holding a student visa for:

- A 'packaged offer' for the University of Sydney's Foundation Program (USFP) OR a Centre for English Teaching (CET) Program, where entry to a University of Sydney for study of principle course will follow,

OR

- Current international students who are applying to study at another registered education provider in Australia within the first six (6) calendar months of the principal course at The University of Sydney.

NOTE: A release letter is not required for students who have studied more than six (6) calendar months of their principle course at the University of Sydney.

A Release Letter cannot be issued if:

- Your request is to transfer to a course or an education provider not participating in the Streamlined Visa Processing (SVP) scheme. **Full list of providers:**
<https://www.immi.gov.au/Business/Pages/education-providers/streamlined-visa-processing-arrangements.aspx>
- You have an outstanding debt to the University (debts include all fees, loans, and library fines);
- The University of Sydney determines that the transfer would be detrimental to the student's future study plans;
- The new program of study is at a lower academic level than the original program packaged with the University of Sydney (e.g. from a masters-level to a graduate-diploma-level course);
- The gap between the last day of your current course and the commencement date of your new course is greater than 8 weeks. If the gap is greater than 8 weeks but you have decided to return to your home country before commencing your new degree, your release letter will be issued 8 weeks before your new course commencement date.
- 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, obligations or other key provider requirements;
- You have not attached all necessary supporting documents;
- You have withdrawn or discontinued your studies to return to your home country.



A Release Letter Request Supporting Documents list:

An application for a release letter will only be considered if you have completed the Application for Release Letter Form, determined eligible under the International Student Change of Provider Policy and attached the following supporting documents:

- a copy of your new offer letter from another education provider (the alternative course must be an SVP-eligible provider);
- a separate statement (A4, typed and signed) providing the reason(s) for your Application for Release Letter form;
- a copy of the identification page from your current passport (which must be valid);
- a letter of approval from your government/other sponsor supporting the proposed transfer (applicable for sponsored students only);
- if you are under 18 years of age at the time of request, please attach:
 - written confirmation that your parent or legal guardian supports the transfer and guarantees that adequate welfare arrangements are in place;
 - OR
 - if you are not being cared for in Australia by a parent or a suitable nominated relative, the valid offer letter also needs to confirm that the registered provider will be accepting the responsibility for approving your accommodation, support and general welfare arrangements.
- additional supporting documentation to be provided if you have been issued a 'packaged offer':
 - **CET students:** if you have completed the course, attach a copy of your final CET results and completion letter;
 - OR
 - **USFP students:** if you have completed the course, attach a copy of your final USFP results and completion letter.

Important note: an application for release is not automatically approved. International students who wish to change their education providers or change to a new course must maintain enrolment in an SVP-eligible course (or package of courses). Failure to do so may result in a cancellation of your visa by DIBP.

Processing timeframe: applications may take up to ten (10) business days to process. For Release Letters to be collected by a third party, the applicant must provide written authorization. Please retain a copy of the completed form for your own records.

Further information:

- International Student Change of Provider Policy
<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2014/356&RendNum=0>
- Refund information for students undertaking their principle course at the University of Sydney
<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2012/250&RendNum=0>
- The National Code, Part D, Standard 7 – Transfer between registered providers
<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx>
- The National Code, Part D, Standard 5 – Information for younger overseas students
<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD5.aspx>



Application for Release Letter Form

Instructions: This form is to be used to request a release letter from The University of Sydney's packaged or principle course program. It is important to read the International Student Release Information (pages 1 and 2) before completing this form.

University of Sydney Identification (SID) Number: _____

Family Name: _____ Given Name: _____

Date of Birth: (DD/MM/YY) _____ ☐ Please tick if you are under 18

Mobile number: _____ Email: _____

Current Postal Address: _____

Current enrolment status: ☐ University of Sydney student,
Course name: _____

Package offer provider: ☐ Centre for English Teaching (CET) ☐ University of Sydney Foundation Program (USFP)

Please provide a reason for your Release Letter request; you **MUST** attach a separate statement explaining your reasons for requesting a release from your principle course (A4 page, must be typed and signed) with other supporting documents.

- ☐ unable to meet The University of Sydney's academic or English language requirements;
- ☐ government/other sponsor considers the change to be in student's best interest (attach a letter of transfer approval from your sponsor);
- ☐ other: explain in detail in your attached letter.

Student declaration: I have read and understood the International Student Release Letter Request Information. I certify that the contents of this application are true and correct and that all required documentation is attached.

Student's Signature: _____ Date: _____

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

- ☐ student will be cared for by a parent or a suitable nominated relative;
- ☐ if the student is not being cared for in Australia by a parent or a suitable nominated relative, their offer letter from another provider must confirm that the provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements.

Guardian's signature: _____ Date: _____

Print name: _____ Relationship to student: _____

Mobile number: _____ Email: _____

Please complete and forward this form and supporting documents to the above address or email io.compliance@sydney.edu.au