

## Application for Suspension and Discontinuation

I wish to apply for: ☐ Suspension of Candidature ☐ Discontinuation of Candidature (tick as appropriate)

**General Information:** Requests to vary candidature must be made at least **ONE WEEK BEFORE** the Census Date in the relevant Semester: **31 March** (for changes to Semester 1 or the full year) and **31 August** (for changes to Semester 2).

Please obtain your Supervisor's and Head of Department's recommendation before you return the form to the Faculty of Science.

Coursework students will be withdrawn from Units of Study upon submission of this form to the Faculty Office.

**Scholarship Holders:** Research students holding a scholarship should note that they must notify the Scholarships Office of any periods of absence.

**International Students:** As full-time study is a requirement for all International students who hold an Australian Student Visa, the International Office is required to notify the Department of Immigration and Multicultural Affairs (DIMA) within 14 days of your ceasing studies, either as a Suspension or as a Total Discontinuation. **If you are applying for a Suspension for one semester for either medical or extenuating compassionate reasons, and you can provide appropriate supporting documentation, DIMA may permit you to retain your student visa.** If you intend leaving Australia during the period that you have suspended your studies, please contact the closest DIMA office (131 881) to make an appointment to confirm your visa status prior to departing. If you are suspending your studies for any other reason you will need to apply for another visa to resume studies. Please email [compliance@io.usyd.edu.au](mailto:compliance@io.usyd.edu.au) if you need further advice as to how your Suspension will affect your student visa. The Faculty will notify the IO when your request has been assessed. PLEASE NOTE: this may take up to 2 weeks, depending upon when you submit the form.

### SECTION A: (to be completed by the candidate)

Degree: \_\_\_\_\_ Current Attendance Status: ☐ Full-time or ☐ Part-time

SID: \_\_\_\_\_ Student Status: ☐ Local or ☐ International

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_

### SECTION B: (to be completed by candidates applying for a suspension of candidature)

Length of suspension: ☐ One Semester ☐ Two Semesters

Commencement of Suspension (semester, year): \_\_\_\_\_ Recommencement of Study (semester, year): \_\_\_\_\_

### SECTION C: (to be completed by the candidate)

Reason for Request: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: (to be completed by Postgraduate Coordinator)**

The request is ☐ Supported ☐ Not Supported (tick as appropriate)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>RETURN THIS FORM IN PERSON, VIA MAIL, OR FAX TO:</b>	
Postgraduate Section Faculty of Science Carslaw Building F07 University of Sydney NSW 2006	<b>Faculty Of Science Counter Hours:</b> Mon to Thurs: 10am-4pm Friday: 10am- 1pm  <b>Telephone</b> +61 2 9351 3021 <b>Fax</b> +61 2 9351 4846 <b>email</b> info@science.usyd.eu.au

**SECTION E: (to be completed by Associate Dean/Dean)**

The request is ☐ Supported ☐ Not Supported (tick as appropriate)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_