



RELEASE LETTER REQUEST FORM



For international students on student visas

Personal Information

Student ID No.

Family Name or Surname

Given Name(s)

Current Postal Address

Phone Number

IMPORTANT INFORMATION: CONDITIONS AND STUDENT DECLARATION

As per the *ESOS Act* and the *National Code of Practice*, the University can only provide students with a release letter when the student satisfies **ALL** of the following conditions:

- A. Student is seeking to move to another educational institution permanently;
- B. Student has not completed 6 months of their primary course;
- C. Student is transferring to a Streamlined Visa Processing (SVP) eligible provider **and** course;
- D. Student meets the criteria for release outlined in the International Student Transfer Assessment Policy and Procedures (available at: https://guard.canberra.edu.au/policy/policy.php?pol_id=3165); and
- E. Student has no outstanding debts.

You can apply for a release letter if you meet the above conditions and submit (please tick all boxes):

- This release letter request form;
- An offer letter from a SVP eligible provider, for a SVP eligible course¹ (Note: this applies only to if your visa was granted after 24 March 2012 to study an SVP eligible course at the UC); and
- Evidence of meeting the criteria for release as per the University's International Student Transfer Assessment Policy and Procedures.
- I have read the above conditions and understand and accept them (please tick this box)

Signature:

Date of application:

Please note: Incomplete applications cannot be processed. Applications will be processed within 10 working days and applicants will be informed of the outcome via student email . Questions about release applications can be referred to international.compliance@canberra.edu.au

1. Information about SVP eligible providers and courses (generally bachelors, masters, PhD/doctorates) is at [SVP Arrangements - List of Eligible Providers](#).