International student visa holders transferring to another education provider within the first six months of the commencement of their student visa, are required to provide the education provider they are transferring to with a Release Letter from UNSW Australia.

**INSTRUCTIONS**
This form is to be used to request a Release Letter from UNSW only by those students who cannot access the Online Request Form - https://iaro.online.unsw.edu.au/online_statements/os_login.main

Please complete this application form and attach a copy of your new offer letter and submit to Student Development International (SDI) (John Goodsell Building (F20), Ground Floor, fax to 9385 6369 OR scan and send by email to international.student@unsw.edu.au.

**Please Note:**
If you are **UNDER 18** years of age, you MUST have consent from your parent or legal guardian to transfer to another education provider. Please contact SDI for further information.

If you require a third party to collect the letter on your behalf, you must submit a third party authorisation form (https://student.unsw.edu.au/third-party-authorisation) in person to SDI with two forms of photo ID.

**Release Letters cannot be issued if:**
- You have not attached a copy of your new offer letter.
- You have any outstanding debt to the University. Debts include all fees, loans, library fines, and blocks.
- Your request to transfer to another education provider does not comply with DIBP policy (http://www.immi.gov.au/Study/Pages/changing-courses.aspx)

On receiving your application, an International Student Advisor will assess the request.

**PLEASE NOTE:**
You will be contacted by an International Student Advisor and you may be required to attend an interview.

Applications may take up to **FIVE (5) working days** to be processed.
SECTION 1: PERSONAL DETAILS

Family Name: 
Given Name: 

Student ID: 
Date of Birth: ___/___/___ (dd/mm/yyyy) 

Email: 

Program Name: 
Program Code: 

Semester Commenced Program*: 
* eg: Semester 1, 2014 
Are you a Sponsored Student?:
☑ Yes ☐ No  
Are you on a package offer?:
☑ Yes ☐ No 
Have you studied at UNSW Global?:
☑ Foundation Program ☐ Institute of Languages  
Contact Phone Numbers (day): 
(other): 

SECTION 2: DETAILS OF NEW EDUCATION PROVIDER

Education Provider: 
Course Name: 

Proposed date of commencement: ___/___/_____ (dd/mm/yyyy) 
Is this course eligible for streamlined visa processing?:
☑ Yes ☐ No 
Reason for transfer: 

SECTION 3: COLLECTION/POSTAGE DETAILS

☐ Collect at Student Development International (for third party collection please refer to instructions above). Letters will only be held for collection for a period of four (4) weeks from the date of being processed. After this time you will need to re-apply. 

☐ Post to this address: ____________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION 4: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied.

I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application.

In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student signature: __________________________________________ Date __________________

Are you under 18 years old? ☐ Yes ☑ No  *If YES, your parent or legal guardian MUST sign below:

Parent/Legal Guardian: ______________________________________ Date __________________

Application forms not signed by the student and where applicable not signed by Parent/Legal Guardian will not be accepted.