

International Student Compliance

Release Request

International student visa holders wanting to transfer to another education provider within the first six months of commencement in their principal program at UNSW require approval.

Important Note: A release request does not automatically lead to a grant of a release and approval is subject to assessment.

INSTRUCTIONS

This form is to be used to request a Release from UNSW **only** by those students who cannot access the [Online Request form](#) or are under the age of 18.

Please complete this application form, send to international.grs@unsw.edu.au and attach the following:

1. A valid unconditional offer letter from a CRICOS-registered provider at the same AQF level or higher (conditional offer accepted where the only condition is requiring a release from UNSW), and
2. A personal statement explaining the reason(s), and
3. Documented evidence supporting your reasons. If you are applying on Compassionate and Compelling grounds, please have the authorising professional complete the [Professional Authority form](#).
4. **If under the age of 18,**
 - a. Your parent or legal guardian must sign both your Release Request form and your personal statement.
 - b. A confirmation that your new education institution accepts responsibility for approving your accommodation, support and general welfare arrangements must be provided.
5. If you are sponsored by a government, a letter from your government sponsor confirming that they support the change.
6. If you are on a packaged offer, a copy of your up-to-date transcript or the final academic transcript and the final attendance certificate.

UNSW will not grant a release if:

- you do not have a valid unconditional offer.
- you have an outstanding debt to UNSW. Debts include all fees, loans, library fines, and blocks.
- your academic progression status is suspended or excluded.
- you discontinued or withdrew from your principal program or breached other mandatory or discretionary visa conditions.
- your transfer is considered detrimental.
- you have not provided documentation and a personal statement to support your reasons for a release.

When your release has been approved, you will then be advised to discontinue your program via myUNSW. Please **DO NOT** discontinue prior to receiving approval of your release request.

Applications may take up to **TEN (10) working days** to be processed.

SECTION 1: PERSONAL DETAILS

Family Name:	Given Name:
Student ID:	Date of Birth: ____/____/____ (dd/mm/yyyy)
Email:	Contact Phone Number:
Program Name:	Program Code:
Term Commenced Program*: _____ * e.g.: Term 1, 2022	Are you on a packaged offer? ☐ Yes ☐ No
Are you a Sponsored Student? ☐ Yes ☐ No	Have you studied at UNSW Global? ☐ UEEC ☐ Foundation

SECTION 2: DETAILS OF NEW EDUCATION PROVIDER

Education Provider:	_____
Course Name:	_____
Start Date:	____/____/____ (dd/mm/yyyy)

SECTION 3: REASON FOR TRANSFER *Check reason(s)*

- ☐ Course academically unsuitable or unable to achieve satisfactory progress at current course level.
- ☐ You are in receipt of a packaged COE and have not met the entry requirements for your principal course.
- ☐ Compelling and/or Compassionate grounds (upload the attached [Professional Authority form](#)).
- ☐ Reasonable expectations about the course are not being met.
- ☐ Misled by UNSW Sydney or an education agent or migration agent regarding the course.

SECTION 4: ENDORSEMENT *Please check and sign*

- ☐ I have attached a valid offer letter.
- ☐ I have attached a personal statement describing the reason(s) for a release request.
- ☐ I have attached documented evidence for each reason(s).
- ☐ 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 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** _____

Under 18 Years old: 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

