



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:

- You have an outstanding debt to the University (debts include all fees, loans, and library fines);
- 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);
- Your request to transfer would result in a breach of the student's mandatory or discretionary visa conditions;
- 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 the required supporting documents;
- You have withdrawn or discontinued your studies to return to your home country.
- Your request does not meet the conditions for release in [the International Student Change of Provider Policy](#)



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 the updated **FIRM** offer letter from another education provider;
- A separate personal statement (A4, must be **SIGNED**) providing the reason(s) for your Application for Release Letter form; as well as a written consent that the University of Sydney may contact the new registered provider to confirm your Firm Offer details;
- A copy of the identification page from your current and valid passport;
- 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 the 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 firm 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:** attach a copy of your current CET attendance certificate or completion certificate if you have completed the course;
 - OR
 - **USFP students:** attach a copy of your up-to-date USFP transcript or final academic transcript if you have completed the course, and also attach the final attendance certificate

Important note: an application for release is not automatically granted and is subject to meeting the approval process.

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=PDOC2017/438&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 Australian Residential Address: _____

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

Package offer provider: ☐ Centre for English Teaching (CET)

☐ University of Sydney Foundation Program (USFP)

Please tick one of the reasons below 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: Provide details/explanation in your statement letter.

Student declaration: By signing this form, I declare that 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 the required documentation are 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 esos.compliance@sydney.edu.au