



Please email this form directly to [enrolments@unswglobal.unsw.edu.au](mailto:enrolments@unswglobal.unsw.edu.au)

## REQUEST TO TRANSFER TO ANOTHER EDUCATION PROVIDER

International student visa holders wanting to transfer to another education provider should complete this form. You will be emailed the outcome of this request.

SECTION 1: PERSONAL DETAILS		
Family Name:	Given Name:	
Contact Phone Numbers (day):	Email Address:	
Student ID:	Date of Birth: ____ / ____ / ____ (dd/ mm/ yyyy)	
Current Address: _____		
<input type="checkbox"/> I am under 18 and have seen a Student Adviser		
<input type="checkbox"/> UNSW Foundation Studies <input type="checkbox"/> Academic English Programs		
Course Enrolled (eg: Standard / Std Plus / FEEC / UEEC Term / Intake / Year (eg: Term 1/2018, C+/2018)    Class		

SECTION 2: REASONS FOR TRANSFER
<p><b>Please select reason(s) for requesting to transfer to another education provider. Please tick and attach supporting evidence and/or a separate statement supporting the reason for transfer. UNSW Global will grant a release if it is in your best interests and where you can demonstrate one or more of the following:</b></p> <p>You will be reported to Department of Home Affairs because you are unable to achieve satisfactory course progress at the level you are studying, even after engaging with UNSW Global's intervention strategy.</p> <p>You have sufficient evidence of Compassionate or Compelling Circumstances and this evidence can justify a change of provider.</p> <p>UNSW Global fails to deliver the course as outlined in the Offer Letter.</p> <p>You have provided evidence that your reasonable expectations about your current course of study are not being met.</p> <p>You have provided evidence that you were misled by UNSW Sydney or UNSW Global or an education agent regarding UNSW Sydney or UNSW Global or its course of study is therefore unsuitable to your needs and/or study objectives.</p> <p>An appeal (internal or external) on another matter results in a decision or recommendation to release you</p>

SECTION 3: CHECKLIST (tick when applicable)
<input type="checkbox"/> I have attached a copy of my new offer letter.
<input type="checkbox"/> I am a sponsored student, I have attached my sponsor's approval for my withdrawal and transfer.
<input type="checkbox"/> I am under 18, I have already provided parent/guardian signature to approve my withdrawal and transfer.
<input type="checkbox"/> I have an outstanding debt to UNSW Global or UNSW, I have provided payment evidence.

**DECLARATION:** I declare that the information provided by me is true and complete. I understand that UNSW Global will inform the Department of Home Affairs that I am no longer a student of UNSW Global PTY LTD.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Student's signature                      Parent/Guardian (if student is under18)

OFFICE USE ONLY		
Received by:	Date:	Sufficient evidence attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		

- If you are a UNSW Academic English Program student with a package offer to UNSW please complete the form at this link <https://student.unsw.edu.au/release-letter>
- For more information refer to the **Transfer Between Providers Policy** on the UNSW Global website under <https://unswglobal.unsw.edu.au/about/esos>