Transfer Education Provider & Release Letter Application Form

For use by international students.

Before completing this form you must refer to the University of Tasmania’s International Student Transfer Request Policy. A Cancellation of CoE & Withdrawal from Course Form will also need to be completed when you submit this form.

SECTION 1 – personal details
Student no.__________________________________
University email address __________________________
Family Name___________________________________
Given Name____________________________________
Date of Birth____________________________________
Mobile Phone___________________________________
Mailing address__________________________________

SECTION 2 – please list all courses you are seeking to transfer from (including those at other education providers eg. TAFE)

COURSE 1
Code ___________________________
Name ______________________________________

COURSE 2
Code ___________________________
Name ______________________________________

COURSE 3
Code ___________________________
Name ______________________________________

Agent Name__________________________________

OFFICE USE ONLY
Date application received _____________________________

☐ Release letter approved ☐ Release letter rejected

SECTION 3 – additional documentation (please tick ☑)

Release letters are only provided to students in limited circumstances in line with the University’s Transfer Between Education Providers for International Students Policy and Guidelines. There is additional documentation that must be provided in support of this application.

☐ A Letter of offer from the new education provider (all students).

☐ Personal Statement outlining reasons for transfer (all students).

☐ Evidence of Compelling or Compassionate circumstances (if applicable).

☐ Evidence of engagement with the University’s support services (if applicable).

☐ Written support from government sponsor (if applicable).

☐ Written support from parent/guardian (for students under 18 years of age).

☐ Evidence that the University of Tasmania has cancelled/ceased to offer the accepted course (if applicable).

SECTION 4 – student declaration

I declare that in signing this application I understand that if my application to transfer education providers is approved:

- I will have my current, and any future Confirmation of Enrolments (CoEs) at the University cancelled.

- I will withdraw from my courses and units at the University.

- If a refund is due to me it will be payable in accordance with the University’s refund policy, which I will apply for in writing.

- My student visa may be affected and I will contact the Department of Immigration and Border Protection and inform them of my change in circumstance.

Compliance Officer signature _____________________________
Date _____________________________

Student signature _____________________________
Date _____________________________

Submit this form to: international.compliance@utas.edu.au, or through an International Student Adviser.