Request for Letter of Release

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Student Details

First Name: _____ Last Name: _____ Date: _____

Student Number: ☐☐☐☐☐☐☐ Program: _____

Address: _____ Contact Phone No: _____

Country of Birth: _____ Date of Birth: _____

Agent: _____

Name of Institution for transfer request: _____

Program starting date: _____

How did you become aware of the other provider: _____

_____

What are your reasons for requesting to transfer: _____

_____

Please note you MUST attach a 'Letter of Offer' from new Provider to this Request Form

If you are an ELICOS student you must also attach a copy of the Language Centres Withdrawal Letter

If you are a sponsored student it is your responsibility to ensure that you have your sponsors approval to transfer from the University. Please attach a copy of your sponsor approval letter. Your Letter of Release will not be processed until this has been provided and you must have a current Financial Guarantee.

Please Note: If you have an outstanding debt to the university your request will not be processed.

By signing this form, you are agreeing to withdraw as a student from the University of Newcastle, effective **5 working days** from the date of this application. If you change your decision after the request has been processed you will need to reapply to International Admissions to return.

International Students Requesting Transfer to Another Institution Procedure can be found at: *http://www.newcastle.edu.au/policy/000842.html*

Signed: _____ Date: _____

Return this completed Request Form to ESOS Student Compliance Unit, Student Services Centre, Callaghan.

OFFICE USE ONLY	
CHECKLIST: **Hub Staff** ☐ NSI - Need outstanding debt cleared before accepting request (or current Financial Guarantee if Sponsored) ☐ Form completed and signed ☐ Letter of offer from new Provider attached ☐ Withdrawal from ELICOS letter attached (if in ELICOS) ☐ If a sponsored student the Sponsor's transfer approval is required	CHECKLIST: **ESOS Student Compliance Unit** ☐ NSI or Financial Guarantee (current) ☐ Drop Enrolment ☐ VDIS or ☐ WAPP ☐ SCV - ☐ Letter of Release ☐ PDF and Email Letter to Student Email
ESOS Student Compliance Unit	☐ Approved ☐ Not Approved
Signature:	Comment:
Position:	Date: