



UTS Insearch Student ID Number						

Application to Transfer to Another Provider (International Student)

Date of Application (DD/MM/YYYY):

Scholarship Student? Yes No If you are a scholarship student, written approval is required from your sponsor when submitting this application.

Family Name:

Given Names:

Date of Birth (DD/MM/YYYY):

Unit No: Street No:

Street Name:

Suburb: Postcode:

Telephone: Mobile:

Email:

I. Reason for Transfer:

1. _____
2. _____
3. _____

*A detailed statement must be provided to support your release request.

II. Document Checklist:

Please provide the following documents to support your request:

- A completed Application to Transfer to Another Provider (International Student) form
- A signed personal statement detailing reasons for the transfer
- Supporting documents for the reasons stated
- A copy each of current visa and passport
- An offer letter from the new provider

III. Conditions:

1. You should continue to attend classes, submit assignments and attend exams etc. until you have received a written approval for your transfer request. Failure to do so may impact on your visa and future studies.
2. You agree that UTS Insearch may contact any institutions for document verification, including medical records.
3. You agree that to make an informed decision about your release request, assessing staff require full access to all documents provided to Academic Advisers and other staff.
4. An application for release does not guarantee the grant of release. UTS Insearch will assess and reply to this request in writing within ten working days from the date of submission of all required documents and information. Failure to provide adequate documents may result in further enquiries from Insearch, thus delaying the process.
5. Please be aware that cancelling your enrolment may affect your student visa.
6. If you are under 18 years of age, your parent or guardian must also sign this form (in the case of guardian, proof of guardianship is required to assess your request).

Student Signature:

Date (DD/MM/YYYY):

Parent/Guardian Signature:

For students under 18 years of age
*Homestay hosts are not permitted to sign as parents or guardians.

Date (DD/MM/YYYY):

Lodging this form along with other supporting documents

Email (preferred lodgement method) to: studentcentre@insearch.edu.au

In Person: UTS Insearch
Ground Floor, 187 Thomas Street
Sydney NSW 2000
Australia

OFFICE USE ONLY

Application received by: _____

Date received (DD/MM/YYYY):

Student under 18 years of age?

 Yes No