

REQUEST FOR LETTER OF RELEASE



This form is for **International students** who require a release letter (*Letter of Release*). Please refer to the relevant section in the [Student Handbook](#) when completing this form

PERSONAL DETAILS

Family Name	<input type="text"/>	Student ID	<input type="text"/>
Given Name	<input type="text"/>	Course	<input type="text"/>
Contact No.	<input type="text"/>	Email	<input type="text"/>

REASON FOR REQUEST

Details / Notes
(Reason for the request)



International students can only be issued a *letter of release* in specific circumstances

DETAILS OF TRANSFER

Provide details of the course and institution (education provider) to whom you intend to transfer

Course Name	<input type="text"/>		
Name of Institution	<input type="text"/>	Commencement Date (dd/mm/yyyy):	<input type="text"/>

ATTACHMENTS

Where applicable, attach / submit the following to / along with your request



Copy of a valid **Offer of Enrolment** from institution you wish to transfer into



Other evidence supporting your request

Signature: (or guardian if under 18)	<input type="text"/>	Date (dd/mm/yyyy):	<input type="text"/>
---	----------------------	-----------------------	----------------------

STUDENT ADMINISTRATION USE ONLY

Outcome of Request	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Approver	<input type="text"/>	Date	<input type="text"/>
Entered in PRISMS	<input type="checkbox"/>	Entered in Avantis	<input type="checkbox"/>	Date Received	<input type="text"/>	
Student sent <i>Notification and Release Letter</i>	<input type="checkbox"/>	COS Number	<input type="text"/>			