

Change of residency status notification form

From domestic to international status

ADM17-V07/09

This form is to be used by domestic students who have changed to any temporary visa status (including a student visa). This change is to be recorded with the University and will result in the student's university fee and residency status being changed from domestic to international.

Students who have changed from an APRV (Australian permanent residency visa) to Australian citizenship (or vice versa) do not need to complete this form, but should provide a certified copy of their Australian citizenship documentation to any Student Services counter.

Students who have changed from international to domestic status by obtaining an APRV should use the 'Change of residency notification form – From International to permanent resident (domestic) Status'.

Students are advised to bring in their passport and any other supporting documentation when submitting the form so that a certified copy of the passport, visa and any documentation may be taken.

General information

You must notify Monash University of your change in visa status within 14 days of the change. Any changes that occur prior to your units' census date will affect your fee status for those units. If the change occurs after your units' census date, your fee status will not be affected until the following teaching period. There are different census dates for units in various teaching periods but the most common unit census dates are as follows

Semester one units	31 March
Semester two units	31 August
Full year units	30 April

For further details on closing dates, please visit:

<http://www.adm.monash.edu/service-centre/forms/>

The key date to determine the change in status is the date of the visa grant as indicated on the visa label affixed to the passport. Note: the change of status will **not** be applied retrospectively for previously completed semesters.

Fees

Students changing from domestic to international status will be charged the current year's fee rate applicable to commencing international students in that course. This may result in an increase in tuition fees.

Further information on fees for international students can be found at:

<http://www.monash.edu.au/fees/course-fees/internatfullfee.html>

Lodging of applications

Berwick, Clayton, Caulfield, Gippsland, Parkville and Peninsula campuses

Section A of this form should be completed by the student and submitted to any Health, Wellbeing and Development office.

Monash College

Section A of this form should be completed by the student and submitted to the Monash College Administration Office.

Privacy statement

The information on this form is collected for the purposes of verifying your current visa status and amending your student residency status and fees. If you do not complete all questions on this form it may not be possible for the status change to be processed. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: privacyofficer@adm.monash.edu.au

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID number

Tracking number _____



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Section A Applicant details

I hereby notify the University that my residency status has changed from domestic to international on the basis of the general conditions set out on the front page of this form.

Student ID number

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Family name _____ Given name(s) _____

Gender Male Female (please tick) Date of birth _____ / _____ / _____
day month year

Country of birth _____ Nationality _____

Course code _____ Course title _____

Campus _____

Passport number _____ Expiry date of current visa _____ / _____ / _____
day month year

Signature _____ Date _____ / _____ / _____
day month year

Section B Health, Wellbeing and Development

Change of status verified Yes No Effective from _____ semester _____ year _____

Obtained estimated completion date from faculty

New estimated completion date _____

New eCOE created Signed _____

Date processed _____ Extension number _____

HWD stamp

Section C Student Administration and Systems (Enrolments)

Statistics form (ENRF3060) SS (ENRF3110) Residency status form (IASF0027)

Tracking form (TRKF2100)

Date processed _____ Signed _____

Section D Student Administration and Systems (Fees)

Change Fee Reassess Tracking form (TRKF2100)

Date processed _____ Signed _____