





## Application for Release Letter – International Students

ADM15-V05/07

**Note:** This form only applies to students on a student visa who have applied to study at another institution within the first 6 calendar months of their principal course at Monash University and require a Release letter from Monash University

### Section A - Personal Details:

Student ID Number:

Family name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Telephone (BH): \_\_\_\_\_ Monash Email: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_ Post Code: \_\_\_\_\_

Are you under the age of 18?  Yes  
 No

*(If 'yes', please attach a copy of written approval from a parent or legal guardian supporting the transfer and evidence that the new provider accepts responsibility for approving your accommodation, support and general welfare)*

Course Code: _____	Course Title: _____
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### Section B - Transfer Details:

*(please attach letter of offer)*

Please provide details of the course and institution at which you have been offered a place.

Course: \_\_\_\_\_ Expected Commencement: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_

### Section C - Reasons for applying for Release:

*(please attach supporting evidence)*

Please select reason for applying:  Course Academically Unsuitable  
 Compelling and/or Compassionate grounds

### Section D - Student Declaration:

**Have you attached?** Letter of Offer:  Yes  No  
Supporting documentation:  Yes  No  
Letter from Parent of Legal Guardian *(if under age 18)*:  Yes  No

If no, please note that your application will not be assessed until documentation is provided

I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the processing of my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section E – Faculty/International Recruitment Services Approval:

<input type="checkbox"/> Approved	Comments: _____ _____ _____
<input type="checkbox"/> Not Approved (please provide reasons)	
<input type="checkbox"/> ESOS notes (Callista) updated	
<input type="checkbox"/> Student Service Centre advised	

Nominated Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section F – Student Service Centre/International Recruitment Services:

Student Service Centre	International Recruitment Services
<input type="checkbox"/> Application sent to Faculty __/__/__	<input type="checkbox"/> Approval Letter Provided __/__/__
<input type="checkbox"/> Reminder Sent to Faculty __/__/__	<input type="checkbox"/> Refusal Letter Provided __/__/__
<input type="checkbox"/> Approval Letter Provided __/__/__	Comments: _____
<input type="checkbox"/> Refusal Letter Provided __/__/__	_____