



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 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: _____

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)*

Course Code: _____ Course Title: _____

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
 Course Inappropriate
 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:

Approved
 Not Approved (please provide reasons)
 ESOS notes (Callista) updated
 Student Service Centre advised

Comments: _____

Nominated Staff Member Name: _____ Signature: _____
Position: _____ Date: ____ / ____ / ____

Section F – Student Service Centre/International Recruitment Services:

Application sent to Faculty __/__/__
 Reminder Sent to Faculty __/__/__
 Approval Letter Provided __/__/__
 Refusal Letter Provided __/__/__

Comments: _____

