

APPLICATION FOR TRANSFER

To be completed by INTERNATIONAL STUDENTS who want to study at another Australian education provider.
All relevant fields **MUST** be filled out or this form will **NOT** be accepted. Further advice is provided on the back of this form.
DOMESTIC STUDENTS: To study at another Australian education provider, please complete the Withdrawal form.

Part A – Your Personal Details

Student ID:	Name:
Contact number:	Date of Birth:
Email address:	
Where are you / have you been studying?	<input type="checkbox"/> SAIBT <input type="checkbox"/> CELUSA
SAIBT / CELUSA Program name:	
Are you sponsored by your government? <input type="checkbox"/> No <input type="checkbox"/> Yes, sponsored by: _____	
If yes, you MUST have your sponsor's written approval to transfer to another Australian education provider.	

Part B – Details of the registered transfer provider

Name of transfer provider:
Date study commences at transfer provider:
Program to be studied at transfer provider:

Part C – Reason for transferring – documentation required

Please explain why you want to transfer to another education provider below:

Reason:	Documentation Required:
Direct offer for your packaged program at UniSA	UniSA unconditional letter of offer
Sponsor considers the change to be in my best interest	Written support from your sponsor
Medical / other compassionate or compelling reasons	Medical certificates/letter of support from a doctor or registered health provider (e.g. GP or psychologist) and/or any other letters or documents providing evidence of your situation
All transfer application also require:	This form with all parts completed <i>and</i> a written statement explaining your reason <i>plus</i> a copy of the letter of offer from your transfer provider

Part D – Student Declaration

You will be notified of the outcome of your application by email within 2 weeks. If approved your transfer of education provider will be processed in accordance with the information stated on this form. If your transfer request is rejected and you do not continue to study at SAIBT/CELUSA, your SAIBT/CELUSA CoE and your packaged program CoE will be cancelled **but not released** and you will not be able to study at any other registered education provider in Australia.

- ☐ I have read and understood the conditions of transferring to another Australian education provider as stated on this form and my enrolment advice.
- ☐ I certify that the contents of this application are true and correct and that all required information is attached.

Signed: _____

Date: _____

**Guardian to sign if student is under the age of 18*

How to submit your form

In person:

Student Services Centre
Brookman Building, UniSA City East Campus
North Terrace, Adelaide

By post:

GPO Box 2471
Adelaide SA 5001

By email:

SAIBT-SSC2@unisa.edu.au

Information / Conditions – Request for Transfer/Release

- Your current SAIBT/UniSA CoE need to be released **before** your transfer provider is able to generate a new CoE for your new program.
- All transfer request rejections and approvals (release of your CoE) are recorded on the Provider Registration and International Student Management System (PRISMS).
 - If your transfer request is approved, your CoE will be released in PRISMS. **You will not be provided with a release letter from SAIBT or UniSA.**
 - If your transfer request is rejected this will be recorded against your CoE in PRISMS and may affect any future visa applications. Please refer to the Department of Home Affairs (HA) for details on how this will affect you.
- If you are a sponsored student you must have your sponsor's approval to transfer from your program.
- If you are under the age of 18, your legal guardian will need to sign this form. You will also need to provide written confirmation of your welfare arrangements supported by your parent/legal guardian or the registered provider.
- For any visa related questions, please refer to HA.

SAIBT/CELUSA Transfer of Provider Policy

SAIBT/CELUSA assesses applications strictly in accordance with the SAIBT/CELUSA Transfer of Provider Policy, found at <https://www.saibt.sa.edu.au/policies>