

Overseas Student Transfer Request (to study at another provider)

Guidelines for students:

This form is required by international student visa holders who are:

- Seeking release from ECU within the first six (6) months of their principal program to study at another registered education provider in Australia.

We recommend that you consult the [Change of Education Provider](#) webpage before proceeding with your request to transfer to a new education provider.

International students seeking withdrawal from their course to return offshore or due to a change in visa sub-type will need to submit an online [discontinuation request](#).

How to submit this form:

1. Complete your student details and reasons for requesting a transfer to a new provider in the form below;
2. On page 2 of this form, write a statement to address your selected reason/s for requesting a transfer;
3. Gather the required documents to support your request for transfer:
 - ☐ Valid letter of offer from proposed new CRICOS registered provider; conditions of offer should be satisfied.
 - ☐ Documentary evidence to support your application (e.g. ECU's Medical Impact Statement, academic transcripts)
 - ☐ If under 18 years of age, written consent from your legal guardian and confirmation of welfare arrangements.
 - ☐ If you are a sponsored student, confirmation from your sponsor to support the change of provider.
4. Email your completed overseas student transfer form with supporting documents to enquiries@ecu.edu.au;
5. The outcome of the request to transfer will be provided within 10 working days of receiving the completed form and relevant supporting documents.

Student Details

Student Number			
Family Name		Given Name	
Current Address			
Email Address		Mobile No.	

ECU Course Details

Course Title	
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Details of New Provider

Name of Provider			
Name of course at new provider		Course start date	

Reason/s for applying to transfer to a new provider;

Failure to achieve satisfactory course progress at current level of study and have exhausted all support services available

(Please attach supporting evidence such as; academic transcripts, list of support services used)

Government sponsor has approved the request for transfer

(Please attach letter from sponsor)

The University or pathway provider are unable to deliver the course as outlined in the written agreement

(Please attach supporting evidence)

There is evidence to support that reasonable course expectations are not being met or that information provided by ECU or education agent regarding the provider or course were misleading

(Please attach supporting evidence)

Compassionate or compelling circumstances

(Please attach supporting evidence such as; ECU's Medical Impact Statement, psychologists' report, death certificate or other relevant documentation to support your circumstances.)

Statement addressing reasons for requesting to transfer to a new education provider.

Student Declaration

I have read and understood [ECU's International Student Transfer Policy](#). I understand that if I have not supplied the appropriate documentary evidence or if they information supplied is false and misleading, it may affect the outcome of the release application.

Student Signature		Date	
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Office Use Only:

Processed By		Date	
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