



International Current Student Change of Course Form

Please complete this form if you are an international student re-applying to the University of Canberra (UC).

If you are a recent UC graduate or discontinued student please use the International Application Form.
Or apply online at <https://www.canberra.edu.au/applicant/connect/webconnect>

Please print clearly and tick the relevant boxes. Submission details are found on page 2.

PERSONAL DETAILS

Please provide your University of Canberra Student ID

Preferred Title

Mr

Mrs

Miss

Ms

Dr

Other

Family Name

Gender

Male

Female

Previous
Family Name

Date of Birth

Given Names
(First Names)

Visa Category

Student

Diplomat

Dependent

Other

PERSONAL CONTACT DETAILS

Mailing Address

Address

City

Country

Postcode

Telephone

Mobile

Residential Address (complete if different to mailing address)

Address

City

Country

Postcode

Email

AGENT DETAILS (IF APPLICABLE)

Agent Name

Country

Address

Postcode

City

Telephone (BH)

Email

CURRENT COURSE

Please indicate the course you are currently enrolled in.

Course Code	Course Name	Teaching Period	Year

COURSE CHANGE PREFERENCE

Please indicate the course you want to change to. Please visit www.canberra.edu.au/courses for correct course names and codes.

Course Code	Course Name	Teaching Period	Year

For current students it is your responsibility to ensure that your Government Statistics are correct. You can change your Government Statistics on OSIS or by completing a Government Statistics form.

I have read the Privacy Statement and the Declaration on the back of this form and agree with these conditions.

Student
Signature

Date

Please read the Privacy Statement and Declaration before signing the application.

PRIVACY STATEMENT

The University of Canberra (UC) and the University of Canberra College (UCC) are subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information UC and UCC collects about you, including personal details, academic progress details, and personal welfare information, is treated by UC and UCC according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave UC and UCC, it may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, UC and UCC will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of UC and UCC.

They include the following:

- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;

- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by UC and UCC for planning purposes;
- We give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AusAID) and Department of Education, Employment and Workplace Relationship (DEEWR) certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or tertiary admission centre information about your academic progress at UC and UCC.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

T 1300 301 727 (Australia)

T +61 (0)2 6201 5308 (International)

E student.centre@canberra.edu.au

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I am aware that submission of an incomplete application may significantly delay consideration of my application. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to UC and UCC to obtain official records from any educational institution attended by me. If my application is successful, I authorise UC and UCC to provide my name, address and course name to the relevant on-campus student associations.

If any information is discovered to be untrue or misleading in any respect, I consent to UC and UCC collecting, storing and disclosing this information to Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise UC and UCC to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that UC and UCC is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I also authorise UC and UCC to supply any relevant official UC and UCC records to educational institutions to which I am seeking admission and to government agencies indicated above and other Australian university bodies. If my fees are being paid by a sponsoring organisation, I also consent to UC and UCC liaising with that organisation regarding my academic progress. I understand that information supplied by me to UC and UCC may be made available to Australian Commonwealth and State government agencies in accordance with the University's obligations under the ESOS Act 2000 and the National Code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

I understand that I will be required to comply with all student visa regulations imposed by DIAC. I accept liability for payment of all fees as explained in the University of Canberra Fee Policy for International Students (<http://www.canberra.edu.au/student-services/attachments/pdf/International-Fees-Policy.pdf>), and I agree to abide by the Refund Policy. I have also read the section relating to cost of living and employment and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

SEND YOUR APPLICATION TO

Admissions Office
University of Canberra
ACT 2601
Australia

T +61 2 6201 5308

F +61 2 6201 5040

E international.admissions@canberra.edu.au
(for direct applicants)

E ucagents@canberra.edu.au (for agents)

You will receive an acknowledgement email issuing you with an ID number. Please refer to this number to enquire about the status of your application or to send outstanding documents (where required). For detailed information on international application procedures, please visit <http://www.canberra.edu.au/int-future-students>.

Australian Government Higher Education Registered Provider Number:
University of Canberra (CRICOS) # 00212K
University of Canberra College (CRICOS) # 01893E.