Application for Release (International)

THE UTS RELEASE PROTOCOL

The UTS Release Protocol outlines the guidelines and procedures for assessing requests from international students to transfer to another registered provider during the applicable transfer restriction period. It also sets out the appeal process should a request be refused.

IMPORTANT TEMPORARY CHANGE

From 2 October 2026 to 30 June 2027, the transfer restriction period is temporarily extended from 6 months to 12 months. From 1 July 2027, the restriction period will revert to 6 months. Refer to the Department of Education's ESOS transfer restriction update.

You are required to read the UTS Release Protocol before submitting an Application for Release.

APPLICATION PROCESS

1. Complete the Application for Release form.
2. Send the completed form and all relevant documentation to compliance@uts.edu.au using the email button provided on page 2.
3. UTS will assess your Application for Release and respond within 10 working days of receiving a complete application (including all required documentation).
4. The outcome of your application will be sent to your nominated email address.

Please note: you must remain enrolled in your course until a final decision has been made on your application, including the outcome of any internal or external appeals.

REFUND OF FEES

The UTS Refund Protocol sets out the guidelines and procedures for assessing refund requests from international students. A separate Application for Refund must be submitted if you are applying for both a release and a refund.

You may submit your refund application after you receive the outcome of your release request.

SUPPORTING DOCUMENTATION

Please ensure that you submit all required documentation together with the completed application form. Applications that are incomplete, missing documentation, or lacking relevant signatures will not be assessed.

Required documentation

In addition to the completed form, you must provide:

1. a personal statement explaining the reason(s) for your release request (this can be in your covering email); and
2. an unconditional Letter of Offer from your new CRICOS-registered provider (note: UTS may contact the new provider to authenticate their Letter of Offer); and
3. written approval from a parent or legal guardian to support the transfer (if you are under 18 years of age).

If you are enrolled in a packaged course, you must also provide:

- written confirmation of release from your pathway provider e.g. UTS College (if your study is incomplete); or
- a course completion letter and official academic transcript (if your study is complete).

Please note: if your studies with UTS College are incomplete, your application for release will be emailed to the college, who will then contact you to complete their own Application for Release form.

Additional documentation

Where relevant, you may also provide additional documentation that supports your release request. Examples include:

- medical certificates
- counselling reports.

APPLICATION FOR RELEASE (INTERNATIONAL) STUDENT DETAILS

PERSONAL DETAILS			
UTS Application number/Student ID		**Date of birth (DD/MM/YYYY)**	/ /
Family name		**Given name(s)**	
UTS course		**UTS course start date**	/ /
Contact number		**Email address**	
Current address in Australia (or overseas if applying pre-arrival)			
		Postcode	
Do you have a packaged offer with UTS College?	☐ Yes ☐ No	**If yes, have you completed your pathway course at UTS College?**	☐ Yes ☐ No
Are you currently enrolled at UTS?		☐ Yes ☐ No	
Do you give permission for UTS to contact your new education provider regarding your application for release?		☐ Yes ☐ No	
Student signature		**Date (DD/MM/YYYY)**	/ /
PARENT/GUARDIAN CONSENT (IF APPLICANT IS UNDER 18) For students under the age of 18, a parent or legal guardian's signature is required.			
Name		**Relationship to student**	
Signature		**Date (DD/MM/YYYY)**	/ /

Click here to submit your form and documents

INTERNAL USE

UTSI Compliance Officer name		**Date student advised of outcome**	/ /
All emails and documents Added to iAMS record		☐ Yes ☐ No	
Appendix 5 – SIGN-OFF Checklist FOR STUDENT RELEASE REQUEST Completed and Added to iAMS record		☐ Yes ☐ No	