Help guide **Change of residency form**

Use this form to apply for change of liability due to changes in residency status.

Notes before you begin:

- The form must be submitted by the research census date; if submitted after, the change will be reflected in the next session.
- **International students** changing their residency status to Australian Permanent or Temporary Resident are required to provide a scanned certified copy of their passport and a scanned copy of their Residency visa.
- **Humanitarian Visa Students** need to provide a copy of their scanned humanitarian visa.
- **Domestic Students -** Students changing from Australian Permanent Resident status to Australian Citizen are required to provide a scanned certified copy of their Citizenship Certificate and their passport.

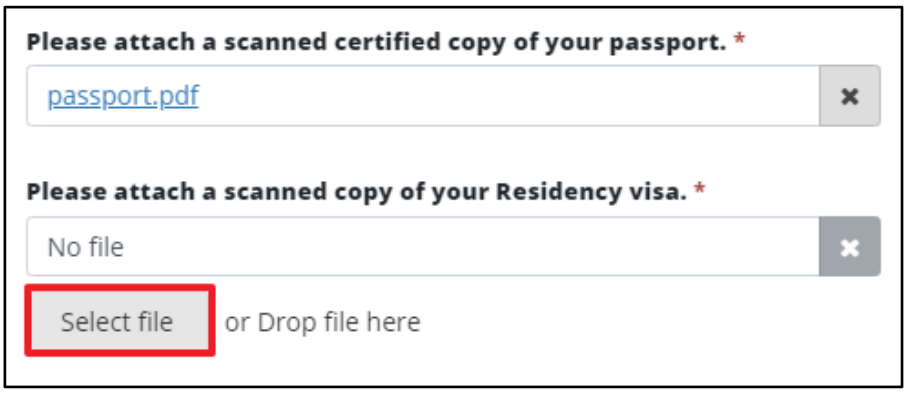
See the Create a New Form (link) and Filling Out a Form (link) guides for setup instructions.

Change Request Details

There are a number of compulsory fields for you to fill out:

- Indicate your change in status [1].
- Select your new visa status [2]
- Enter the date your new status was granted. Clicking on the box [3] will present a pop-up calendar to select from
- Indicate if you are a New Zealand citizen [4]
- Indicate if you have been granted a Permanent Humanitarian Visa [5]

Attach your supporting documentation directly by clicking on ‘select file’:

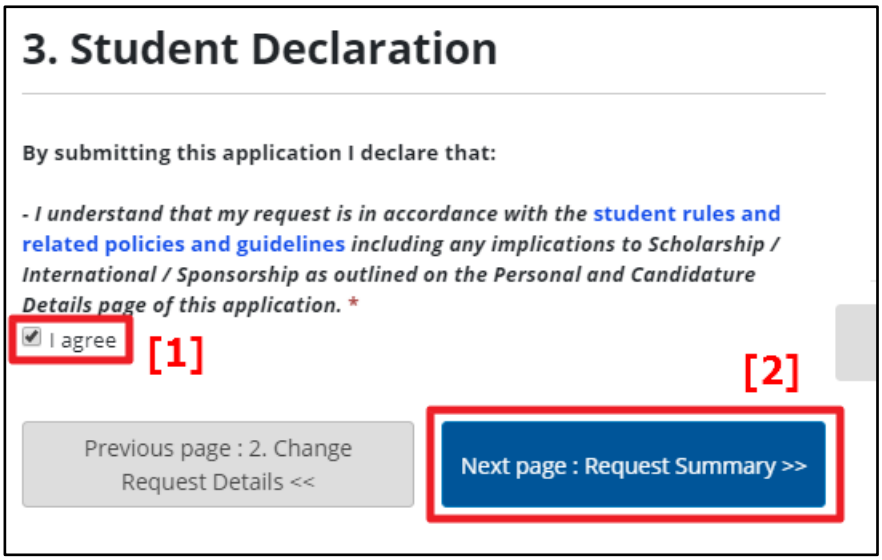


NOTE: Your passport copy **must be certified**.

If you have indicated you have been granted a Permanent Humanitarian Visa you will be prompted to attach a copy of that as well.

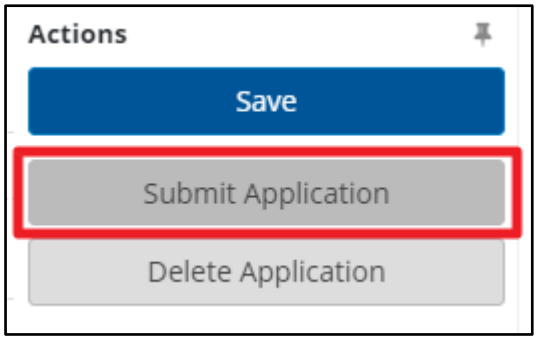
Click on “Next page: 3. Student Declaration >>”:

Confirm your agreement with the student declaration [1]:



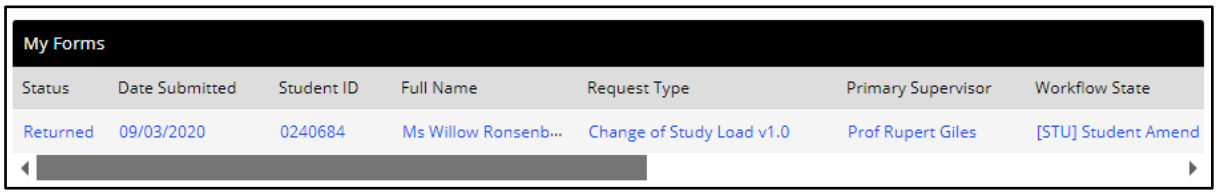
Then click “Next page: Request Summary >>” [2].

Review your summary to make sure your details are correct, and then click “Submit Application” in the top-right corner:



What happens next?

Your form will go through a series of approvals, starting with your supervisor and moving up through the faculty and various university bodies.

See “Tracking the Progress of Existing Forms” to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of “Returned” and the Workflow State as “[STU] Student Amend”, follow the instructions under “Revising Returned Forms”.