

Change of residency status notification form

From international to domestic status

ADM16-V07/09

This form is to be used by students whose visa status has changed from any temporary visa (including a student visa) to an Australian Permanent Resident Visa (APRV). This change is to be recorded with the University and will result in the student's university fee and residency status being changed from international to domestic.

Students who have changed from a student visa to any other temporary visa are not required to complete this form or provide further documentation.

Domestic students who have changed to a temporary visa status (including a student visa) should use the 'Change of residency notification form – from domestic to international status'.

Students are advised to bring in their passport when submitting the form so that a certified copy of both the passport and visa may be taken.

General information

You must notify Monash University of your change in visa status within 14 days of the change. Any changes that occur prior to your units' census date will affect your fee status for those units. If the change occurs after your units' census date, your fee status will not be affected until the following teaching period. There are different census dates for units in various teaching periods but the most common unit census dates are as follows:

Semester one units	31 March
Semester two units	31 August
Full year units	30 April

For further details on closing dates, please visit: <http://www.adm.monash.edu/service-centre/forms>.

The key date to determine the change in status is the date of the visa grant as indicated on the visa label affixed to the passport and **not** the date on which the original application for APRV was made. Note: the change of status will **not** be applied retrospectively for previously completed semesters.

Students are advised that applications can only be made once they have received the visa.

Fees

The decision regarding the type of fee you will be charged following your status change (full-fee or Commonwealth Supported Place) will be made by the faculty who manages your course of study.

1. Domestic full-fee places

If allocated a domestic full-fee place, you will be charged the current annual fee rate applicable to domestic students (with the exception of students transferring from Monash Malaysia). In some instances this may result in an increase in tuition fees.

2. Commonwealth Supported Place (CSP)

If you are allocated a CSP you will be required to complete a 'Request for Commonwealth support and HECS-HELP' form via the Web Enrolment System (WES: <https://my.monash.edu.au/wes>) **before** the census date for the change to be effective in that current semester. You will be notified by the Enrolments unit when this form is available for you to complete via the WES.

3. Higher degree research students

If you are a research student you will have a RTS (Research Training Scheme) funded place allocated by Monash Research Graduate School.

Lodging of applications

Berwick, Clayton, Gippsland, Parkville and Peninsula campuses

Section A of this form should be completed by the student and submitted to any Health, Wellbeing and Development office.

Caulfield campus

Section A of this form should be completed by the student and submitted to the Caulfield Service Centre.

Monash College

Section A of this form should be completed by the student and submitted to the Monash College Administration Office.

Privacy statement

The information on this form is collected for the purposes of verifying your current visa status and amending your student residency status and fees. If you do not complete all questions on this form it may not be possible for the status change to be processed. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: privacyofficer@adm.monash.edu.au.

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID number

Tracking number _____



Change of residency status notification form From international to domestic status

ADM16-V07/09

Tracking number

Faculty sent to

Campus

Section A Applicant details

I hereby notify the University that my residency status has changed from international to permanent resident (domestic) on the basis of the general conditions set out on the front page of this form.

Student ID number

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Family name

Given name

Course code

Course title

Campus

Date of granting of Australian permanent residency visa

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Signature

Date

Section B Health, Wellbeing and Development/ Caulfield Service Centre

Change of status verified Yes No

Effective from semester _____ year _____

Signed

Date

HWD/ Caulfield Service Centre stamp

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NB Please forward to MRGS (research students) or to faculty (coursework students)

Section C Faculty/ Monash Research Graduate School

Commonwealth supported place (SS: P-CSP)

effective from

Semester

Year

Domestic full-fee paying place (SS:302)

effective from

Semester

Year

RTS funded place (SS: 330)

effective from

Semester

Year

#Charge per 1 EFTSL

Signed

Date

Extension number

Faculty/MRGS stamp

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Section D Student Administration and Systems (Enrolments)

eCOE cancelled (ESOS Reporting Officer)

Statistics form (ENRF3060)

SS (ENRF3110)

Residency status form (IASF0027)

Tracking form (TRKF2100)

Student advised to complete CSP form via WES (if CSP allocated by faculty)

Date processed

Signed

Section E Student Administration and Systems (Fees)

Change Fee

Reassess

Tracking form (TRKF2100)

Date processed

Signed
