

Note:

1. This form is to be used by currently enrolled students (except research students) in pre-university, TAFE and Higher Education programs who seek approval for entry into another program or plan.
2. This form will not be accepted seven days after the advertised semester commencement date.
3. You must have a valid student visa and Overseas Student Health Cover.

Instructions for student

1. Read and complete Sections 1 to 4 of this form in BLOCK letters using a black or blue pen.
2. Submit form to Selection Officer or delegate at your prospective school.
3. Return completed form to:

Postal address:
RMIT International Services
GPO Box 2476
Melbourne VIC 3001 Australia

By courier:
RMIT International Services
Level 4, RMIT Building 22, 330
Swanston Street
Melbourne VIC 3000 Australia

In person:
International desk at Info Corner
Level 1, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

4. Once you receive an offer for the new program from International Services, accept the new offer (with payment) to receive an eCoE for the new program.
Note: If you are changing from plan to plan within the same program, no deposit is required.
5. Complete the enrolment process into the new program (seek advice from your academic advisor if necessary).

Section 1 Name and contact details

Student number	<input style="width:95%;" type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Family name	<input style="width:98%;" type="text"/>				
Given name(s)	<input style="width:98%;" type="text"/>				
Mailing address	<small>Number and street name</small>		<small>City/Suburb</small>		
	<small>State</small>	<small>Country</small>			<small>Postcode</small>
	<input style="width:98%;" type="text"/>				
Contact details	<small>Mobile number</small>	<small>Home number</small>	<small>Email</small>		
	<input style="width:98%;" type="text"/>				

Section 2 Student visa information

Type: Student Visitor Spouse Other (please specify class type and subclass numbers) _____

Please provide your Australian visa number: _____ Expiry date: _____

You **MUST** include a copy of your current passport/Australian visa with this application.

Are you currently covered by Overseas Student Health Cover (OSHC)? Yes No

<small>Provider name</small>	<small>Membership number</small>	<small>Expiry date</small>
<input style="width:98%;" type="text"/>		

If yes, please provide: _____

Have you been awarded a scholarship or sponsorship? Yes No If yes, please provide a letter from your sponsor(s).

Do you have approval from your sponsor to change program? Yes No Please contact your sponsor for approval and attach a supporting letter as evidence of approval.

Scholarship/Sponsor provide name: _____ Tel
|

» If you are on a student visa with subclass 570-576 and you are changing education sectors, eg: Bachelor to TAFE or Masters to PhD, you will be required to apply for a new student visa with the Department of Immigration and Citizenship (DIAC). For further information visit www.immi.gov.au.

» RMIT International Services is obligated to inform DIAC of any changes to the issued student visa documentation.

Section 3 Program enrolment information

Old program code	<input style="width:95%;" type="text"/>	New program code	<input style="width:95%;" type="text"/>
Old program plan	<input style="width:95%;" type="text"/>	New program plan	<input style="width:95%;" type="text"/>
Old program name	<input style="width:95%;" type="text"/>	New program name	<input style="width:95%;" type="text"/>
New program intake	<input style="width:98%;" type="text"/>		
Reason for change of program	<input style="width:98%;" type="text"/>		
	<input style="width:98%;" type="text"/>		

Section 4 Declaration

- » I authorise the University to enrol me in the new program detailed on this form and to cancel my original enrolment.
- » I accept that the program fee for the NEW program may differ from the OLD program.
- » I accept that the NEW program will have a different program structure.
- » This request is subject to the school's approval. I will be notified whether my application has been successful.
If approved, a new offer letter with the new commencement date will be issued.
- » I understand that I must receive and accept a new offer to confirm my place in the new program before the university can cancel my current enrolment.

Day Month Year

Signature _____ Date _____

Section 5 RMIT University (school) and RMIT International Services

- Firm offer Conditional offer Exemptions (please indicate duration) Unsuccessful

Details/reason of decision

Revised completion date

Day	Month	Year

School authorisation name	School authorisation signature		Date	Date Month Year

RMIT International Services' authorisation		Date	Date Month Year

Instructions for International Services

1. Check to ensure form is appropriately completed by students.
2. Post in Apply International to activate student in AMS for new program.
3. Issue visa documentation for new program including eCoE.
4. Notify DIAC of the student program change.
5. Scan and email completed form to HE.records@rmit.edu.au.

Instructions for University

1. Provide academic advice regarding enrolment.
 2. Drop ALL courses in old program and discontinue.
 3. Process enrolment form, if applicable.
- Note: The School must authorise the Change of Program Form before RMIT International Services can proceed.

If you have any queries regarding the change of program process, please speak to a staff member at:

International desk at Info Corner
 RMIT Building 22, City Campus
 330 Swanston Street
 Melbourne Vic 3000 Australia
 Tel. +61 3 9925 5156
 Fax: +61 3 9663 6925
 Email: ISapplications@rmit.edu.au