

CHANGE OF CITIZENSHIP OR RESIDENCY STATUS



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Please take this form together with your supporting documentation to your College for approval. Once approved, please lodge the approved form at a Student Service Centre near you to change your current citizenship/residency status. International students, please also seek approval from Victoria University International before lodging the form at a Student Service Centre.

Please refer to the Important Information on the reverse of this form for more information on changing your citizenship status and appropriate supporting documentation. Remember to keep a copy of the form for your records.

Please write in BLOCK LETTERS using a black or blue pen.

TITLE: _____ FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: ____/____/19____

COURSE TITLE: _____

COURSE CODE: _____ STUDY YEAR: _____ TEACHING PERIOD: _____

ARE YOU CURRENTLY ENROLLED AS AN ONSHORE INTERNATIONAL STUDENT? YES NO

ARE YOU A SPONSORED STUDENT/SCHOLARSHIP HOLDER? YES NO

CHANGED CITIZENSHIP/IMMIGRATION STATUS

My new citizenship/immigration status is: *(Tick as appropriate)*

- Australian Citizen
- Australian Permanent Resident
- New Zealand Citizen
- Permanent Humanitarian Visa Holder

DATE RESIDENCY COMMENCED: ____/____/20____

I declare that all information supplied on this form is true and correct. I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

SIGNATURE: _____ DATE: ____/____/20____

VICTORIA UNIVERSITY FACULTY APPROVAL

Please indicate the student's new fund source and student status:

NEW FUND SOURCE: _____ NEW STUDENT STATUS: _____ TEACHING PERIOD TO TAKE

EFFECT FROM: _____

AUTHORISED STAFF MEMBER NAME: _____

AUTHORISED STAFF MEMBER SIGNATURE: _____ DATE: ____/____/20____

HAS THE APPROPRIATE SUPPORTING DOCUMENTATION BEEN ATTACHED? YES NO

VICTORIA UNIVERSITY INTERNATIONAL AUTHORISATION AND APPROVAL *(for International students only)*

Please indicate the current citizenship/residency status of the student:

- Onshore International undergraduate, postgraduate coursework and research student
- Onshore International VE/FE student
- Permanent Resident in domestic full-fee or Commonwealth Supported Place
- New Zealand citizen

HAS THE APPROPRIATE SUPPORTING DOCUMENTATION BEEN PROVIDED AND ATTACHED?

YES Proceed NO Cannot proceed until provided and attached

AUTHORISED STAFF MEMBER NAME: _____

AUTHORISED STAFF MEMBER SIGNATURE: _____ DATE: ____/____/20____

OFFICE USE ONLY	SCD PROCESSING	
	<input type="checkbox"/> FORM CHECKED BY VUI AMENDED ON VU CONNECT	<input type="checkbox"/> SUPPORTING DOCUMENTATION ATTACHED
	<input type="checkbox"/> CAF / ENROLMENT FORM ATTACHED	<input type="checkbox"/> CITIZENSHIP
	PROCESSED BY:	
SIGNATURE:	DATE:	

IMPORTANT INFORMATION

- Students whose citizenship/immigration status has changed must complete this form.
- Students changing from an International Student to a Permanent Resident need to fill in a new enrolment form and include it with this documentation.
- This form, along with accompanying documentary evidence in support of a change in status, must be submitted as soon as possible after notification has been received (but prior to Census date for diploma and above/for certificate courses refer to VU's Refund Policy) for changes to take effect. For forms received after Census, the amendment will not take effect until the following teaching period. For more information on Census and other important dates, please refer to the Student Guide at www.vu.edu.au/current-students/student-essentials/enrolments.
- Documentary evidence in support of a change in status must accompany this form. Appropriate documentation is:
 - Australian Citizenship Certificate
 - Current passport and Visa label (Permanent Residents)
 - Certificate of Status for New Zealand Citizens in Australia

Change of citizenship for students enrolled in Higher Education and VE/FE non-Skills Deepening level courses (Foundation Skills, Skills Creation Apprenticeships and Traineeships and Skills Building)

- Onshore international students who are granted permanent residency at any time following their enrolment in a Victoria University award course shall be granted:
 - a domestic full-fee place if they are an undergraduate, postgraduate coursework or research student
 - a government subsidised place if they are in a VE/FE non-Skills Deepening course only (Foundation Skills, Skills Creation, Apprenticeships and Traineeships and Skills Building). Students in Skills Deepening courses should refer to the relevant section of this form.
- Date residency commenced is either:
 - the date your permanent residency was granted in Australia or
 - the date you entered Australia if your permanent residency was granted outside Australia.
 Commonwealth supported students must complete a new *Commonwealth Assistance* form.

Change of citizenship for VE/FE students who are active in Skills Deepening level courses (Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma)

- VE/FE Skills Deepening students whose citizenship is officially changed prior to Census date may be eligible for VET FEE-HELP commencing in that teaching period. For further information on VET FEE-HELP please refer to www.vu.edu.au/courses/fees-and-scholarships/enrolment-fees-and-charges.
 - For students whose citizenship changes prior to the commencement of their course: VE/FE Skills Deepening students may be eligible for a government subsidised place where their citizenship is officially changed (to become an Australian citizen, a Permanent Visa holder, an East Timorese asylum seeker or a New Zealand citizen) prior to the scheduled commencement of the first unit of study in the course in which they are enrolled. Eligibility for a government subsidised place is subject to meeting the Victorian Training Guarantee (VTG) eligibility criteria.
 - For students whose citizenship changes after the commencement of their course: All VE/FE Skills Deepening students shall be guaranteed a domestic full-fee place where their citizenship is officially changed after the scheduled commencement of the first unit of study in the course.

CONTACT	STUDENT SERVICE CENTRES	MAIL TO
Enquiries ASKVU www.vu.edu.au/askvu	City Flinders	Newport
Phone +613 9919 6100	City King	St Albans
Fax +613 9919 2976	Footscray Nicholson	Sunshine
Web www.vu.edu.au/current-students	Footscray Park	Werribee
	Melton	
		Admissions and Enrolments Office
		St Albans Campus
		Victoria University
		PO Box 14428
		Melbourne VIC 8001

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).