

Change of Residency Request

Applications must be submitted either in person at the Nucleus: Student Hub or via email to:

- Coursework Programs: Fees@unsw.edu.au
- Research programs: Enquiries.GRS@unsw.edu.au

Personal Details

Full Name:	UNSW Student ID:
Date of Birth:	Passport Number:

Residency Status

Please confirm your new residency status:

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

Please note: If you are in your commencing Term/Semester and you have NOT accepted your offer for Admission, do not complete this form. Please contact the Admissions Office, as you will require a new offer to be issued. <https://www.enquiry.unsw.edu.au/>

Please submit the following evidence to support your request, based on the change you have selected above.

Australian Citizen → Australian citizenship certificate **both front and back pages** (and must have attended ceremony); or a current Australian passport

Australian Permanent Resident → Your current passport and/or your visa grant notice

Australian Permanent Humanitarian Visa Holder → Current travel document issued by Dept of Home Affairs

New Zealand Citizen → New Zealand citizenship certificate or current New Zealand passport

Please be aware, falsification of documentation will incur penalties and possible exclusion from UNSW. As a student, you should be aware of your obligations and responsibilities under the Student Code which can be found here: <https://student.unsw.edu.au/conduct>

Declaration

By submitting this form, I understand and agree that:

- My status will only take effect from the date that the complete application is received by Student Financials
- I am responsible for ensuring the information is correct, complete, and received in a timely manner
- It cannot be retrospectively applied where a census date has passed, as per the Higher Education Support Act 2003
- If you are using Australian Commonwealth or State issued documentation to support your request, UNSW can verify and confirm the validity of your documents via the DVS (subject to you providing your consent). These documents must be attached to the form.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

NB. If you do not wish to have your documents verified by DVS you will need to provide certified documentary evidence to support your request.

Requests to change residency will be actioned only where complete certified documentation bearing the signature and registration number of a Justice of the Peace is provided. Alternatively, the original document can be brought into UNSW The Nucleus: Student Hub, to be certified.

Student Signature: _____

Date: _____

Please allow 5 business days for your residency change to be processed. We will notify you by email to your UNSW email account.

Administration Use Only

Processed: _____	Checked: _____
Date: _____	Date: _____