

This form is for **NEW STUDENTS** who have been issued with an e-Confirmation of Enrolment (e-CoE) for a course, and want to change their course or campus for the same semester. Approval of this application is not guaranteed.

**SECTION A MUST BE COMPLETED BY INTERNATIONAL STUDENT**

**SECTION B MUST BE COMPLETED BY THE COORDINATOR AT CURRENT COLLEGE**

After Sections A and B are completed, submit the form. DEC will send it to the coordinator at Receiving College to fill in Section C.

## SECTION A - TO BE COMPLETED BY INTERNATIONAL STUDENT

### Personal details

Students Reference Number  Date of Birth / /

Given Name/s  Surname

Address

Telephone  Mobile

Student Email Address

### New Course

Current Course Name

Current Course Number  Fee \$A

New Course Name

New Course Number  Fee \$A

Start Date (Month)  Start Date (Year)

Reason for change

### New College

Current College

New College

Reason for change

**I understand that depending on the course the fees may be higher. If this is the case, I will be required to pay any difference in course fees before my new e-CoE will be issued.**

Student signature  Date / /

### Credit Card Details

Student Name

Student Number  Customer Reference Number

Credit Card  Visa  Mastercard Expiry Date /  Amount \$A

Card Number  Fee \$A

Student signature

Address

Home Phone Number  (including country code) Fax Phone Number  (including country code)

**CHECKLIST** Please check that you have completed the following before you submit this application

- 1 Have you attached your credit card/ bank draft/bank cheque or money order if applicable?  Yes  No
- 2 Have you checked on the website that the new course/college is available? <http://www.detinternational.nsw.edu.au/tafe/index.html>  Yes  No
- 3 Have you checked with your agent or the Department of Immigration and Border Protection (DIBP) about changing your visa subclass? [www.immi.gov.au](http://www.immi.gov.au) (*This only applies to students who are changing their course from a D2D package offer to a TAFE only course.*)  Yes  No
- 4 If you have a D2D package offer and are applying for a new degree course, have you completed a new university application form? Western Sydney (UWS) application form? (*only if you are applying for a new degree course*)  Yes  No

**SECTION B - TO BE COMPLETED BY INTERNATIONAL STUDENTS MANAGER/ COORDINATOR AT CURRENT COLLEGE**

International Students Manager/Coordinator at

Decision: Approved  Not Approved

If not approved, please note the reason below:

Signature

Date / /

**When Sections A and B are completed, the form can be submitted (see below for ways to submit the form)**

**SECTION C - TO BE COMPLETED BY INTERNATIONAL STUDENTS MANAGER/ COORDINATOR AT RECEIVING COLLEGE**

International Students Manager/Coordinator at

Decision: Approved  Not Approved

If not approved, please note the reason below:

Signature

Date / /

**SUBMITTING THIS FORM**

EMAIL  
[isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)

FAX  
02 9244 5844

POST  
DEC International Students  
Locked Bag 53  
Darlinghurst NSW 1300  
Australia

**ENQUIRIES**

EMAIL  
[isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)

PHONE  
+61 131 601

**PAYMENT OPTIONS**

**1. Credit card**

Payment can be made by credit card (Visa or Master Card). Complete and attach the slip at the bottom of this page and scan/mail/fax to:

**DEC International Students**  
Locked Bag 53  
Darlinghurst NSW 1300  
Telephone: +61 131 601  
Facsimile: +61 2 8293 6972

**2. Bank draft, Bank cheque, Money order:**

Payment can be made by bank draft, bank cheque or money order in Australian dollars and payable to the NSW Department of Education and Communities or TAFE NSW. Attach the payment slip at the bottom of this statement to your cheque and mail:

**DEC International Students**  
Locked Bag 53  
Darlinghurst NSW 1300  
Telephone: +61 131 601  
Facsimile: +61 2 8293 6972