

# A16 – CHANGE OF CITIZENSHIP OR RESIDENCY STATUS

## How to complete and submit this form

This form should be used if you wish to change your citizenship/ residency status. This form will not be processed without supporting certified documentation. Refer to page two of the form for more information on changing your citizenship status and appropriate documentation required for this change to occur. Form can be submitted via VUHQ or [ASKVU \(askvu.vu.edu.au\)](mailto:askvu.vu.edu.au)

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

Title  Family name   
Given names  Student ID   
Date of birth

## 2. COURSE DETAILS

Course title  Course code   
Are you currently enrolled as an onshore international student? Yes No

## 3. CHANGED CITIZENSHIP/RESIDENCY STATUS

My previous citizenship/residency status is (tick as appropriate):

<input type="checkbox"/> International Student Visa	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Permanent humanitarian visa holder
<input type="checkbox"/> Temporary or provisional visa holder	<input type="checkbox"/> Australian permanent resident	<input type="checkbox"/> New Zealand citizen
Other <input type="text"/>		

My new citizenship/residency status is (tick as appropriate):

<input type="checkbox"/> International Student Visa	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Permanent humanitarian visa holder
<input type="checkbox"/> Temporary or provisional visa holder	<input type="checkbox"/> Australian permanent resident	<input type="checkbox"/> New Zealand citizen
Other <input type="text"/>		

Date citizenship/residency commenced

Visa subclass (3 digits)  Valid passport number

## 4. STUDENT DECLARATION

- 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

## OFFICE USE ONLY

Has the appropriate supporting documentation been attached?  Yes  No

(If YES, please proceed. If NO, you cannot proceed until provided.)

### Student Admin or Enrolment / Student Financials checklist

Form checked by \_\_\_\_\_

Citizenship amended on VU Connect

Processed by \_\_\_\_\_

Signature

Date

## IMPORTANT INFORMATION

### 1. Change of citizenship/residency status:

If your citizenship/residency status has changed, 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 the related census date/class commencement) for changes to take effect.

You must supply an original or a certified copy\* of your change in status to support your request. For example:

#### Australian citizenship

- Certificate of Australian Citizenship (front and back of certificate)
- Australian passport

**Please note: You will obtain Australian citizenship only after you have made the pledge of commitment and have been issued with Evidence of Australian Citizenship from the Department for Home Affairs.**

#### Australian permanent residents or humanitarian visa holders

Current passport and:

- Visa label endorsed in passport
- Electronic Visa (e-visa) or a copy of your letter from the Department for Home Affairs notifying of visa grant or
- Travel Document (Humanitarian Visa Holders).

Date residency commenced is either:

- the date your permanent residency was granted in Australia
- the date you entered Australia for the first time after your permanent residency was granted outside of Australia.

#### New Zealand citizenship

- New Zealand citizenship certificate
- New Zealand passport.

\*For information about certified copies of documents, please refer to

[vu.edu.au/current-students/your-course/enrolment/update-your-personal-details](http://vu.edu.au/current-students/your-course/enrolment/update-your-personal-details)

### 2. This form, along with supporting documentation must be submitted prior to the census date, for changes to take effect in the current teaching period for enrolment in a:

- Diploma and above, or
- Higher Education course

For more information on census dates please refer to the following links below:

- Higher Education census dates: [vu.edu.au/census-dates-HE](http://vu.edu.au/census-dates-HE)
- TAFE census dates: [vu.edu.au/census-dates-VET](http://vu.edu.au/census-dates-VET)

### 3. HE Onshore International students who are granted Permanent Residency will be offered:

- Commonwealth Supported Place (CSP)\* if they are an Undergraduate student, or
- Domestic Full Fee place if they are a Postgraduate student\*\*

\*Students being offered a CSP will need to provide a Commonwealth Assistance form along with supporting documentation.

\*\*Victoria University does offer some Commonwealth Supported Places for Postgraduate courses.

For more information please visit [vu.edu.au](http://vu.edu.au)

### 4. VE Onshore International students who are granted Permanent Residency will be offered a Government Subsidised place.

5. VE Permanent Residents who are granted Australian citizenship may be eligible to defer their tuition fees to a VET Student Loan. Please refer to the following link for more information: [vu.edu.au/vet-student-loans](http://vu.edu.au/vet-student-loans)
6. International students on a student visa who have been granted a Temporary Visa (Bridging Visa) are not offered domestic fee rates but will remain International for fee and enrolment purposes. Temporary Visa holders, however, are no longer bound by the student visa conditions nor do they require a Confirmation of Enrolment (CoE).

You can check the VEVO record for other conditions and restrictions that may be applicable.

#### 7. Request for Commonwealth support and HECS-HELP

All students who are granted a Commonwealth supported place (CSP), or students who are already enrolled in a CSP but are now eligible for a HECS-HELP loan, must complete a new Request for Commonwealth support and HECS-HELP form for each program and submit this with their Notification of change to citizenship/residency status form.

##### FEE-HELP

Students whose citizenship is officially changed prior to the relevant semester census date may become eligible for FEE-HELP. For further information about FEE-HELP please refer to [studyassist.gov.au](http://studyassist.gov.au)

##### SA-HELP

Students whose citizenship is officially changed prior to the relevant semester census date may be eligible for SA-HELP to defer their student services and amenities fee. For further information on SA-HELP please refer to [studyassist.gov.au](http://studyassist.gov.au)

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#### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

#### CONTACT US

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee