

CHANGE OF CITIZENSHIP / RESIDENCY DETAILS

FOR STUDENTS REQUESTING CHANGE IN CITIZENSHIP OR RESIDENCY DETAILS

****Please note:** Paper copies of this form are not accepted and all requests are to be emailed to fees@usc.edu.au

IMPORTANT NOTE: This form MUST be emailed. We do not accept paper copies.

- Relevant certified documentary evidence MUST be provided with this form via email.
- If document cannot be certified, the original MUST be sighted by Student Central staff
- Any change to your Financial Entitlements will only take effect from the next census date following the date of lodgement of this form. You will be notified via your USC student email when your citizenship/residency has been updated.
- Email form and certified documentation to fees@usc.edu.au
- If documentation is not sighted by Student Central or certification is not provided, citizenship or residency change will **NOT** be processed

1.0 PERSONAL AND CONTACT DETAILS

Student ID Number: _____	
Family name:	Given name:
Date of birth:	Telephone number:
Student Email: _____@student.usc.edu.au	

Mailing address:

Number and street / P.O. Box:	
City / Suburb:	State:

Program of study:

2.0 CITIZENSHIP / RESIDENCY DETAILS AND DOCUMENTARY EVIDENCE: NOTE All documents must either be certified by a Justice of the Peace or original documents sighted by Student Administration staff

Please tick applicable box and enter the details of your requested change below.

Permanent Resident to Australian Citizen

Date Citizenship granted: DD/MM/YYYY

Copy of Citizenship Certificate* submitted

International Resident to Permanent Resident

Date Residency granted: DD/MM/YYYY

Copy of the following documentary evidence submitted:

- personal details page from your passport*; and
- letter from Department of Immigration and Border Protection (DIBP)*

*Privacy Note: The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at www.usc.edu.au/privacy.

3.0 STUDENT DECLARATION

- I authorise University of the Sunshine Coast to check my residency status with the relevant government authorities.
- I acknowledge that my citizenship / residency status will only change for the current semester / session if this application is lodged to Student Central by the census date.
- I accept the student contribution liability that will be the result of this change and agree to observe fee due dates.
- I declare that the information I have given is true, correct and complete. I understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

Student signature:	Date:
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