



Request to Suspend / Discontinue Coursework Candidature

Please return this form to the GSE office no later than 31 March for Semester One or 31 August for Semester Two.

Student Details

Family Name:		Given Name:	
Title (please circle): Miss Ms Mrs Mr Dr		Student Status (please tick): Domestic <input type="checkbox"/> International <input type="checkbox"/>	
SID:	University Email:	Phone No:	
Degree/Award course:			
School (please circle): AMME CBE CIVIL EIE SIT			

**All correspondence will be sent to your nominated correspondence address.
Please ensure your details are up to date in MyUni.**

Request Details (please tick)

<input type="checkbox"/> Suspend Degree Program - the maximum suspension period allowed during your candidature is 2 semesters Proposed return date (please circle) : March July 20__	
<input type="checkbox"/> Discontinue Degree Program Totally	
Please briefly state the reason/s for your request:	
Student signature:	Date:

Program Director's Approval

Approved / Not Approved (please circle)	
Comments:	
Postgraduate Program Director signature:	Date

GSE use only

Suspend / Discontinue completed (signature):	Date:
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Please note: If you are a scholarship holder, it is your responsibility to notify the scholarship provider of your absence.

Domestic students: Please note that you must advise the GSE that you wish to recommence your candidature at least six weeks prior to the start of the semester in which you intend to recommence. You may download a Request to Re-commence form from the GSE website.

International Students: As full-time study is a requirement for all International students who hold an Australian Student Visa, the International Office is required to notify the Department of Immigration and Citizenship (DIAC) within **14 days** of your ceasing studies, either as a Suspension or as a Total Discontinuation.

If you are applying for a Suspension for one semester for either medical or extenuating compassionate reasons, and you can provide appropriate supporting documentation, DIAC may permit you to retain your student visa. If you intend leaving Australia during the period that you have suspended your studies, please contact the closest DIAC office (131881) to make an appointment to confirm your visa status prior to departing.

If you are suspending your studies for any other reason you will need to apply for another student visa to resume studies. **You must advise the International Office of your intention to resume your studies.**

Please email international.studentadvisers@sydney.edu.au if you need further advice as to how your Suspension will affect your student visa.