

(Date)

(Name of recipient)
(Address)
(Suburb, Postcode, State)

Dear (insert recipient)

Re: International Student Transfer

Student details:

Name	
Date of birth	
Government Student Number	
Synergetic Number	
New Institution & COE	
Reason	

This application certifies that (insert student name) is transferring from (insert name of school) to commence studies at (insert name of school).

We advise the student that until the school grants a CAAW (Confirmation of Appropriate Accommodation and Welfare) upon reviewing their homestay and parent liaison situation that the responsibility for the welfare of (insert student name) still lies with the Student's previous education provider.

(Insert student name) should be aware that a transfer to a different education provider may have Visa implications and it is advised that the student contacts the Department of Home Affairs office as soon as possible to notify them of a change in provider.

Please do not hesitate to contact me should you require any further information.
Yours sincerely,

Principal.