



INTERNATIONAL TRAVEL FORM LEAVING AUSTRALIA OR TRAVELLING AWAY FROM CAMPUS

- This form is to be completed by International HDR Candidates who plan to travel away from the University/Campus for more than 72 hours (3 days), and who are not on a Stipend Scholarship.
- The purpose of this form is to inform the Graduate School of your travel plans especially if you are intending on travelling back to your home country for a short period of time.
- You will remain enrolled into your course of study and must maintain satisfactory progress whilst away from the University. Please note that this application, if approved does not extend the period of your candidature.
- You must strictly abide by the approved start and end dates of your intended absence from the University or Campus. Noting that International HDR candidates are expected to complete their course of study without any interruptions or Leave of Absence, unless there are compassionate or compelling circumstances, of which a Change to Conditions of enrolment form would need to be completed and approved by the Dean, Graduate School.

ATTENTION MAC USERS:

This form will be corrupted if opened in Preview. Please use Adobe Acrobat Reader to view and complete form.

SECTION A: CANDIDATE'S DETAILS AND ENROLMENT

First Name:

Surname Name:

Student ID:

Course:

Campus:

Faculty:

Email:

Telephone:

Address:

SECTION B: TRAVEL DETAILS

Travel Destination:

Full address of where you will be staying for this period:

Dates of Travel:

to

Your International Contact number/mobile:

Next of Kin name:

Next of Kin Contact address
and number:

Note: You must submit a copy of your flight itinerary with this application.

SECTION C: REASON FOR TRAVEL AND CANDIDATURE SIGNATURE

Please detail the reasons for your travel away from campus:

Please describe the way in which you will keep satisfactory progress whilst away from campus and your supervisory team:

By checking the following boxes, you agree and understand to the following:

You must return to campus by the end date of your approved travel request.

You must comply with the Department of Foreign Affairs and Trade (DFAT) travel advice for international destinations.

The period of travel leave does not count towards your candidature end date.

You are responsible for ensuring that your visa allows you to travel overseas and that you are able to re-enter Australia at the conclusion of the travel.

You **acknowledge** that all costs associated with this travel request will be at your own expense.

Additional Comments:

Student name:

Signature:

SECTION D: SUPERVISOR APPROVAL/SIGNATURE

Do you approve your HDR Candidate to travel away from campus?

YES NO

Candidates progress to date and any comments?

Principal Supervisors name:

Signature:

Director, HDRT name:

Signature:

Send completed form to: hdrsupport@scu.edu.au