

# EI01 – CONFIRMATION OF ENROLMENT (COE) EXTENSION APPLICATION

**This form is for international onshore students only.**

This form should be completed by onshore international students who need:

- to apply for a Confirmation of Enrolment (CoE) for a student visa\*
- to change their visa subclass and require a CoE to apply for a student visa.

\*As per **Standard 8 – Overseas Student Visa Requirements, of the [National Code 2018](#)**, VU may only approve a request for a CoE extension in limited circumstances.

As per [Visa Condition 8202 of the Subclass 500 Student Visa](#), international students must complete their study within the time shown on the Confirmation of Enrolment.

## Visa requirements

Students who need to extend their student visa are advised to commence the visa renewal process at least six (6) months prior to the expiry date of your current student visa or the end date of your current CoE. It is also advised that you submit your CoE extension request after examination results are released.

Students who need to renew or apply for a student visa should contact the Department of Home Affairs. For more information or advice regarding the student visa application process go to the Department of Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au) or call 131 881.

**Please note: You cannot apply for a student visa without a valid CoE.**

## How to complete and submit this form

1. Complete **Sections 1 to 5**.
2. Submit your application form and all supporting documentation to the Course and Unit Advisor (CUA) at your College (Graduate Research School (GRS) for HDR students) via [ASKCUA](#) or [ASKVU](#). (The CUA/GRS also needs to complete and sign **Sections 6 and 7** of this form).
3. The CUA will submit the CoE application and all supporting documents to the Enrolments department.
4. The University will send you a copy of the completed form and Study Plan.
5. You will receive an outcome via email.

Please allow 10 working days from the date of **submitting a complete CoE extension application** and required supporting documents for your request to be processed. The Enrolments team will contact you via email if further information is required.

## 1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>	Date of birth	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

## 2. COURSE DETAILS

Course title	<input type="text"/>	Course code	<input type="text"/>
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## 3. COE & VISA DETAILS

Current CoE end date	<input type="text"/>	Visa expiry date	<input type="text"/>
Overseas Student Health Cover (OSHC) membership number	<input type="text"/>	OSHC expiry date	<input type="text"/>

Are you sponsored/on a scholarship?

Yes, I have attached financial guarantee from my sponsor  No

Name of sponsor/type of scholarship

Has it been more than 14 days since your CoE end date? (tick 'no' if your CoE has not expired yet)

Yes  No

## 4. SUPPORTING DOCUMENTATION

Please add supporting documents as required.

- If you already have an approved RSL or LOA and are applying for a CoE extension for the same reason, please tick this box. No further supporting documents are required.
- Applying solely due to course-related circumstances outside your control (e.g. unit availability/prerequisites, no supporting documentation required, your CUA will create a Study Plan).
- Serious illness or injury (attach medical certificate or other relevant medical documents).
- Bereavement of a family member or another traumatic experience (attach supporting evidence such as a death certificate, letter from counsellor etc.)
- Change to thesis topic or extension for thesis (attach a signed supporting letter from your Course Chair/the Graduate Research School)
- Placement dates extended past CoE end date (attach a signed supporting letter from your Course Chair, Placement Officer and/or CUA)
- Change of visa subclass from a non-student visa to a student visa (attach a copy of your current passport, visa label and/or Department of Home Affairs visa grant letter).
- Other (please specify and provide supporting documents):

## 5. STUDENT DECLARATION

Please check all boxes.

- The information I have provided in the CoE extension application and all attached supporting documents are true and correct.
- I have read and understand the information in the CoE extension application and Privacy Statement, and agree to abide by VU policy
- I have attached all supporting documents as required in **Section 4** of the CoE extension application.
- I accept the new CoE on the basis of my current student agreement with VU.
- I understand that if my application is approved I will be supplied with a Study Plan and I am responsible for completing the required units as per the Study Plan. Any deviation from this requires CUA consultation. I understand that the Study Plan and expected completion date are indicative only and subject to change.
- I understand that the new CoE may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.

Signature

Date

## 6. REASON FOR COE REQUEST - TO BE COMPLETED BY CUA/GRS

Please tick the reason for your CoE request and provide all supporting documents required.

- Approved RSL/LOA due to academic progress intervention (only select this if you have been contacted regarding an intervention strategy. Attach an academic progress or intervention strategy letter from student services/your College along with a course or study plan from your College).

Compassionate and/or compelling circumstances:

- Approved RSL/LOA due to serious illness or injury.
- Approved RSL/LOA due to bereavement of a family member or another traumatic experience.
- Approved RSL/LOA due to unusual course structure and/or not passing a unit/s (without requirement for academic progress intervention).
- Not passing a required unit/s (with no further impact on enrolment load).
- Change of thesis topic or extension for thesis submission.
- Placement dates extend past CoE end date
- Change of visa subclass from a non-student visa to a student visa.
6. Other (please specify):

## 7. CUA/GRS REVIEW (TO BE COMPLETED BY CUA/GRS)

**This part must be completed by relevant College staff (e.g. CUA. GRS).**

Please note that as per Standard 8 – Overseas Student Visa Requirements of the [National Code 2018](#), international students on a student visa must be in a position to complete their course within their expected course duration. A CoE extension may only be granted in limited circumstances, some of which are outlined above. If applicable, please ensure that the student is provided with the relevant supporting documents to submit with their CoE extension application.

Does the student require a CoE extension in order to complete their course?  Yes  No

Number of unit(s) student has left to complete the course (including the units the student is currently enrolled in):

Based on a full-time enrolment, what is the student's expected course end study period?

Has a Study Plan been supplied by the CUA?  Yes  No

CUA notes:

CUA Specialist Group

Signature

Date

## OFFICE USE ONLY

### Completion and submission checklist

Has the student completed and submitted the following?

(If all the boxes below cannot be ticked, please do not accept or submit the form.)

- Onshore international students – Confirmation of Enrolment (CoE) Extension application
- Financial guarantee (only applicable for sponsored or scholarship students – as indicated in **Section 3** of the CoE extension application)
- All supporting documents (as required in **Section 4** of the CoE Extension application)
- Completed, signed and dated **Section 5** of the CoE Extension application

### Staff member details

Who is this application received by?

Name

Email

Signature

Date

### 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