

# 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:

- an extension of their Confirmation of Enrolment (COE) to apply for a student visa\*
- a change of duration to their COE due to the granting of Advanced Standing (credit(s) from previous study) or
- 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.**

## 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, 2, 3, 4** and **6**.
2. Obtain recommendation for a COE extension from the Course and Unit Advisor (CUA) at your College. (The CUA also needs to complete and sign **Section 5** of this form.)
3. Attach all required supporting documentation as required in **Sections 1, 2, 3** and **4**.
4. Submit the COE extension application and all supporting documents to the Enrolments department via [ASKVU \(askvu.vu.edu.au\)](mailto:askvu@vu.edu.au) (select Enrolments – COE extensions).

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.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 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"/>			
Where will you lodge your student visa application?						
<input type="checkbox"/>	Melbourne (onshore)	<input type="checkbox"/>	Sydney (onshore)	<input type="checkbox"/>	Offshore (please specify)	<input type="text"/>
If you are going to lodge your student visa application offshore, what date do you plan to travel to Australia?				<input type="text"/>		
Are you sponsored/on a scholarship?						
<input type="checkbox"/>	Yes, I have attached financial guarantee from my sponsor	<input type="checkbox"/>	No			
Name of sponsor/type of scholarship				<input type="text"/>		

#### 4. REASON FOR COE REQUEST

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

- Academic progress (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:
  - 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 death certificate, letter from counsellor, etc).
  - Unusual course structure (attach supporting statement and course or study plan from your College)
  - Reduced Study Load (RSL) approved by Enrolments (attach a copy of your RSL approval received from Enrolments).
  - Other (please specify and provide supporting documents):
- Change of COE duration due to the granting of advanced standing (credit from previous study) (attach a copy of your advanced standing approval letter or approved advanced standing application form).
- 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).

#### 5. COLLEGE RECOMMENDATION

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

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 below. If applicable, please ensure that the student is provided with the relevant supporting documents to submit with their COE extension application.

Do you recommend a COE extension for the student?  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 per semester (incl. Blocks/Trimester), what is the student's expected course end date?

**Reason for recommending a COE extension** (please choose one of the reasons below):

- Academic progress (an intervention strategy has been implemented to assist the student complete the course within the course duration. Please provide the student with a copy of the academic progress or intervention strategy letter along with a course or study plan).
- Compassionate and/or compelling circumstances:
  - Serious illness or injury.
  - Bereavement of a family member or another traumatic experience.
  - Unusual course structure (provide the student a course or study plan and a brief explanation of how the unusual course structure affects the course and the student's course duration).
  - Reduced Study Load (RSL).
  - Other (please specify and provide a brief explanation of how the student's circumstance affects the student's course duration and the need for a COE extension):
- Change of COE duration due to the granting of advanced standing (Provide the student a course or study plan which shows the remaining units the student still needs to complete and the revised expected course end date).
- Change of visa subclass from a non-student visa to a student visa.

CUA name

VU extension number  Email

**Signature**

**Date**

## 6. 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.
- I have met with, discussed and obtained College recommendation for my COE extension application.
- I have attached all supporting documents as required in **Sections 1, 2, 3 and 4** of the COE extension application.
- I accept the new COE on the basis of my current student agreement with VU.

- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU.
- I declare the above information provided by me is true and completed in full.

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 **Sections 4 and 5** of the COE Extension application)
- Completed, signed and dated **Section 6** 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