

EI01 – CONFIRMATION OF ENROLMENT (COE) APPLICATION (SYDNEY & BRISBANE)

This form is for international onshore 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 the instance of i. compassionate or compelling circumstances (8.16.1), ii. academic intervention (18.16.2), or iii. approved deferral or suspension (18.16.3).

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 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 1-5**
2. Submit your application form and all supporting documentation to the Student Administration Team via studentadministration@vusydney.edu.au.
3. The Course Coordinator will complete and sign Section 6 & 7 of this form and provide a Study Plan.
4. The Student Administration Team will process your request and send you an outcome with a copy of the completed form and Study plan
5. You will receive an outcome via your VU 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.

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		Family name		
Given names			Date of birth	
Phone		Email		

2. COURSE DETAILS

Course title		Course code	
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3. COE & VISA DETAILS

Current COE end date		Visa expiry date		
Overseas Student Health Cover (OSHC) membership number		OSHC expiry date		
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				

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

☐ Yes ☐ No

4. REASON FOR COE EXTENSION & SUPPORTING DOCUMENTS

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 Course Coordinator 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 death certificate, letter from counsellor etc).
- ☐ Change of thesis topic or extension for thesis (attach a signed supporting letter from your Course Chair).
- ☐ Placement dates extend past CoE end date (attach a signed supporting letter from your Course Chair and/or Placement Officer).
- ☐ 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 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 attached all supporting documents as required in **Section 4** of the CoE 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 Course Coordinator 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 VERIFIED (TO BE COMPLETED BY COURSE COORDINATOR)

Please tick the reason for the CoE request and provide a Study Plan.

- ☐ Approved RSL/LOA due to academic progress intervention (only select this if you have been contacted regarding and intervention strategy). Attach an academic progress or intervention strategy letter from the University along with a Study Plan from the Course Coordinator.

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 of thesis submission.
- ☐ Placement dates extend past CoE end date.
- ☐ Change of visa subclass from a non-student visa to a student visa.
- ☐ Other (please specify):

7. COURSE COORDINATOR REVIEW (TO BE COMPLETED BY COURSE COORDINATOR)

This part must be completed by the Course Coordinator.

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 per semester (incl. Blocks/Trimester), what is the student's expected course end date?

Has a Study Plan been supplied by the Course Coordinator? ☐ Yes ☐ No

Course Coordinator notes:

Course Coordinator Specialist Group (select from drop-down list)

Signature

Date

OFFICE USE ONLY

Initial Review & Approval by Compliance Officer

Form and all supporting documents received Date

Form and all supporting documents verified and approved ☐ Yes ☐ No

Comments

Name

Signature

Date

Processing by Student Administration Officer

Application Processed ☐ Yes ☐ No Form and all supporting documents uploaded in systems ☐ Yes ☐ No

Approval updated in systems ☐ Yes ☐ No

Comments

Name

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

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.

CONTACT US

If you have any questions, you can email us at studentadministration@vusydney.edu.au, call us on +61 (07) 3210 7402 (VU Brisbane) or +61 (02) 8265 3222 (VU Sydney) or visit us at our campus locations.

You can find our campusus at the following locations:

- VU Brisbane: Level 1/269 Wickham St, Fortitude Valley QLD 4006
- VU Sydney: Level 1/160 Sussex St, Sydney NSW 2000