

### APPLICATION FOR CONFIRMATION OF ENROLMENT (eCoE) FOR VISA EXTENSIONS

By completing and submitting this application, you confirm that:

- You have read the instructions and conditions of this application (please turn over to read instructions/ conditions).
- The information provided by you is true and correct.
- You are aware of your student visa conditions. Further information can be found at <http://www.immi.gov.au/students/visa-conditions-students.htm>. Failure to comply with student visa conditions can result in the cancellation of your eCoE or refusal of eCoE extensions in future, as well as the cancellation of your student visa.
- You understand that you are required to complete your course within the new expected course completion date as stated on your new eCoE.

I understand and accept these conditions (please tick this box)

Signature

Date of Application

### Personal Information

Student ID No.

Family Name or Surname

Given Name(s)

Current Mailing Address

Email Address

Contact Telephone Number

### OSHC, CoE, AND VISA DETAILS

Please enter current visa expiry date and passport number ...../...../.....

When does your OSHC expire? ...../...../.....

**Note: As per international student visa conditions, you must have visa-length OSHC.**

**Ensure evidence of your extended OSHC is attached prior to submitting this application. E.g. Proof of payment**

Reasons for applying for CoE extension are as follows:

.....

.....

## Enrolment Details

Please indicate your expected course completion date and remaining credit points

Mid/End 20.... (Please circle relevant period and enter Year) Cps: .....

### Current Semester Enrolment

Have you enrolled in a full-time study load (12 credit points) for the current/coming semester ?

Yes

No

If no, please state why:

**Please note: As per student visa conditions, students are required to maintain a fulltime enrolment except in the following circumstances:**

1. **Compassionate/compelling reasons. Underenrolment must be formally approved by the Manager, IS<sup>3</sup>. Appointments can be made at [www.canberra.edu.au/isss-manager](http://www.canberra.edu.au/isss-manager).**
2. **University approved intervention strategy**
3. **Pre-requisite courses not available**
4. **Last semester of study requiring less than full time study load to complete degree.**

### Semester Fees

Have you paid your current semester fees in full?

Yes

No

If no, application cannot be submitted

**Please note: CoEs cannot be processed until your semester fees have been paid in full. If you have only recently paid your fees or have an approved payment plan, attach evidence.**

### Sponsorship details

Are you a sponsored/scholarship student?

No

Yes

**If yes: you are required to provide a copy of your new financial guarantee to the University no later than 28 days after your new CoE has been processed. Failure to do so will result in the cancellation of your enrolment and CoE.**

### INTERNATIONAL STUDENT SUPPORT SERVICE USE ONLY

Student does not have current eCoE and requires new eCoE.

Student has paid in full.

Student has enrolled in required load for current/coming semester.

Visa-length OSHC

Callista progress matches extension request (if no, student provide justification).

CoE being extended for one of following reasons:

Intervention strategy (implemented by Faculty, IS3, or SA)

Previous failures

Leave of absence/Suspension of studies

Course structure (e.g. Pre-requisite courses not available)

Unapproved underenrolment. *Student declaration required.*

Compassionate/compelling circumstances (attach evidence)

ISA Name

Signature

Date ext

### International Compliance Check

1. Add health cover details to ENRF3200.
2. Add student course variation in PRISMS.
3. Email new eCoE to student.

### INSTRUCTIONS/ CONDITIONS

1. Applications for eCoE are processed in the following periods:

Start of semester until Census date (Friday of Week 4). For applications made after Census date, a new eCoE will not be issued until results of current semester are released.

During University breaks and Winter Term.

Exceptions to these dates must be approved by the Manager of IS<sup>3</sup>.

2. OSHC: You must ensure you have visa-length OSHC prior to submitting your application. Please attach evidence of your extended OSHC.

3. Prior to submitting your application you must be fully enrolled for the current (or next semester if applying during University break) and your fees paid in full.

This form needs to be emailed to IS<sup>3</sup> at: [international.student@canberra.edu.au](mailto:international.student@canberra.edu.au) or handed to an ISA in the IS<sup>3</sup> office (student central).

4. Providing your application is complete – including required documents - your new eCoE will take a maximum of seven business days to process. The new eCoE will be sent to your UC Student email account. It is your responsibility to ensure you have access to your student email.

Once you have received your eCoE you can extend your student visa online at: [www.immi.gov.au/e\\_visa/students.htm](http://www.immi.gov.au/e_visa/students.htm)

5. For information about health checks if required, contact:

**Health Services Australia  
1<sup>st</sup> Floor, 15 Bowes Street  
Woden ACT 2606  
Ph: 6269 2001**

**For enquiries about your eCoE please contact IS<sup>3</sup> at: [international.student@canberra.edu.au](mailto:international.student@canberra.edu.au)**