

# CONFIRMATION OF ENROLMENT (COE)

EXTENSION APPLICATION (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 Confirmation of Enrolment (CoE) due to the granting of Advanced Standing (credit(s) from previous study) or
- to change their visa subclass and require a Confirmation of Enrolment (CoE) to apply for a student visa.

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

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.

N.B. You cannot apply for a student visa without a valid Confirmation of Enrolment (CoE).

## HOW TO COMPLETE AND SUBMIT THIS FORM

1. Complete **Part A**, **Part B** and **Part D**.
2. Obtain recommendation for a CoE extension from your College (usually your Course and Unit Administrator and request for **Part C** of the CoE extension application to be completed).
3. Attach all required supporting documentation as required in Part A and Part B.
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 – Confirmation of Enrolment (CoE) extensions).

Please allow ten (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.

## PART A – STUDENT DETAILS

STUDENT ID:	DATE OF BIRTH:
FAMILY NAME:	
GIVEN NAME(S):	
EMAIL ADDRESS:	PHONE:
COURSE CODE:	COURSE NAME:
CURRENT COE END DATE:	VISA EXPIRY DATE:
OVERSEAS STUDENT HEALTH COVER (OSHC) MEMBERSHIP NUMBER:	OSHC EXPIRY DATE:

### WHERE WILL YOU LODGE YOUR STUDENT VISA APPLICATION?

☐ MELBOURNE (ONSHORE) ☐ SYDNEY (ONSHORE) ☐ OFFSHORE (PLEASE SPECIFY): \_\_\_\_\_

IF YOU ARE GOING TO LODGE YOUR STUDENT VISA APPLICATION OFFSHORE, PLEASE PROVIDE THE DATE THAT YOU PLAN TO TRAVEL TO AUSTRALIA: \_\_\_\_\_

### ARE YOU SPONSORED/ON A SCHOLARSHIP?

☐ YES, I HAVE ATTACHED FINANCIAL GUARANTEE FROM MY SPONSOR ☐ NO

NAME OF SPONSOR/TYPE OF SCHOLARSHIP: \_\_\_\_\_

## PART B – REASON FOR CONFIRMATION OF ENROLMENT (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. e.g. death certificate: letter from a counsellor etc.)
  - ☐ unusual course structure (attach supporting statement and course or study plan from the 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).

## PART C – COLLEGE RECOMMENDATION

**THIS PART MUST BE COMPLETED BY RELEVANT COLLEGE STAFF (E.G. COURSE AND UNIT ADMINISTRATOR).**

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 COURSE DURATION DUE TO THE GRANTING OF ADVANCED STANDING  
(provide the student a course or study plan which shows the remaining units the student still need to complete and the revised expected course end date)
- ☐ CHANGE OF VISA SUBCLASS WHICH REQUIRES THE STUDENT TO APPLY FOR A STUDENT VISA.

COURSE AND UNIT ADMINISTRATOR NAME: \_\_\_\_\_

VU EXTENSION NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## PART D – STUDENT AGREEMENT AND DECLARATION

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

- ☐ 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 PART A, PART B and PART C of the CoE extension application.
- ☐ I accept the new CoE on the basis of my current student agreement with Victoria University.

**STUDENT SIGNATURE:**

**DATE:**

## FOR VU OFFICE USE ONLY (TO BE COMPLETED BY ENROLMENTS OR STUDENT SERVICES STAFF):

OFFICE USE ONLY	<b>HAS THE STUDENT COMPLETED AND SUBMITTED THE FOLLOWING?</b>	
	If all the boxes below cannot be ticked, please do not accept or submit the form.	
	<input type="checkbox"/>	ONSHORE INTERNATIONAL STUDENTS — CONFIRMATION OF ENROLMENT (COE) EXTENSION APPLICATION
	<input type="checkbox"/>	FINANCIAL GUARANTEE (ONLY APPLICABLE FOR SPONSORED OR SCHOLARSHIP STUDENTS — AS INDICATED IN PART A OF THE COE EXTENSION APPLICATION)
	<input type="checkbox"/>	ALL SUPPORTING DOCUMENTS (AS REQUIRED IN PART B AND PART C OF THE COE EXTENSION APPLICATION)
<input type="checkbox"/>	COMPLETED, SIGNED AND DATED PART D OF THE COE EXTENSION APPLICATION	
	RECEIVED BY (STAFF FULL NAME):	
	EMAIL:	
	<b>SIGNATURE:</b>	<b>DATE:</b>

### 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 Department of Education and Training 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](http://vu.edu.au/privacy) on our website, our frequently asked questions at [ASKVU](http://askvu.vu.edu.au) 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)

If you have any questions,  
you can access **ASKVU**, speak to us  
via live chat or call us on **+61 3 9919 6100**.

VU Sydney Student Services:  
**+61 2 8265 3222**  
[studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)

Our VUHQs are located at the following campuses:

City King	City Queen	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	St Albans