

INTERNATIONAL REQUEST FOR AN ELECTRONIC CONFIRMATION OF ENROLMENT (eCOE)

This form should be completed by international onshore students who wish to request a change of duration to their electronic Confirmation of Enrolment (eCOE). Further information on completing and submitting this form is on page 2.

PART A: STUDENT DETAILS

Student ID number:

Family name:

Given name:

Primary phone (including area code): Update your contact details on MY VU (www.myvuportal.vu.edu.au)

Course Code:

Course name:

Current eCOE end date : / / Visa expiry date : / /

Overseas Student Health Cover Membership number: OHSC expiry date: / /

PART B: DETAILS OF REQUEST TO CHANGE DURATION OF ELECTRONIC CONFIRMATION OF ENROLMENT (ECO)

New expected course end date: / /

Reason for changing eCOE end date (please tick and provide supporting evidence):

- Repeating failed units (if you are at risk of unsatisfactory progress please attach evidence of a faculty/school approved study plan)
- Serious illness or injury (attach medical certificate)
- Shorten eCOE duration following Recognition of Prior Learning (RPL)
- Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)
- Reduced study load/overload changes course duration
- Unusual course structure (supporting statement required from faculty/school on the reverse of this form)
- Other (please specify): _____

PART C: STUDENT AGREEMENT

- The information provided by me is true and correct
- I have read and understand the information overleaf
- I have obtained faculty/school approval for my application
- I have attached supporting documents as required by the form

Student Signature: _____ Date: / /

PART D. INFORMATION FOR STUDENTS

Once Victoria University has received all required information, you should allow seven working days for processing of an application. If you require an eCOE extension, you should apply at least six weeks before your visa expires.

How to complete and submit this form:

1. Complete the form as follows:
 - Complete Part A and Part B to request extension to Confirmation of Enrolment, and
 - Complete Part C: Student Agreement section
2. Obtain approval from your faculty/school (usually your program manager, course coordinator or supervisor)
3. Attach supporting documentation to the form, as required by Part B and C. For example:
 - A doctors certificate to support illness or injury
 - A copy of a study plan from your faculty/school, where you have been identified as at risk of making unsatisfactory progress
 - A copy of your up-to-date overseas health cover card. If you a scholarship student you must also attach a Financial Guarantee from your sponsor
4. Submit the form to Victoria University International (see address details below)

Other important information you need to know:

- Victoria University can only approve a request for an eCOE extension, in limited circumstances. These are outlined on the form and online at www.vu.edu.au/international-students/visa-and-enrolment-variations
- If you need to renew your student visa, you should apply to the Department of Immigration and Citizenship (DIAC). Call DIAC on 131 881 for advice. You cannot apply for a visa renewal without a valid Confirmation of Enrolment. It is important that you apply for an eCOE extension at least six weeks before your visa expires.

COLLEGE USE

To be completed by relevant College staff (e.g. program manager/course coordinator). Please note as required by the National Code 2007, international students must be in a position to complete within their expected course duration. An eCOE extension can only be granted in the limited circumstances outlined on this form. An eCOE extension for unsatisfactory progress purposes can only be approved where an intervention strategy has been implemented. Email vucompliance@vu.edu.au for further details.

Application approved? Yes No Supporting statement: _____

Number of units student has left to complete the course: Students expected course end date: / /

Supporting evidence provided for students at risk of making unsatisfactory progress? (for example: study plan) Yes No N/A

Name:

Signature: _____ Date: / /

VICTORIA UNIVERSITY INTERNATIONAL USE ONLY

This section must be authorised by a VU International Compliance Officer. Place copy of this form in the student file.

Has the eCOE extension been approved? Yes No N/A Does the eCOE have the correct end date? Yes No

Approved by (staff name):

Signature: _____ Date: / /

PRIVACY STATEMENT:

Victoria University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. You are entitled to access personal information that Victoria University holds about you. Please refer to the University's Privacy Policy for further details. This policy can be accessed at www.vu.edu.au/privacy

SUBMIT THIS FORM IN PERSON TO:

Victoria University International
City Flinders Campus
Level 3, 301 Flinders Lane
Melbourne Victoria 3000
AUSTRALIA

POST THIS FORM TO:

Victoria University International
City Flinders Campus
PO Box 14428
Melbourne Victoria 8001
AUSTRALIA

EMAIL THIS FORM TO:

vucompliance@vu.edu.au

CONTACT VU INTERNATIONAL:

Phone +61 3 9919 1164
Enquiries international@vu.edu.au
Web www.vu.edu.au/international

International request for an electronic Confirmation of Enrolment

CRICOS Provider No. 00124K (Melbourne)
CRICOS Provider No. 02475D (Sydney)