

**REQUEST FOR A CONFIRMATION  
OF ENROLMENT (COE)  
FOR ENROLLED STUDENTS**



**VICTORIA  
UNIVERSITY**

**A NEW  
SCHOOL OF  
THOUGHT**

Student ID Number:

Passport Number:

Surname:  Given Names:

Country of Birth:  Nationality:  Date of Birth:  Day  Month  Year

Amount of Tuition Fees paid for the current semester: \$  Proposed Course End Date:  Day  Month  Year  Visa Expiry Date:  Day  Month  Year

Overseas Student Health Cover:  Single  Family Membership No:  Expiry Date:  Day  Month  Year

Course Code:  Course Name:

Where will you lodge your visa application extension?  Australia  Offshore

How do you want your COE issued?  Pick-Up  Delivered by Post

Postal Address:

Suburb, State:  Postcode:  Telephone:

Reason for requiring a new COE:  Need to repeat failed subjects  Have taken a reduced load in previous semester(s)  Other:

Signature:  Date:  Day  Month  Year

**Please allow 7 days for processing your eCOE request.  
It is advised that you prepare your Request for a  
Confirmation of Enrolment form  
at least 2 weeks before your visa expires.**

Enrolled students who need to extend their student visa should obtain an electronic Confirmation of Enrolment from Victoria University International before applying for a new visa.

eCOE's will only be issued by the Victoria University International, City Flinders Lane Campus. Forms can be lodged at Victoria University International offices on other campuses, but they will only be issued from the City Flinders Campus.

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**Students must provide the following information to the Victoria University International before a new electronic Confirmation of Enrolment (eCOE) will be issued:**

1. Complete the *Request for a Confirmation of Enrolment form* on the back of this sheet.
2. Obtain a letter from your Course Coordinator or Head of Department containing the following information:
  - Why your course completion date needs to be extended
  - Expected course completion date
  - Number of subjects/units completed
  - Number of subjects/units remaining
3. Evidence that you have paid the tuition fee for the current semester. If you have received an extension to pay your tuition fees, you need to provide evidence of this extension. If you submit your *Request for a Confirmation of Enrolment for Visa Renewal form* before the date that fees are due, you do not need to provide evidence that your fees have been paid, however proof of no outstanding fees are required.
4. You will need to provide proof to DIMA of health cover for at least 12 months (or until your expected completion date if you will finish within 12 months).
5. Please note 1 July 2005 changes to English proficiency requirements: If you have not successfully completed a course of study, DIMA may require you to sit for an English proficiency test (IELTS).

**eCOE's will only be issued if all of these documents are provided. It is the student's responsibility to provide all required information.**

When applying to immigration for your student visa, you will need to take the following:

- Electronic Confirmation of Enrolment
- Letter from your Co-ordinator, as described above
- Medibank Private card or receipt showing sufficient cover
- Results of your Medical and X-Ray examinations or proof of booking
- Transcript of your academic results
- Evidence of sufficient funds to cover living expenses (i.e. your bank statement) Refer to the checklist for your particular course of study and your country assessment level at the following address <http://www.immi.gov.au/study/applying/checklists/index.htm>