

Electronic Confirmation of Enrolment (eCOE) Extension Application (International Onshore Students Only)

The form should be completed by onshore international students who require:

- an extension to their electronic Confirmation of Enrolment (eCOE) to apply for a student visa*;
- a change of duration to their electronic Confirmation of Enrolment (eCOE) due to the granting of Advanced Standing (credit(s) from previous study) or;
- to change their visa subclass and require an electronic Confirmation of Enrolment (eCOE) 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 an eCOE 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 eCOE. It is also advised that you submit your eCOE 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.

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

HOW TO COMPLETE AND SUBMIT THIS FORM:

1. Complete Part A, Part B and Part D.
2. Obtain recommendation for an eCOE extension from your College (usually your Program Manager, Course Coordinator or Supervisor) and request for Part C of the eCOE extension application to be completed.
3. Attach all required supporting documentation as required in Part A and Part B.
4. Submit the eCOE extension application and all supporting documents to Victoria University Enrolments team as outlined in Part E or email it directly to Enrolments at intenrol@vu.edu.au.

Please allow ten (10) working days from the date of submitting a complete eCOE extension application and required supporting documents for your request to be processed. Should further information or documents are required, you will be contacted by the Enrolments team by email.

PART A: Student details

VU Student Id number:

Date of Birth:

Family name:

Given name(s):

Email Address:

Phone or mobile number (including area code): ⁺

Course Code:

Course Name:

Current eCOE end date:

Visa expiry date:

Overseas Student Health Cover (OSHC) Membership number:

OSHC expiry date:

Where will you lodge your student visa application? Melbourne (On-shore) Off-shore (please specify):

If you are going to lodge your student visa application off-shore, please provide the date that you plan to travel to Australia:

Are you Sponsored/Scholarship student? Yes, I have attached Financial Guarantee from my sponsor No

PART B: Reason for electronic Confirmation of Enrolment (eCOE) request

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

- eCOE extension (please choose one of the reasons below):
- Academic Progress – an intervention strategy has been implemented (attach an Academic Progress or Intervention Strategy letter you received from Student Services or the College and a course or study plan from the College)
 - Compassionate and/or compelling:
 - 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)
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- Change of eCOE duration due to the granting of Advanced Standing (credit(s) 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. Program Manager/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 within their expected course duration. An eCOE 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 eCOE extension application.

Do you recommend an eCOE 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): Units

Based on a full-time enrolment per semester, what is the student's expected course end date? DD / MM / YYYY

Reason for recommending an eCOE extension (please choose a one of the reasons below):

- Academic progress – an intervention strategy has been implemented to assist the student complete the course within the course duration (provide the student a copy of the Academic Progress or Intervention Strategy letter and a course or study plan)
 - Compassionate and/or compelling (please choose the applicable reason below):
 - Serious illness or injury
 - Bereavement of a family member or another traumatic
 - 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 an eCOE extension)
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- 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 Coordinator/Program Manager Name: _____

VU extension number: _____

Email address: _____

Signature: **X**

Date: / /

PART D: Student agreement and declaration

You must tick all boxes below, and sign and date the application before you submit.

- The information I have provided in the eCOE extension application and all attached supporting documents are true and correct.
- I have read and understand the information in the eCOE extension application and Privacy Statement.
- I have met with, discussed and obtained College recommendation for my eCOE extension application.
- I have attached all supporting documents as required in PART A, PART B and PART C of the eCOE extension application.
- I accept the new eCOE on the basis of my current student agreement with Victoria University.

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. 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).

Student Signature: **X**

Date: / /

PART E: Submit this form

Submit this form in person with all required supporting evidence or documentation to any VUHQ locations as outlined below. You can also submit the application and supporting documents electronically.

VUHQ LOCATIONS

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

EMAIL THIS FORM TO:

intenrol@vu.edu.au

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

FOR VU OFFICE USE ONLY (to be completed by Enrolments or Student Services staff):

Has the student completed and submitted the following?: If all the boxes below cannot be ticked, please do not accept or submit the form.

- Onshore International Students - electronic Confirmation of Enrolment (eCOE) Extension Application
- Financial Guarantee (only applicable for Sponsored or Scholarship students – as indicated in Part A of the eCOE extension application)
- All supporting documents (as required in Part B and Part C of the eCOE extension application)
- Completed, signed and dated Part D of the eCOE extension application

Received by (Staff full name): _____

Email address: _____

Date received: / /

Please email the Onshore International Students - electronic Confirmation of Enrolment (eCOE) Extension Application and required supporting documents (as listed above) to Enrolments at intenrol@vu.edu.au for processing.