

Student Development International Confirmation of Enrolment Request Form

INFORMATION FOR APPLICANTS (PLEASE READ BEFORE COMPLETING THE FORM)

This form is to be used by students to obtain a new Confirmation of Enrolment (CoE). Students studying at UNSW, on a student visa, must have a current CoE. A new CoE can only be issued in limited circumstances, for more information please refer to the National Code Part D: ESOS standard 9 (www.aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx).

Applications may take up to 10 working days to be processed.

- Applications received **BEFORE** the release of results for the current semester **WILL NOT** be processed until the results are published.
- All fields must be completed **INCOMPLETE** applications will not be processed
- You must be enrolled full time (24 units of credit), unless it is your last semester of study. Students who are not correctly enrolled will not be issued with a new CoE.
- International students and their dependents undertaking formal studies in Australia are required to obtain Overseas Student Health Cover (OSHC) for the duration of their program. Students are required to provide proof of OSHC to the Department of Immigration and Border Protection (DIBP) when applying for a new student visa.
- DIBP will not issue a new student visa for graduation purposes. If you wish to stay in Australia for your graduation ceremony, you must contact DIBP about alternative visa options. You may need to provide DIBP with an official academic transcript or proof of graduation. You can obtain this from Student Central.
- Please complete Sections 1 to 5, Section 6 is to be completed by your program authority
- When the form is completed, submit in person to SDI or your faculty/school office or via email to international.student@unsw.edu.au
- If you qualify for a new CoE, it will be emailed to your student email account

OFFICE USE ONLY

Part 1 (to be completed when student submits form at counter)

Received by Date Sequence

Part 2 (to be completed before processing CoE)

Outstanding fees Yes No Amount \$

Is the student changing program? Yes No

Enrolment Full Time Part Time Not Enrolled

Program CRICOS Code

Part 3 (to be completed after processing CoE)

New CoE Number

Staff ID

Signature

Date

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SECTION 1: PERSONAL DETAILS

Family Name	<input type="text"/>	Student ID	<input type="text"/>
Given Name	<input type="text"/>	Date of Birth	<input type="text" value="dd/mm/yyyy"/>
Nationality	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>
Address in Sydney	<input type="text"/>		
	<input type="text"/>		

SECTION 2: PROGRAM DETAILS

Note: ALL students are required to complete this section:

Program Name	<input type="text"/>	Program Code	<input type="text"/>
Date of Commencement of Current Program	<input type="text" value="dd/mm/yyyy"/>		
Anticipated Date of Completion	<input type="text" value="dd/mm/yyyy"/>		

Note: ONLY Program Transfer students are required to complete this section

Program Name	<input type="text"/>	Program Code	<input type="text"/>
Date of Commencement of Current Program	<input type="text" value="dd/mm/yyyy"/>		
Anticipated Date of Completion	<input type="text" value="dd/mm/yyyy"/>		

SECTION 3: VISA DETAILS

Are you on a student visa?
 Yes No

Current student visa valid:
From to

If you are not currently on student visa, please specify your current:
Visa Type Visa Expiry date

Please indicate your reason for applying for a new Confirmation of Enrolment (CoE). You must attach supporting document eg. academic statement, medical certificates, intervention strategy

SECTION 4: DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION (DIBP) OFFICE

Please indicate where you will be submitting your application.

Onshore Offshore

SECTION 5: STUDENT DECLARATION

I certify that the information supplied by me on all parts of this form is correct and true to the best of my knowledge. I understand that I must have OSHC for the proposed duration of my student visa prior to my student visa being issued.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student ID	Signature	Date

SECTION 6: TO BE COMPLETED BY YOUR PROGRAM AUTHORITY OR SUPERVISOR

National Code Part D: ESOS standard 9

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD9.aspx>

Registered providers only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances and where it is clear that the student will not complete the program within the expected duration for the following reasons. Please indicate the reason why the student requires a new CoE.

- compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit). Please ensure supporting documentation is attached
- implementation of intervention strategy for the student as they were at risk of not meeting satisfactory course progress. Please ensure intervention plan/academic statement is attached
- an approved deferment or suspension of study has been granted under Standard 13
- failed course/courses. Please ensure academic statement is attached

Additional Comments

Please provide the student's expected date of completion based on enrolment in a full time load eg. End of S1, 2014

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How many units of credit (UoC) does the student require to complete the program requirements, please include the UoC enrolled in this semester

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Full Name

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Signature

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Date

dd / mm / yyyy

Position Held

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Telephone

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School Stamp

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