

Onshore International Students - electronic Confirmation of Enrolment (eCOE) Extension Application

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 9 – Completion within the expected course duration](#), of the National Code 2007, 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) weeks 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 Immigration and Border Protection \(DIBP\)](#). For more information or advice regarding the student visa application process go to the DIPB website at immi.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 International Compliance as outlined in **Part E** or email it directly to VUI Compliance at vucompliance@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 VUI Compliance 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 Connections 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 VUI Compliance (attach a copy of your RSL approval received from VUI Compliance)
 - Other (please specify and provide supporting documents)

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 DIBP 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 9 – Completion within the expected duration](#) of the National Code 2007, 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)

- 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:

Your personal information may be disclosed to Commonwealth and State Government Agencies pursuant to reporting obligations under applicable Australian legislation. Your personal information will also be disclosed to your Overseas Student Health Cover provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. If you are a sponsored student, Victoria University may provide information about your academic performance, academic progress, attendance and conduct to your sponsor. Information contained within your application to study at Victoria University (VU) may be verified with relevant authorities in the country of issue by a VU staff member or nominated representative.

In the event that Victoria University requires information regarding your student visa entitlements, you agree to Victoria University accessing your student visa information through the Australian Department of Immigration and Border Protection online Visa Entitlement Verification Online (VEVO) system.

Student Signature: **X**

Date: / /

PART E: Submit this form

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

STUDENT SERVICE CENTRES		INTERNATIONAL OFFICE	EMAIL THIS FORM TO:	CONTACT VU INTERNATIONAL
City Flinders	Footscray Park	City Flinders Campus	vucompliance@vu.edu.au	Phone: +61 3 9919 1164
City King	St Albans	VUHQ Ground Floor,		Web: www.vu.edu.au/international
City Queen	Sunshine	300 Flinders Street		
Footscray Nicholson	Werribee	Melbourne, Australia		

FOR VU OFFICE USE ONLY (to be completed by VUI or Student Connections 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 VUI Compliance at vucompliance@vu.edu.au for processing.