

# CONFIRMATION OF ENROLMENT REQUEST

## A GUIDE TO PREPARING YOUR STUDENT VISA APPLICATION Attention Student: Please keep this page for your records.

### GENERAL INFORMATION

International student visa holders must submit a completed **Confirmation of Enrolment (CoE) Request form** and attach supporting documentation within the following timeframe:

- (a) **3 months** from your student visa expiry date, if applying for a student visa off-shore.
- (b) **1 month** from your student visa expiry date, if applying for a student visa on-shore (Australia).

### PLEASE NOTE:

- (a) A new CoE will not be issued until the results of the current semester are released, so an accurate assessment of your program completion date can be made.
- (b) Providing all documentation and information has been received and your CoE request has been approved, your new CoE will be sent to your Griffith University email account within 10 business days.
- (c) Sponsored students will need to obtain a new Financial Guarantee from their sponsor before a CoE can be issued. [www.griffith.edu.au/international/scholarships-finance/sponsor-students](http://www.griffith.edu.au/international/scholarships-finance/sponsor-students)
- (d) If the 'Course Start Date' on your new CoE has passed, you will not be able to apply to DIAC on-line and you will need to lodge a paper based application.
- (e) Unless you are a sponsored student with OSHC Worldcare, you are required to provide evidence to DIAC (at the time of your visa application) that you have OSHC until the end of your new student visa. Please contact the OSHC Worldcare representatives on campus (Nathan or Gold Coast) or visit [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au) to find out how to extend your OSHC.

### HOW TO APPLY FOR A STUDENT VISA

There are three (3) ways to apply for a student visa, 1) on-line, 2) by post, or 3) in person at a DIAC office. See details below:

- 1) On-line (preferred by DIAC) - follow the instructions to complete the on-line application and attach required documentation. You can save your application and continue at a later time if you don't have all documentation to submit at one time. [www.immi.gov.au/e-visa/students.htm](http://www.immi.gov.au/e-visa/students.htm)

OR

- 2) By post - complete form 157A *Application for a student visa* [www.immi.gov.au/allforms/pdf/157a.pdf](http://www.immi.gov.au/allforms/pdf/157a.pdf) and send your application form directly by post or courier to:

*Queensland Student Visa Centre  
Department of Immigration and Citizenship (DIAC)  
GPO Box 9984, Brisbane QLD 4001*

OR

- 3) In person - complete form 157A *Application for a student visa* [www.immi.gov.au/allforms/pdf/157a.pdf](http://www.immi.gov.au/allforms/pdf/157a.pdf) and take your application in person to:

*Queensland Student Visa Centre  
Department of Immigration and Citizenship (DIAC)  
Level 2, 299 Adelaide Street, Brisbane QLD 4001  
(Counter hours: Mon-Fri 9.00 - 16:00)*

**For further information regarding your student visa and the application process go to the DIAC website:**  
[www.immi.gov.au](http://www.immi.gov.au) or call 13 18 81.



## CONFIRMATION OF ENROLMENT REQUEST (CoE for Student Visa Purposes Only)

(Link to CoE Policy & Procedure: <http://www62.gu.edu.au/policylibrary.nsf/>)

### SECTION 1 - STUDENT PERSONAL DETAILS (COMPULSORY)

Griffith Identification Number <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	Family Name:	Other Names:
	Date of Birth (dd/mm/yyyy):	Gender: Male / Female
	Country of Birth:	Citizenship:
	Email:	Mobile:

☐ I confirm my mailing address and telephone number are up-to-date on the Griffith Portal.

### IMPORTANT INFORMATION FOR SPONSORED STUDENTS

☐ Please tick this box if you are a government sponsored student.

**Please note:** You must provide a new Financial Guarantee from your government sponsor before a CoE can be issued. CoE Request applications can not be finalised until a new Financial Guarantee has been provided to cover the period of the approved extension. If you require assistance contacting your government sponsor, please email [sponsorships@griffith.edu.au](mailto:sponsorships@griffith.edu.au) with your request.

### SECTION 2 - DEPT. OF IMMIGRATION DETAILS (COMPULSORY)

You must attach a copy of your passport photo page and passport visa page or eVisa in order for your application to be assessed.

Passport Number:

Current Visa Expiry Date:

Country Passport Issued:

Will you be applying for your student visa in Australia?: ☐ Yes (Brisbane)

☐ No (Please specify city/country) \_\_\_\_\_

### SECTION 3 - REASON FOR NEW COE (COMPULSORY)

Please tick one box below and provide the requested supporting documentation:

- ☐ Return from Leave of Absence (attach approval letter)
- ☐ Internal Transfer (has been approved and processed by Student Administration)
- ☐ Pre-requisite course(s) not offered to meet award requirements in a suitable timeframe (attach confirmation)
- ☐ PhD Student - requesting extension to candidature (attach approval from the Griffith Graduate Research School - GGRS)
- ☐ Reduced study load as part of an intervention strategy approved by an International Student Advisor (attach Intervention Form)
- ☐ Identified as not meeting academic course progress (attach copy of intervention documentation received from University)
- ☐ Failure in courses (attach a transcript)
- ☐ Other grounds for provision of extension/new COE as outlined in section 3.0 of the International Student Extension of Study (CoE) Policy & Procedure [www62.gu.edu.au/policylibrary.nsf/](http://www62.gu.edu.au/policylibrary.nsf/) (attach statement and supporting documentation)

### SECTION 4 - COURSE DETAILS & STUDY PLAN (COMPULSORY)

Program Name:

Program Code:

Campus: Gold Coast / Logan / Nathan / Mt Gravatt / Southbank

**TIMETABLE FOR COMPLETION** - You must outline the course(s) you are planning to take for each remaining semester.  
(Please note: You must complete this section in order for your CoE request to be assessed).

Semester: _____ Year: _____	
Course Code	Course Name

Semester: _____ Year: _____	
Course Code	Course Name

Additional semester timetabling available on page 2

Semester: _____ Year: _____	
Course Code	Course Name

Semester: _____ Year: _____	
Course Code	Course Name

**SECTION 5 - STUDENT DECLARATION (COMPULSORY) Forms without signatures will NOT be processed**

- I ***understand*** that there are a number of Australian Government legislative obligations I need to be aware of as an international student visa holder: **1)** I must be enrolled in an enrolment load that ensures I complete my program of study within the specified duration of my program as specified in my confirmation of enrolment (CoE) which is usually a full-time equivalent load of 40 CP per semester; and **2)** Griffith will only be able to extend my CoE in limited circumstances as outlined in the International Student Extension of Study (CoE) Policy & Procedure [www62.gu.edu.au/policylibrary.nsf](http://www62.gu.edu.au/policylibrary.nsf); **3)** Receiving credit will reduce the duration of my CoE; **4)** I must not study more than **25%** of my program by distance/on-line study mode and must enrol in at least one course on campus in any compulsory study period. Breach of this legislation can result in cancellation of my enrolment.
- I acknowledge that I have read Griffith University's Privacy Plan [www.griffith.edu.au/ua/aa/vc/pp/](http://www.griffith.edu.au/ua/aa/vc/pp/) which enables the release of my details to, or obtain details from third parties in the usual course of University business eg. Australian Government Departments (DIAC, DEEWR).
- For further information on the legislative framework for Education Services for Overseas Students please refer to: [www.aci.gov.au/REGULATORY-INFORMATION/Pages/Regulatoryinformation.aspx](http://www.aci.gov.au/REGULATORY-INFORMATION/Pages/Regulatoryinformation.aspx)

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STUDENTS SHOULD NOT COMPLETE ANY INFORMATION BEYOND SECTION 5.  
RETURN THIS FORM AND SUPPORTING DOCUMENTS TO ONE OF THE OFFICES LISTED BELOW.**

International Office  
Nathan Campus  
Willett Centre (N 53) Counters 1 - 4  
Phone: (07) 373 57200

International Office  
Gold Coast Campus  
Student Centre (G 33) Counter 10  
Phone: (07) 555 28819

Email Address: [compliance@griffith.edu.au](mailto:compliance@griffith.edu.au)

**SECTION 6 - GRIFFITH INTERNATIONAL RECEPTION STAFF USE ONLY (Boxes to be checked by collecting staff member)**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• The following items have been attached by the student: <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of passport (photo page)</li> <li><input type="checkbox"/> Copy of passport visa page/eVisa</li> <li><input type="checkbox"/> All appropriate supporting evidence (ie. academic transcript)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• I also confirm that: <ul style="list-style-type: none"> <li><input type="checkbox"/> The student has completed all sections of the form</li> <li><input type="checkbox"/> The student has indicated a reason for the extension</li> <li><input type="checkbox"/> Request entered into GI Mail Database (Gold Coast)</li> <li><input type="checkbox"/> Request scanned to Compliance email (Nathan)</li> </ul> </li> </ul> |
|---|--|

Additional Comments: \_\_\_\_\_

Name of Collecting Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 7 - TO BE COMPLETED BY A STUDENT ADMINISTRATION, CLIENT ADMINISTRATION OFFICER**

Subject to the availability of proposed courses designated in Section 4, and subject to sign off by the Dean, the student will be

eligible to graduate from the \_\_\_\_\_  
(Client Administration Officer to insert name of program)

at the end of semester \_\_\_\_\_ 20 \_\_\_\_\_. The study program officially ends in the month of \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Name of Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Department/Section: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Standard turnaround time to complete Section 7 of this form will be 5 working days.