

Confirmation of Enrolment (CoE) Request Form

For enrolled international students

This form is for currently enrolled RMIT students who need a new CoE to apply for a new student visa. You will be required to nominate the DIBP office where you intend to lodge your visa application. Please consider this carefully as we cannot change this once the CoE has been issued unless you provide evidence of compelling/compassionate circumstances. We strongly recommend that you lodge your new visa application onshore in Australia. If you lodge your application offshore, you should be aware that your visa may be delayed and you may not be able to arrive back in Australia before classes start. You should apply for a CoE at least 10 working days before you need to lodge your visa application.

Further information about renewing your student visa can be found on the RMIT website at www.rmit.edu.au/study-with-us/international-students/study-in-australia/student-visas/visa-renewal-process/ or on the Department of Immigration and Border Protection's (DIBP's) website at www.border.gov.au

NOTE: You will need to show DIBP that you have visa length OSHC membership when you renew your student visa

Section A To be completed by student

To be completed by student

Student number			
Family name (as shown in your passport)			
Given name(s) (as shown in your passport)			
Australian residential address	<i>Number and street name</i>		<i>City/Suburb</i>
	<i>State</i>	<i>Postcode</i>	<i>Country</i>
Mobile phone number		Email	
Passport number		Nationality	
Visa expiry date	<i>Day/month/year</i>	Country of birth	
Date of birth	<i>Day/month/year</i>		

Where will you lodge your visa application?

- ☐ Australia:
 ☐ Melbourne (City)
 ☐ Dandenong
- ☐ Overseas:
 Location of Australian diplomatic office:

<i>City</i>	<i>Country</i>

Please read carefully and answer the following questions:

1. Are you currently enrolled? Yes No

If you are not currently enrolled a COE cannot be issued.

2. Have you received your results for the most recent semester? Yes No

If no, then this could mean that this COE request does not include the most accurate end date of your studies. If you apply for a visa with a COE that has an inaccurate end date then you may be required to apply for another visa in order to complete your program.

3. Are you a sponsored student? Yes No

If yes, a COE can only be issued once a Financial Guarantee for the new study period has been received by RMIT International.

4. Are you an Under 18 student? Yes No

Instruction

All sections are to be completed in **BLOCK** letters using black or blue ink.

- Student:**
Please complete Section A of this form. Submit the form to your College/School Program Co-ordinator/Supervisor.
- College/School staff:**
Please complete Section B of this form. Attach documents as required. Return completed form to student or email iscoe@rmit.edu.au
- Student:**
Return completed form and attachments to RMIT International (see below for address).

RMIT International

Postal address:
RMIT International
GPO Box 2476
Melbourne VIC 3001 Australia

By courier:
RMIT International
Level 4, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

In person:
International desk at Info Corner
Level 1, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

By email:
Email: iscoe@rmit.edu.au

Once received by RMIT International, your new CoE will be sent to you by email within 5 working days.

Section B Enrolment details (To be completed by school)

To be completed by the College/School.

Note: Program end date is based on full-time load and all courses being passed. Reduced load should only be due to program structure or other approved compassionate/compelling reasons.

Program name						Program code					
Expected program end date	☐ 30 June, Year:	☐ 31 December, Year:	☐ Other								

Higher Education Programs		Vocational Education Programs	
Total number of credit points required to complete program		Total number of hours required to complete program	
Number of credit points currently completed		Number of hours currently completed	
Number of credit points currently enrolled		Number of hours currently enrolled	
Number of credit points required to complete		Number of hours required to complete	

Please advise the reason for the COE extension request (more than one may be applicable):

Academic Performance Improvement Plan in place

Reduced study load as approved by school

Failed occasional courses throughout program

Previously had a period of LOA

In which semester (s) is the student required to enrol?

Semester: Year: Semester: Year: Other, please give details:

College Officer/School Officer/Program Coordinator/Supervisor

Name: _____

Phone no: _____

Signature: _____

Date _____

Section C To be completed by RMIT International Student Services

Date received: _____

Created by: _____

Date issued: _____

Fees paid: _____

Total fees of eCOE: _____

Reason: CC/APIP