

Application for new Confirmation of Enrolment (CoE) Master of Social Work (Qualifying)

Students need to complete sections **1, 2, 3 and 4** and then email the form to the International Student Compliance team at internationalcompliance@federation.edu.au.

Incomplete forms will not be processed, and it may delay your visa application process.

Section 1 – Personal details (compulsory)

Family Name:

Given name/s:

Student ID number:

DOB (DD/MM/YY):

Email address:

Address:

Section 2 – Immigration details (compulsory)

Passport number:

Current visa expiry date (DD/MM/YY):

Section 3 – Course details (compulsory)

Course name in full:

Reason for not completing on time:

Previous CoE start date:

Previous CoE: end date:

Section 4 – Student declaration (compulsory). Please read all the information, sign and date this form. Forms without signatures will **not** be processed.

I understand that I am required to ensure that my current contact details are updated in MySC as per my visa conditions. I understand that it is my responsibility to ensure that I have the appropriate Overseas Student Health Cover and apply for a new student visa (as applicable). I have read and understood the information contained on this form.

Signature:

Date:

Section 5 – To be completed by Approver

Please refer to Completion Within the Expected Duration of Study Procedure:

https://policy.federation.edu.au/research/procedures/standard_8/ch01.php

Term (e.g 2505, 2520)

Proposed units

If the student had intervention strategies in the following semesters (if intervention is not in fdlGrades, please provide a copy with this form):

Term:

Term:

Term:

Term:

The student had reduced loads in the following semesters (reasons may inc. courses not being on offer, medical reasons, intervention, etc.):

Term:

Term:

Term:

Term:

Reason for reduced load:

The student failed the following number of courses:

Term:

Term:

Term:

Term:

Number of courses failed:

Based on my assessment of the student's progress, I consider that the student has a valid reason as per the above procedure for extending their studies and a reasonable expectation of completing the program by the following date:

Approver:

Signature:

Date:

Section 6 – Placement information (to be completed by Course Coordinator)

Please complete below with approximate dates if not confirmed yet

1st Placement Start date: End date:

2nd Placement Start date: End date:

Did the student submit everything required to commence their 1st placement on time?

Was the student's progress through the 1st placement satisfactory?

Did the student submit everything required to commence their 2nd placement on time?

If you have answered No to any of the above questions, please provide information (e.g. unable to source 1st placement for student):

Based on my assessment of the student's progress, I consider that the student has a valid reason as per the above procedure for extending their studies and a reasonable expectation of completing the program by the following date:

Course Coordinator:

Signature:

Date:

Section 7 - New CoE Details: International Student Compliance

Current CoE end date:

New CoE end date:

New CoE issued:

Approx. fees remaining:

Processed by:

Signature:

Date: