

Application for new Confirmation of Enrolment (CoE) Enrolled students only

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:

Reason for not completing on time

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

Approver:

Signature:

Date:

Section 6 - New CoE Details: International Student Compliance

Current CoE end date:

New CoE end date:

New CoE issued:

Approx. fees remaining:

Processed by:

Signature:

Date: