



Confirmation of Enrolment (CoE) Request

This form is to be completed by international students who are renewing their student visa. If approved, a new CoE will be emailed to your student email address within seven days of lodgement.

A new CoE can be issued only in very limited circumstances (see below). You will need to provide supporting documentation from your doctor or program director. You must also:

- provide a copy of the personal details page in your passport and evidence of your current visa
- pay in full tuition fees for your previous enrolments
- enrol in the current year
- ensure that your Overseas Student Health Cover is valid for the duration of your visa
- lodge this form with Campus Central

Part A: Personal details

Student ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Mr/Miss/Ms/Mrs:	First name(s):	
Family name:		
Date of birth:	Country of birth:	
Passport No:	Current visa expiry date:	Contact No:
Program code:	Program title:	
Are you a sponsored student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, you must attach approval document from UniSA International Government Sponsorships (E: international.sponsors@unisa.edu.au) If not attached, this form <u>cannot</u> be processed.	
Is your Overseas Student Health Cover valid for the duration of your new visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, you need to complete an OSHC Renewal form and submit it to Campus Central	
Where will you lodge your application?	Country:	City:
Student Signature:	Date:	

Part B: Program Director OR delegated authority to complete

This CoE Request Form must not be approved unless compassionate/compelling circumstances apply. If approved, please complete ALL sections in Part B below.

<input type="checkbox"/> Study Plan attached. Note: this form will not be processed without a complete study plan.		
Total program units:	Units completed:	Anticipated completion date:
Approved units of credit:	Remaining units:	
As required by Enrolment Policy A-48, I approve a new CoE for the above student on the basis that the following compassionate/compelling circumstances apply:		
<input type="checkbox"/> Medical grounds (medical certificate provided)		
<input type="checkbox"/> Student failed final course(s) in final study period or failed occasional courses throughout the program		
<input type="checkbox"/> Outcome of academic review (eg. reduced study load due to intervention strategy)		
<input type="checkbox"/> Student took an approved leave of absence		
<input type="checkbox"/> Prerequisite course(s) not available		
<input type="checkbox"/> Other (please specify):		
NB: Compassionate/compelling circumstances do <u>not</u> exist where a student chooses to under-enrol (ie. without approval)		
Program Director name:		
Program Director Signature:	Date:	

LODGING YOUR APPLICATION**With Campus Central****In person****City East**

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building
111 Nicolson Avenue
Whyalla Norrie SA 5608

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East (08) 8302 2466
City West (08) 8302 0590
Magill (08) 8302 4090
Mawson Lakes (08) 8302 3550
Mount Gambier (08) 8647 6082
& Whyalla

OFFICE USE ONLY**Campus Central**

OHSC form sent to LTU (if required)

CoE issued and emailed to student

Student in BFS

Medici updated

If student is sponsored, approval document attached.
(If not, please contact UI Government Sponsorships:
international.sponsors@unisa.edu.au)

Form and attachments placed on student's file

No. of units to complete:

Amount of fees to pay: \$

Date received:

Date processed:

Received by:

Processed by: