



## 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: <a href="mailto:international.sponsors@unisa.edu.au">international.sponsors@unisa.edu.au</a> ) <b>If not attached, this form <u>cannot</u> be processed.</b>	
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. <b>Note:</b> 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 <b>compassionate/compelling circumstances apply:</b>		
<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 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):		
<b>NB: Compassionate/compelling circumstances do <u>not</u> exist where a student chooses to under-enrol (ie. without approval)</b>		
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**

<input type="checkbox"/> OHSC form sent to LTU (if required)	<input type="checkbox"/> CoE issued and emailed to student
<input type="checkbox"/> Student in BFS	<input type="checkbox"/> Medici updated
<input type="checkbox"/> If student is sponsored, approval document attached. (If not, please contact UI Government Sponsorships: <a href="mailto:international.sponsors@unisa.edu.au">international.sponsors@unisa.edu.au</a> )	<input type="checkbox"/> 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: