



**This form is to be used by international students who require an electronic confirmation of enrolment (eCoE) from Monash in order to extend their course duration and renew their student visa.**

***This form is not to be used by Monash College Students.***

### **Applying for a student visa – general information**

If you need to renew your visa in order to complete your course or study other courses in Australia, you must submit an application for visa extension with the Department of Immigration and Citizenship (DIAC). It is recommended that you commence this process at least 1 month prior to the expiry date on your current visa.

A visa renewal costs approximately \$450 AUD.

There are two ways to apply for a new student visa:

- On-line
- Submit a paper application by post

Applying on-line is the quickest and easiest method.

Further information can be found on the DIAC website:

<http://www.immi.gov.au/students/index.htm>

You are advised to familiarise yourself with the relevant information provided by DIAC as this information is often updated.

### **Lodging of applications**

#### **Caulfield and Parkville Campus**

Business & Economics, I.T. and Art & Design students should complete Section A of the form and submit it to the Student Service Centre.

All other faculty students should submit the form directly to their faculty office.

#### **Gippsland campus**

Students should complete Section A of the form and then submit it to their faculty to complete Section B. The completed form should be submitted at your campus Hub.

#### **Clayton, Peninsula and Berwick campuses**

Students should submit an on-line application form.

The eCOE will be emailed your Monash email account within approximately 5 working days.

### **Privacy statement**

The information on this form is collected for the purposes of assessing your application for Visa Extension. If you do not complete all questions on this form it may not be possible for the application to be assessed by your enrolled faculty. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

### **Course extension in Australia – general information**

Under Government requirements (National Code of Practice 2007), a new eCoE can be issued and a course extended in Australia in limited circumstances. These are:

- Compassionate or compelling circumstances
- Implementation of intervention strategy for students at risk of not making satisfactory course progress
- Approved deferment or suspension of study

Your faculty will decide whether your application for eCoE satisfies these grounds.

### **eCoE APPLICATION RECEIVED**

**Please retain this copy as proof that your application has been submitted**

Student ID: 

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Tracking Number: \_\_\_\_\_



Tracking Number:

Faculty Sent to:

Campus:

### Section A Personal details (to be completed by student)

Student ID number

Family name \_\_\_\_\_

Given name \_\_\_\_\_

Passport number  Has this changed since your last visa? Yes No

Gender (M or F)  Date of Birth   
Day Month Year

Telephone number

Monash Email Address \_\_\_\_\_@student.monash.edu

Country of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Have tuition fees been paid for the current semester? Yes No Amount \$ \_\_\_\_\_  
 If yes, please provide a copy of your most recent Monash tuition fees invoice and payment receipt.

Course \_\_\_\_\_ Campus \_\_\_\_\_

At which DIAC office will you lodge your application? Even if applying on-line you must select one of the following options:  
 City  Dandenong

If lodging an eCoE at an overseas location, please specify which country: \_\_\_\_\_

### Section B Course progression details (to be completed by faculty)

Course Commencement date   
Day Month Year

Provided the above named student satisfactorily fulfils all the course requirements, he/she is expected to complete their degree by:

Day Month Year

### Section C Course extension decision (to be completed by faculty)

Application for eCoE approved Yes / No

If approved: reason for extending the student's duration of study for the course in Australia:

- Compassionate or compelling circumstances
- Intervention strategy for students who were at risk of not meeting satisfactory course progress
- Approved deferment or suspension of study

If not approved: National Code grounds for course extension have not been demonstrated. Additional information:

\_\_\_\_\_  
 Authorised by (Name) \_\_\_\_\_ Faculty stamp

Signature \_\_\_\_\_