

# APPLICATION FOR ELECTRONIC CONFIRMATION OF ENROLMENT (ECOE)

(for student visa extensions or change of program)

## Section 1 - PERSONAL DETAILS

Family Name:

Given Names:

Address:

Student ID:

Gender: Male  Female

Country of Birth:

Contact Phone Number:

Date of Birth:

Citizenship:

## PLEASE READ THE FOLLOWING

Please note all sections of the forms must be completed and all necessary documents must be submitted.

INCOMPLETE FORMS WILL **NOT** BE PROCESSED AND IT MAY DELAY YOUR VISA EXTENSION PROCESS.

The new eCoE will be sent to your MACQUARIE email address in 5 working days from the next business day.

## Section 2 - DIAC DETAILS AND OSHC INFORMATION

You will need to bring a copy of your passport photo page, visa and health cover to the front desk when submitting this request.

Passport No:  (must show original)   Officer Initials

Current Visa Expiry Date:         (must show original)

OSHC Expiry Date:         This extension must cover your visa date.

If your course completion date is November - extend your OSHC until 15 March of the following year. If your course completion date is June - extend your OSHC until 30 August of the following year (\*must be 2 calendar months after course completion date in this instance)

Worldcare  Medibank  Policy Number:  (must show original or copy)

DIAC Office you are going to apply for the visa: Australia  Overseas  City:

## Section 3 - COURSE DETAILS AND STUDY PLAN

Degree Name in Full:

Expected Course Completion Date:

Reason for Extension:

## TIMETABLE FOR COMPLETION

You must outline the units you are planning to take for each remaining session/trimester/term, including the current study period (e.g. Session/Trimester/Term 2, 2012) You are required to enrol in a full load of study. If you wish to reduce your study load you must provide written approval by your Academic Adviser via the Request to Reduce Study Load form attached.

Study Period: <input type="text"/>	Study Period: <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"/>

Study Period: <input type="text"/>	Study Period: <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"/>

## Section 4 - TO BE COMPLETED BY THE ACADEMIC ADVISER

The program proposed by the student will be completed by session/trimester/term \_\_\_\_\_ 20\_\_\_\_\_  
(please indicate study period and year).

The study period officially ends in the month of \_\_\_\_\_

Based on the information provided by the student and my academic assessment of the student's progress and stated intentions, I consider that the student has a reasonable expectation of completing the degree in this time:

Yes  No

Note:

1. The completion date confirmed must be for the end of the final study program that the student intends to qualify for.

2. Student visa requirements as set down by DIAC and DEEWR require students to complete their course within the CRICOS registered duration. Therefore students are required to enrol in a full course load (the exception to this is students who are completing their final semester of study and need less than a full load to complete). However students who experience either academic or compassionate difficulties are eligible to request to reduce their enrolment load. If you wish to support the student in this request please sign the Request to Reduce Study Load form attached.

Academic Comments: \_\_\_\_\_  
\_\_\_\_\_

Name of Academic Adviser: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

The information provided above will be used to determine the length of time required by the student to successfully complete their program of study. If you have any queries or require further information regarding this matter, please contact a Student Advocacy and Support Officer.

[iss@mq.edu.au](mailto:iss@mq.edu.au) or 9850-6449/6320

(For family names A - K)

Ms Kanchan Kaur at [kanchan.kaur@mq.edu.au](mailto:kanchan.kaur@mq.edu.au) or 9850-6018

(For family names L - S)

Ms Catherine Pattison-Clarke at [catherine.pattisonclarke@mq.edu.au](mailto:catherine.pattisonclarke@mq.edu.au) or 9850-6448

(For family names T - Z)

## Section 5 - STUDENT TO COMPLETE

(Please read all information and sign and date this form. Forms without signatures will not be processed)

I have checked that I have provided my correct details and I have discussed Sections 3 and 4 of this form with my academic adviser and I have read and understood the information contained on this form.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RETURN THIS FORM TO:

Campus Wellbeing Reception  
Level 2, Lincoln Building C8A  
Opening Hours: 8am - 6pm Monday to Friday

Phone: 9850-6320/6449

Email: [iss@mq.edu.au](mailto:iss@mq.edu.au)

Web: [www.international.mq.edu.au/student-services/miservices](http://www.international.mq.edu.au/student-services/miservices)

## PREPARING STUDENT VISA APPLICATIONS

You must lodge an application to extend your student visa before the expiry date of your current visa. Applications lodged after this time may be refused. DIAC encourages all applications for student visas to be lodged online.

To extend your student visa, you first must apply for a Confirmation of Enrolment (CoE)

To obtain a CoE:

1. Complete this application form and have it signed by the appropriate Academic Adviser.
2. Show your passport and your visa to Campus Wellbeing Reception Staff.
3. Show your Overseas Student Health Campus Wellbeing Reception Staff.
4. Ensure that you do not have any outstanding fees in your student account (otherwise your request for a CoE will not be processed)

How to apply:

1. Go to [www.immi.gov.au/e\\_visa/students.htm](http://www.immi.gov.au/e_visa/students.htm) and follow the instructions. Contact DIAC on 131 881 if you have problems using their system.

You will need to pay an application fee of \$540 by Credit Card, EFTPOS (if in person), or by Bank Cheque, Money Order (made payable to "DIAC") or BPay.

Applications can be lodged in person at:

DIAC Sydney Central Office  
26-30 Lee Street (located near Central Station)  
Sydney NSW 2000

## APPLYING FOR OR EXTENDING STUDENT VISAS IN NSW

### DECISION READY APPLICATIONS

Complete applications will be processed quicker. Incomplete applications will be delayed or, in some cases, refused. The department is not required to contact you if your application is incomplete.

### LODGING A STUDENT VISA APPLICATION IN NSW

#### 1. ONLINE

All students should apply via our website [www.immi.gov.au/students](http://www.immi.gov.au/students). This is the quickest and easiest way to having your visa processed and these applications are given priority.

You should not use Bpay if your current visa expires in less than 7 days.

If you can't lodge your application online please post it to us.

#### 2. POST

NSW Students Centre  
GPO Box 9984  
Sydney NSW 2001

(Please note: paper applications will take much longer to be processed, unless you can show that you have not been able to apply online)

Can I lodge a student visa application at the DIAC office?

Only students whose visa is going to expire in the next few days will be able to lodge their application at the counter. BUT these applications are given the lowest priority and may take several weeks to be processed.

What if I need to speak to someone about student visas?

Any questions on how to lodge your student visa ring 131 881. If you have lodged already, you can contact your case officer directly at their direct email address or phone number.

Summary of Documents to be attached at time of lodgement.

- Form 157A
- Fee of \$540
- Confirmation of enrolment (COE) or Letter of Offer (must have CRICOS course code)
- Overseas Student Health Cover (OSHC)
- Medical Examination and Chest X-ray. (Medical and X-ray results are usually only valid for 12 months).
- Evidence of meeting English requirement (for assessment level 3 & 4)
- Evidence of sufficient funds
- Under 18's Welfare arrangement

Before you lodge please visit <http://www.immi.gov.au/students/checklists/index.htm> for a comprehensive checklist of documents you need for a student visa application.

## USEFUL CONTACTS FOR STUDENTS

### DIAC (Immigration)

[www.immi.gov.au](http://www.immi.gov.au)  
General enquiries phone: 131 881

Visa application forms:  
[www.immi.gov.au/allforms/application-forms/](http://www.immi.gov.au/allforms/application-forms/)

General Skilled Migration Information:  
[www.immi.gov.au/skilled/general-skilled](http://www.immi.gov.au/skilled/general-skilled)

Skilled Migration Questions:  
Email: [skilled.migration@immi.gov.au](mailto:skilled.migration@immi.gov.au)  
Phone: 1300 364 613

### Health Services Australia (HSA)

[www.healthoz.com.au](http://www.healthoz.com.au)  
Phone: 1300 361 046

Australian Government site for international students  
[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

Department of Education, Employment and Workplace Relations (DEEWR)  
[www.deewr.gov.au](http://www.deewr.gov.au)

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)  
[www.cricos.dest.gov.au](http://www.cricos.dest.gov.au)

## ACADEMIC ADVISERS CONTACT LIST

You will need to arrange an appointment to see an Academic Adviser from your department to discuss your study plan and to have your form approved. To contact your Adviser by phone, dial 9850 and the extension number.

DEPARTMENT	ACADEMIC ADVISER	EXTENSION (9850 - )	LOCATION
Applied Finance Centre (Master degree)	Dr Shane Magee shane.magee@mafc.mq.edu.au	Email for appointment	E4A Level 7
Applied Finance (Bachelor Programs)	BESS	1050	E4B 106
Accounting and Corporate Governance Bachelor programs (including Business Law)	BESS	1050	E4B 106
Actuarial Studies	Mr David Westcott	8568	E4A 728
Ancient History	Ms Raina Kim ancienthistory@mq.edu.au	8833	W6A 540
Anthropology	A/Prof Chris Lyttleton	7783	C3A 625
Asian Languages (Chinese)	Prof. Danny Kane Dr Shirley Chan	7692 7021	W6A 235 W6A 226
Asian Languages (Japanese)	Dr Mio Bryce Dr Chavalin Svetanant	7064 7044	W6A 229 W6A 335
Business Administration/Demographic Int. Business/Human Resources	BESS	1050	E4B 106
Business Law	BESS	1050	E4B 106
Critical & Cultural Studies	Dr. Kate Rossmannith	2183	Y3A 193E
Economics	BESS	1050	E4B 106
Education	A/Prof. Pamela Coutts	8444	C3A 913
Electronics	Ms Ana Borba	9148	E6A 225
English English (Childrens Literature)	Dr. Rosemary Colmer Dr. Victoria Flanagan victoria.flanagan@mq.edu.au	8731 Email for appointment	W6A 623 W6A 627
European Language (French)	A/Prof Bert Peeters	7007	W6A 215
European Language (German)	Prof Martina Mollering	7012	W6A 213
European Language (Spanish)	A/Prof Estela Valverde	6882	W6A 340
Business and Economics Graduate Centre (MIB and Master of Commerce)	Ms Liz Lee	9964	E4A 216
Business and Economics Graduate Centre (PGDip and Master of Accounting)	Ms Liz Lee	9964	E4A 216
Graduate School of Management	Mr David McGrath	9058	E12B 114
IWS (Interdisciplinary Women's Studies, Gender and Sexuality)	Dr Judy Lattas	7947	W6A 831
International Communication	A/Prof. Narren Chitty (PG) Dr Sabine Krajewski	2160 2167	Y3A 160 Y3A 165H
Institute of Early Childhood	Ms Margaret McNaught Dr. Fleur Harris	9861 9863	X5B 265 X5B 276
Law	Mrs Anne McGuigan	7068	W3A 620
Linguistics	Dr. Jan Tent	8740	C5A 508
Department of MMCCS Media Music Cultural Studies	Administration Dr Stephen Collins A/Prof Mark Evans Dr Nicole Matthews	2250 2165 2258 8755	Y3A 155 Y3A 191D Y3A 254 W6A 833
Modern History	Dr. Adrian Carton	7041	W6A 405
Philosophy	Philosophy Enquiries	8837	W6A Level 7
Politics and International Relations - MIR (PG Only)	Prof. Stephanie Lawson Dr. Geoffrey Hawker	8878 8885	W6A 435 W6A 421
Psychology	Dr. Eugene Chekaluk	8009	C3A 527
Science Centre	enquiries@science.mq.edu.au	6000/6001	E7A 102
Sociology	A/Prof. Pauline Johnson	9491	C3B 517
Special Education	Dr Jennifer Stephenson	8694	X5A 113
Statistics	Mrs Sigurbjorg Gudlaugsdottir	8582	E4A 516