

This form is to be completed by international students. If your CoE request is approved, a new CoE will be emailed to your student email address within seven days of lodgement of the form with all supporting documents and conditions of issue met.

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 **ONLY** if you have changed your passport since commencement at UniSA
- pay in full any outstanding tuition fees (e.g. students in BFS are not permitted to receive a CoE)
- enrol in the current year (except for the period you are on approved leave of absence)
- ensure that your Overseas Student Health Cover is valid for the duration of your visa
- lodge this form with Campus Central (unless you are also applying for leave then lodge with a Student Advisor (International))

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"/>
Mr/Miss/Ms/Mrs/Mx:	<input type="text"/>	First name(s):	<input type="text"/>					
Family name:	<input type="text"/>							
Date of birth:	<input type="text"/>	Country of birth:	<input type="text"/>					
Email address:	<input type="text"/>					Contact No:	<input type="text"/>	

Part B: Current Australian Address

Please provide your **current Australian** address. An Australian address is required to issue a Confirmation of Enrolment (CoE). If you do not have an Australian address on record, or if your Australian address has recently changed, please update this information on your [myUniSA student portal](#) before submitting this form.

Building Name/Apartment name (if applicable):	<input type="text"/>		
Unit/Apartment and/or Street Number:	<input type="text"/>	<input type="text"/>	
Street Name:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/>

Part C: Student Visa and Program Details

Passport No:	<input type="text"/>	Current visa expiry date:	<input type="text"/>
Program code:	<input type="text"/>	Program title:	<input type="text"/>
Do you hold a CoE for a future program (i.e. package)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of program:	<input type="text"/>
Are you a Sponsored student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of sponsor:	<input type="text"/>
Is your Overseas Student Health Cover valid for the duration of your new visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If no, please contact your relevant OSHC provider to renew your cover		
Where will you lodge your application?	Country:	<input type="text"/>	City: <input type="text"/>

Student Declaration:

I acknowledge that if I do not study in accordance with my study plan that my CoE may be cancelled.

Student signature:	<input type="text"/>	Date:	<input type="text"/>
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Part D: Program Director OR Academic Services Officer 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.

☐ Study Plan attached ☐ Subsequent program (i.e. package) study plan attached

Note: this form will not be processed without a complete study plan.

Total program units:		Units completed:		CoE start date:	
Approved units of credit:		Remaining units:		Anticipated completion date:	

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:**

- ☐ Student applying for a leave of absence
- ☐ Medical grounds (medical certificate provided)
- ☐ Student failed final course(s) in final study period or failed occasional courses throughout the program
- ☐ Outcome of academic review (e.g. reduced study load due to intervention strategy)
- ☐ Prerequisite course(s) not available
- ☐ Other (please specify):

NB: Compassionate/compelling circumstances do not exist where a student chooses to under- enrol (i.e. without approval)

Approvers name:			
Approvers signature:		Date:	

LODGING YOUR APPLICATION

With Campus Central

In person

City East

Campus Central
Level 3
Playford Building

City West

Campus Central
Level 2
Jeffrey Smart Building

Magill

Campus Central
Level 1
B Block

Mawson Lakes

Campus Central
Ground Floor
C Building

Whyalla

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

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA
5290

By post

University of South Australia

Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5001

By email:

ask@campuscentral.unisa.edu.au

Please lodge your Leave of Absence (LOA) application by email to:

InternationalSupport@unisa.edu.au

OR

By appointment with Student Adviser (International) to submit the forms, dependant on the advice given in the first meeting when assessment was made for Leave

To make the booking please visit: [Student Support Services Online Bookings](#)

OFFICE USE ONLY			
Campus Central			
<input type="checkbox"/> Student in BFS		<input type="checkbox"/> CoE/s issued (including any affected subsequent CoEs)	
<input type="checkbox"/> Campus Central/ ISA to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing		<input type="checkbox"/> CoE/s emailed to student	
<input type="checkbox"/> If student has stated that they will lodge their visa application offshore please refer the CoE application to qualityandcompliance@unisa.edu.au before processing		<input type="checkbox"/> Medici updated	
<input type="checkbox"/> If CoE is accompanying an approved leave, don't create new CoE forward to Q&C with LOA form for processing.		<input type="checkbox"/> Form and attachments placed on student's file and/or Service Cloud	
No. of units to complete:		Amount of fees to pay: \$	
Date received:		Date processed:	
Received by:		Processed by:	