

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 tuition fees for your previous enrolments
- 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"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	<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"/>						
Passport No:	<input type="text"/>	Current visa expiry date:	<input type="text"/>	Contact No:	<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"/>					
<b>Student Declaration:</b>									
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"/>	

## Part B: 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:	<input type="text"/>	Units completed:	<input type="text"/>	CoE start date:	<input type="text"/>
Approved units of credit:	<input type="text"/>	Remaining units:	<input type="text"/>	Anticipated completion date:	<input type="text"/>

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:	<input type="text"/>		
Approvers signature:	<input type="text"/>	Date:	<input type="text"/>



LODGING YOUR APPLICATION With Campus Central			
<b><u>In person</u></b>			<b><u>By post</u></b>
<b>City East</b> Campus Central Level 3 Playford Building	<b>City West</b> Campus Central Level 2 Jeffrey Smart Building	<b>Magill</b> Campus Central Level 1 B Block	<b>University of South Australia</b> Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5001
<b>Mawson Lakes</b> Campus Central Ground Floor C Building	<b>Whyalla</b> Campus Central Ground Floor Main Building 111 Nicolson Ave Whyalla Norrie SA 5608	<b>Mount Gambier</b> Regional Centre Office Wireless Road Mount Gambier SA 5290	<b><u>By email:</u></b> <a href="mailto:ask@campuscentral.unisa.edu.au">ask@campuscentral.unisa.edu.au</a>
<b>Please lodge your <u>Leave of Absence (LOA)</u> application by email to:</b> <a href="mailto:InternationalSupport@unisa.edu.au">InternationalSupport@unisa.edu.au</a>			
<b>OR</b> 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: <a href="#">Student Support Services Online Bookings</a>			

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: <a href="mailto:international.sponsors@unisa.edu.au">international.sponsors@unisa.edu.au</a> 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 <a href="mailto:qualityandcompliance@unisa.edu.au">qualityandcompliance@unisa.edu.au</a> 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:	