

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 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 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"/>							
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			
Name of Sponsor:								
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 Declaration: I acknowledge that if I do not study in accordance with my study plan that my CoE may be cancelled.								
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.

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:**

- 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)
- Student took an approved leave of absence
- 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)

Program Director name:	
Program Director Signature:	Date:

ODGING YOUR APPLICATION			
With Campus Central			
<u>In person</u>			<u>By post</u>
City East Campus Central Level 3 Playford Building	City West Campus Central Level 2 Jeffrey Smart Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5001
Mawson Lakes Campus Central Ground Floor C Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building 111 Nicolson Avenue Whyalla Norrie SA 5608	<u>By email</u> City East City West Magill Mawson Lakes Whyalla Mount Gambier
			campuscentral.cityeast@unisa.edu.au campuscentral.citywest@unisa.edu.au campuscentral.magill@unisa.edu.au campuscentral.mawsonlakes@unisa.edu.au campuscentral.whyalla@unisa.edu.au campuscentral.mtgambier@unisa.edu.au

OFFICE USE ONLY	
Campus Central	
<input type="checkbox"/> OHSC form sent to SEU (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"/> Campus Central/ ISA to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing	<input type="checkbox"/> Form and attachments placed on student's file
<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"/> If CoE is to return after approved leave, don't create new CoE until existing has been reported on by Q&C.
No. of units to complete:	Amount of fees to pay: \$
Date received:	Date processed:
Received by:	Processed by: