



APPLICATION FOR CONFIRMATION OF ENROLMENT (CoE)

Form: SSC-172/10/11

CoE's REQUIRE UP TO 5 WORKING DAYS FOR PROCESSING

Failure to complete all the required information may result in delays

STUDENT NUMBER		YOUR LOCATION, IF APPLYING TO RENEW YOUR VISA?	ONSHORE <input type="checkbox"/>	OFFSHORE <input type="checkbox"/>
SURNAME/FAMILY NAME	GIVEN NAME/S			
CURRENT ADDRESS (PERTH)				POST CODE
TELEPHONE	HOME		MOBILE	
DATE OF BIRTH (dd/mm/yyyy)		PASSPORT NUMBER	VISA EXPIRY DATE	
TUITION FEES PAID	AMOUNT: \$	DATE PAID:	FEES SIGHTED	RECEIPT <input type="checkbox"/> CALLISTA <input type="checkbox"/>
Official Use Only				

COURSE PLAN (must be completed by Course Coordinator or Faculty/School Student Information Officer)

# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	TOTAL NUMBER OF UNITS REMAINING: <div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>
(Example) 4	(Example) 11/1							
# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	# UNITS	YEAR/SEM	
(Example) 3	(Example) 11/2							

AUTHORISED BY COURSE COORDINATOR or FACULTY/SCHOOL STUDENT INFORMATION OFFICER:

NAME (Print)	SIGNED	DATE	ECU EXT:
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OVERSEAS HEALTH COVER (OSHC) DETAILS:

OSHC REQUIRED UNTIL EXPECTED VISA EXPIRY DATE:	15 MARCH 20 <input style="width: 40px;" type="text"/>	OR	15 SEPTEMBER 20 <input style="width: 40px;" type="text"/>
OSHC SIGHTED:	CERTIFICATE <input type="checkbox"/>	MEMBERSHIP CARD	<input type="checkbox"/>

STUDENT DECLARATION

By signing below I understand that in order to complete my course within the timeframes of my CoE I am required to follow the above unit load per semester. I also acknowledge that approval of this application does not guarantee approval of any future CoE extension requests.

STUDENT SIGNATURE	DATE
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COMPLETE THIS FORM, SCAN AND EMAIL TO enquiries@ecu.edu.au
Please note: Your CoE will be sent to your ECU student email address

OFFICE USE ONLY

EXPECTED COURSE COMPLETION DATE:	31 JULY 20 <input style="width: 40px;" type="text"/>	or	31 DECEMBER 20 <input style="width: 40px;" type="text"/>	C&C <input type="checkbox"/>	INT <input type="checkbox"/>
CoE AUTHORISED AND PROCESSED BY STUDENT CONNECT OFFICER (Print name):					
SIGNATURE:				DATE:	

Phone 134 ECU (134 328) or International: +61 8 6304 0000

<http://www.askus.ecu.edu.au/>

Confirmation of Enrolment (CoE) Application Process & Checklist

- 1) Complete the CoE application form.
- 2) Attach proof of semester fees paid:
 - a. If you are a continuing student on ENROLLED status, you will need to pay at least \$1000 towards the next semester fees if you are applying before the international fees deadline date;
OR
 - b. If you are applying for a CoE after the international fees deadline date you will need to have paid your full fees for that semester; OR
 - c. If you are on DISCONTINUED status and are resuming your course* you will need to pay your full fees for the semester in which you return.

You may either attach a receipt from the ECU cashier showing your fees you have paid, or if paying by electronic transfer we will need to see that the money is reflected in your ECU account. If paying from overseas the payments can take 1-2 weeks to reflect. Please ensure you provide your student number as reference when paying your fees.

- 3) Meet with your School Information Officer / Course Coordinator to confirm the number of units you have remaining in your course and for them to complete the 'Course Plan' section of the application form.
- 4) Provide a copy of your current membership card or certificate to confirm its expiry date.
- 5) Your OSHC must be valid until the end of your visa expiry date.
- 6) Once you have all the above documentation, submit to Student Central either by hand or email to enquiries@ecu.edu.au. You can also submit your documents through the Ask Us webpage on the ECU website.

NB: Please note that a CoE can only be processed once your current semester results have been released. If your visa is expiring before the results are released you should make an appointment to speak to a Student Connect Officer through Student Central: enquiries@ecu.edu.au or (618) 6304 2000.

*If you are resuming your course you will also need to complete a '[Resume a Course](#)' form available from Student Central or on the Student Forms webpage on the ECU website.