

# Application for Confirmation of Enrolment (eCOE)

## INFORMATION

Please complete Section A and return this form with supporting documents listed in Section B, to any International office.  
Allow at least 2 working days for the eCoE to be issued – may be longer during peak periods i.e. February/March/July/August.

This form must be fully completed by Swinburne International **BEFORE** you can apply to extend your current visa.

## SECTION A: PERSONAL DETAILS (Staff complete this section)

NAME: (All names as on passport)	TITLE: <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female
	FAMILY NAME:	
	GIVEN NAMES:	
STUDENT ID NO:	DATE OF BIRTH:	
DAYTIME TEL NO:	MOBILE NO:	
**SWINBURNE ID EMAIL ADDRESS:	COURSE:	
<p><b>**All correspondence by Swinburne will be sent to your Swinburne Email Address. Students <u>MUST</u> check their official Swinburne email address regularly on a weekly basis as a minimum, but on a daily basis during critical academic periods, such as progress review following the release of results.</b></p>		
START DATE:	END DATE:	
COUNTRY OF BIRTH:	NATIONALITY:	
SPONSORED STUDENTS ONLY:	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <u>yes</u> , the name of your scholarship <u>or</u> name of sponsor :
	<input type="checkbox"/> Melbourne- City <input type="checkbox"/> Other (please state city/ state or country) _____	

Swinburne collects, uses and destroys your information in accordance with our Privacy Policy. For information, see [www.swin.edu.au/privacy](http://www.swin.edu.au/privacy)

## SECTION B: OFFICE USE ONLY

<b>DOCUMENTS &amp; INFORMATION REQUIRED</b> All boxes to be completed and copies of supporting documents <u>must</u> be attached before eCoE can be issued.	<input type="checkbox"/> Proof of fees paid <input type="checkbox"/> Copy of Passport photo page with full name and passport number <input type="checkbox"/> Copy of visa page or e-visa <input type="checkbox"/> Copy of OSHC Worldcare card/receipt from OSHC Worldcare (or other OSHC membership) valid until your new expected visa date. (Norwegian and Swedish students do not need to provide this) <input type="checkbox"/> <b>Sponsored Students Only</b> -A new financial guarantee is required from your sponsor on official letter head, until the end of your course.
<b>Staff: Please complete section (C)</b>	
Continuing / Re-enrolling STUDENT RENEWING (EXTENDING) THEIR STUDENT VISA	Student needs more time to complete course <input type="checkbox"/> Confirmation from Faculty or TAFE School of new completion date: Student to arrange this with Faculty or TAFE School office <b>NB: <u>Except Undergraduate Bachelor of Arts, Bachelor of Business and Bachelor of Commerce students</u></b>
Counter Staff Signature:	Date: