



ECOE REQUEST FORM

Instructions for Students

Please open this form in Adobe and select 'Fill & Sign' to complete this form.

Use this form to apply for either a eCoE extension or shortening by filling in the below details and providing all required additional documents.

Please note that it will take 3 to 4 working days to process this request. Please ensure you allow enough time to apply for and receive your CoE before your visa expires.

Your application, or if you have any questions, can be sent to:

Sydney Students	csudarlinghurstregistrar@studygroup.com
Melbourne Students	MelbourneCSURegistrar@studygroup.com
Brisbane Students	BneCSUAdminAndFinance@studygroup.com

Make sure to title the email as "ECOE-(Student ID Number)-(Name)"

Requests can only be processed if the following is submitted:

1. Minimum one subject fee payment of current term subject fees and there are no outstanding library fines.
2. Provide a copy of your updated degree planner from your course co-ordinator
3. Your Overseas Student Health Cover (OSHC) has been extended for an excess of at least 4 weeks from your course end date. Please refer to table below

Duration of cover	Add to course end date
10 months or less	1 month
Over 10 months ending between January and October	2 months
Over 10 months ending in November or December	Select 15th March of the next year

Student Details

Family Name: _____ First Name: _____
Residential Address: _____
Email Address: _____ Mobile Number: _____

PASSPORT, OSHC & VISA:

Course Name: _____
Reason for Extension/Shortening: _____
Passport Number: _____ Visa Expiry Date: _____
Health Insurance Provider: _____ Membership Number: _____
Membership Type: _____ Start Date: _____ Expiry Date: _____

STUDENT DECLARATION

I understand that I am required to complete my course by the new expected course completion date as agreed. I further accept that it is my sole responsibility to review this date with my course coordinator should I fail any subjects of study in the future. I also understand that it is recommended that I do not apply for a new CoE until I have received my results for the current session in which I am applying for a new CoE and I understand that failing any subjects after my CoE has been issued may result in a further visa extension being required.

Signature:..... Date:.....