Confirmation of Enrolment (CoE) Application

MU Murdoch University

(i) You should only request a CoE if your previous CoE has ended and/or you are applying for a new student visa. This editable form can be completed and submitted as an attached document to a request in MyAnswers > Ask a Question.

Processing of a complete CoE application can take up to two weeks. **Failure to provide all of the required information may result in processing delays.**

Student Central

1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number

Given Names

Surname

Course Code

Course Title and Majors

Reason you did not complete your course within the original CoE duration:

Will you be applying for your visa extension onshore or offshore?   ONSHORE (Australia)   OFFSHORE   Current visa expiry date:
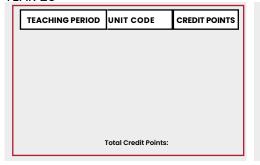
Course Plan - *Please only list units you are yet to complete and ensure all units required to complete your course are included.*
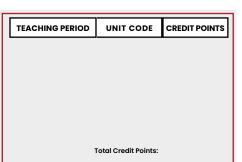
Coursework students: Your course plan must be signed by your Academic Chair.
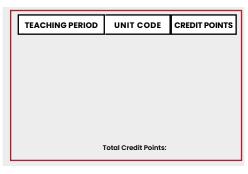
Research students: You do not need to complete a course plan. You must provide a thesis submission date letter signed by your supervisor.

For a 4 or 5 year study plan please complete and attach the study plan section of a second form.
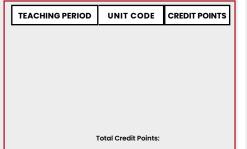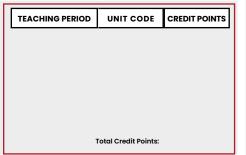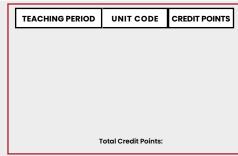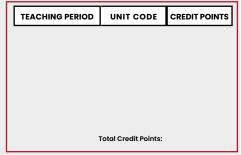
YEAR 20

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

YEAR 20

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

YEAR 20

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

TEACHING PERIOD	UNIT CODE	CREDIT POINTS
Total Credit Points:		

Academic Chair Approval

Course End Date:
(Final Teaching Period/Year)

Name: Signature: Date:

Overseas Student Health Cover (OSHC) Details

Policy Number: **Type of Cover:**   Single   Dual   Multi Family

Current Policy End Date: New Policy End Date Required:

I have: Arranged my own OSHC and have attached the Certificate of Insurance.

Application Process

1. **Application**
   - Ensure you have read, understood and signed the declaration prior to submitting the application form.

2. **Financial documentation**
   - Attach proof of payment or provide a new Financial guarantee (sponsored students)
   - Pay all fees for the current teaching period before applying for the COE (if after payment deadline)

3. **Course Information**
   - Provide confirmation of the course end date

   Coursework students: complete the course plan on page 1 and **obtain Academic Chair's signature.**
   Research students: submit a letter from your supervisor confirming the expected thesis submission date.

4. **Overseas Student Health Cover (OSHC)**
   - Attach evidence of current OSHC
   - Attach evidence of extended OSHC for the duration of your student visa*

   Allianz Care Australia policy holders (Murdoch's preferred provider): renew your [policy online](#) or by visiting the Allianz Care representative in the Student Hub or by emailing [oshcwa@allianz-assistance.com.au](#).
   Other OSHC providers: please contact your OSHC provider directly for the renewal process
   Research students: You are only required to extend your current OSHC if you are applying for a student visa extension. Please provide evidence of your current OSHC policy.

   *Use the provided table below to calculated your required OSHC end date

	Duration of Course	Duration of OSHC Required
Coursework Students	Longer than 10 months and finishing at the end of the Australian academic year (November - December)	You must have OSHC until 15 March the following year.
	Longer than 10 months (finishing January - October)	Your OSHC should expire 2 months after your course end date. If you are finishing mid-year, you require OSHC until 30 August.
	10 months or less	Your OSHC should expire 1 month after your course end date.
Research Students	Your OSHC must expire 6 months past the relevant date listed above. This is to allow for interactive thesis marking. Note: The end date of your course is your thesis submission date.	

NOTE: A CoE can only be processed once your current teaching period results have been released. If your visa expires before the release of results, you need to contact the ESOS Reporting Officer by lodging a query through MyAnswers > Ask a Question.

Declaration: By submitting this form, I acknowledge that to complete my course within the timeframe of my CoE, I must adhere to the provided course plan. Approval of this application does not guarantee approval of any future CoE extension requests. I acknowledge the tuitions fees on my COE are indicative and are subject to change. Additionally, I understand that a CoE request is distinct from a visa application, and I am responsible for submitting my visa application to the Department of Home Affairs before my current visa expiry date.

Signature: Date:

Please save a PDF copy of this form and send as an attachment via:

1) [MyAnswers](#) > Ask A Question, or
2) email to [studentcentre@murdoch.edu.au](#)

Please send from the email address recorded in MyInfo.

This form is best viewed in Adobe Acrobat Reader.