

Online Confirmation of Enrolment (CoE) application guidelines

You are to request your CoE online by completing the 'Request for Confirmation of Enrolment (CoE) [International Students Only]' form found under Quickforms in OASIS.

You will **not** be able to request your CoE online if:

- you are undertaking a Higher Degree by Research course - please contact the *Student Advisor – International Student Visas* at iovisa@curtin.edu.au to seek advice on how to obtain a CoE
- you are changing to a new course - please contact [Curtin International](#) to obtain a CoE for your new course

Before you can request your CoE online you will need to undertake the following requirements:

- **Wait for the current study period's results to be released.**
The CoE states the duration required to complete your course and the length of your new visa will be based on this. By waiting until your results are released, your course end date can be calculated more accurately and you could avoid further costs by having to apply for another visa later.

If your visa expires before your results are released, you may continue with your online CoE request.

- **Be enrolled in a full-time study load.**
Full-time enrolment is 100 credits per semester, with the exception of a small number of courses.

In limited circumstances you may be permitted to enrol in less than 100 credits, however you must submit a [Request to Enrol in Less than 100 Credits in the Current Semester](#) form to Curtin Connect, building 102 to seek approval from the Faculty's Student Service Manager. A request must be submitted for each study period where you are unable to enrol in a full-time study load, even if it is your final study period.

- **Paid your tuition fees for the upcoming study period.**
As a student continuing your course a minimum payment of \$1000 may be acceptable until the fee due date. After the fee due date the full payment of the study period's tuition fees is required.

To arrange your payment or seek assistance, please refer to the following website: <http://fees.curtin.edu.au/>

If you have a formal sponsorship or scholarship arrangement between Curtin and your Government or Organisation, your records will need to confirm that your sponsorship/scholarship will cover your extended studies and new visa duration. You will need to provide supporting documentation that confirms ongoing funding for your studies to the [International Sponsored Student Unit](#) at Curtin Connect, building 102.

To continue your studies at Curtin in Australia, you will also need to declare that you have sufficient funds to cover the expenses for yourself and your family members stay without the necessity to undertake paid work. Further information can be found on the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

The CoE will be issued for new visa application with Department of Immigration and Border Protection (DIBP) in Perth, unless you stipulate an overseas country in your request. If you apply overseas you must be overseas when the visa is granted.